



ADJUDICATION CONVERSION COURSE

APPLICATION FORM

To be held on: 19/20 September 2014,
 10/11 October 2014
 8 November 2014
 12/13 December 2014

At: Engineers Ireland, 22 Clyde Road, Dublin 4

| 1. Personal Details | | | | |
|---|--------------------------|--------------------------|----------------------|--------------|
| Name: | | | | |
| Address: | | | | |
| Email/Phone: | | | | |
| 2. Qualifications | | | Year Awarded | |
| Primary Qualification: | | | | |
| Post Graduate Qualifications: | | | | |
| Post Graduate Qualifications: | | | | |
| Post Graduate Qualifications: | | | | |
| Membership of Professional Bodies: | Professional Body | Membership Number | Date of Entry | Grade |
| | | | Date | |
| | | | Date | |
| | | | Date | |
| | | | Date | |
| | | | Date | |
| | | | Date | |

3. Professional Experience:
(Please summarise your professional experience starting with the most recent. If you feel it appropriate a recent CV may be appended):

| From | To | Company | Position |
|-------------|-----------|----------------|-----------------|
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4. Please describe how you have achieved a minimum of ten years' experience in dealing with Construction Contracts after admission into your primary professional body

5. Please provide details of how you can demonstrate a good working knowledge of the Forms of Contract used in the Irish Construction Industry, including the Suite of Public Works Contracts.

- 6. If you not have already done so in section 2 dealing with your qualifications, please describe how you satisfy a requirement to have a post-graduate qualification in Legal Studies. In addition please confirm that you are FCI Arb or describe how you satisfy all the requirements for that qualification.**

- 7. Dispute Resolution Experience**
Please describe how you can demonstrate a capacity to deal with and manage construction disputes and to produce clearly written reasoned determinations which are compelling and cogent. Please list your experience when acting as Arbitrator, Conciliator, Adjudicator or Mediator and include separately such sample determinations as you think appropriate. If you are a Construction Lawyer please list your experience and provide sample submissions or pleadings drafted by you.

8. Declaration:

I have read the course description accompanying this Application Form and I accept and understand the basis on which places will be allocated. I confirm that the information given on this form is true and accurate.

Signature: _____ Date: _____

[Please print this page, sign and date and return a scanned copy with your application form]

PAYMENT DETAILS

The cost of the course is **€2,650** to cover tuition, course documentation, refreshments and meals.

Please note that we cannot process your application until payment has been received. Payment details will be held in a secure location and only processed when confirmation is received from the Course Admittance Panel that an applicant has been successfully awarded a place on the course.

| | |
|-------------------------------|--|
| Method of Payment | |
| Payment Amount | |
| Credit Card Number | |
| Expiry Date | |
| CVV Number | |
| Name on Credit Card | |
| Address on Credit Card | |

Local Authority bookings must be accompanied by a Purchase Order number, without this the booking cannot be processed.

| | |
|---|--|
| Purchase Order Number (Local Authority bookings only): | |
|---|--|

Cancellation Policy:

Please note that the once an applicant has received written confirmation of their acceptance on the course any subsequent cancellation more than 7 working days in advance of programme delivery will incur a pre-assessment fee of 50% of the course price. Cancellations made less than 7 working days before the programme delivery will result in the full amount being charged. Substitution is not permitted.

This completed form together with any backup documentation are to be submitted electronically together with a payment of €2,650 no later than **5:00pm on Friday 1st August 2014** to the course administrator:

Sandra Campbell,
c/o RIAI, 8 Merrion Square, Dublin 2
scampbell@riai.ie

All queries relating to the course should be submitted by email to the Course Administrator at tharte@riai.ie.