PLEASE READ BEFORE APPLYING FOR THE TRAINING:

Before undertaking the rigorous training to become an adjudicator please consider whether becoming an adjudicator is something that you really want to do. It is not only the cost of the training but also the ongoing cost of meeting your Continuing Professional Development obligations that you should bear in mind.

Adjudications may be infrequent and many of them are fixed fee matters fore which the financial reward will be unlikely to be commensurate with the time involved.

Obtaining a Certificate in Adjudication is only one step in being registered as an adjudicator. Completing the prescribe training does not itself guarantee registration as an adjudicator. If you succeed in obtaining the Certificate in Adjudication the next step is applying to the Adjudication Registry to be registered as an adjudicator. In this regard you will need to satisfy the Registrar that you have a significant, sustained and measurable degree of relevant experience, not only in the building and construction industry but also in presiding over, determining or otherwise exercising substantial independent decision-making responsibility in dispute resolution matters. The Registrar's assessment is likely to have regard to the nature, duration, frequency and recency of that experience; its jurisdictional relevance; the complexity of the matters undertaken; the applicant's personal responsibilities, autonomy and accountability; and the extent to which the experience is supported by specific examples, records and independent verification.

Incidental industry exposure, participation as part of a broader team, or experience that is remote, infrequent or insufficiently connected with the work of an adjudicator may carry limited weight.

The threshold for registration is expected to be relatively high and the assessment criteria applied stringently, while each application for registration remains to be decided on its own evidence and merits. The registration process is intended to ensure that registered adjudicators have demonstrated competence, judgment and practical capability required for appointment and that the best available candidates are available for referrals.

The application to be registered as an adjudicator will include an advisory notice that you should read carefully before submitting your application.

©Contract Administration Group Pty Ltd 2026

Certificate in Adjudication &
Continuing Professional Development
Application to Attend Training Course
[Dates to be announced for 2027]
Please email Completed Application to:
BIFAtraining@contractadmin.net

Contract Administration Group Pty Ltd
ABN 39 052 986 544
Level 19, 10 Eagle Street, Brisbane QLD 4000
Ph: (612) 4659 6200
Course Email: BIFAtraining@contractadmin.net

Building Industry Fairness (Security of Payment) Act 2017 **(Queensland)**

APPLICATIONS CLOSE ON ABOUT 6 WEEKS BEFORE THE COURSE DATES

Please complete the application form below if you wish to register your interest in the 2027 course. Submitting an application does not commit you to proceeding

Applicant:

Family Name: _____ Other Names: _____

Preferred Name: _____Adjudicator Registration # (if registered) : _____

Postal Address: _____ (used for Certificate)

Email Address: _____

_____ _____

Options referred to in this application are Option 1 and Option 2. Option 1 is for the Certificate in Adjudication Training. Option 2 is for Continuing Professional Development (CPD) or learning only.

Applicant's will be required to commit to the following if they are offered a place on the course:

I confirm that I will be available to undertake compulsory Pre-Course Work which may require 10 or more hours of my time.

I will be available 8:30-17:00 (Brisbane Time) on each of three consecutive days to attend scheduled on-line sessions via Zoom.

Note that course material and reference documents will be made available on line only and may be downloaded. Hard copies of material will not be provided.

I acknowledge that I have read and understood the information in the Course Outline.

All Applicants – Information about you (Optional)

The purpose of seeking the following information is to inform trainers about the level of knowledge that can be anticipated in particular sessions or whether any additional assistance may be needed. Responses to these questions are not considered in relation to acceptance of an application or in relation to assessing competency.

You will be asked to complete the following:

My Profession/Trade is _____. Years working in Profession/Trade: _____

Percentage of construction-related work in Profession/Trade: _____%

I have prepared or assisted with approximately _____ adjudication applications and/or adjudication responses under the BCIPA, BIFA or equivalent legislation from other jurisdictions.

I am/have been an adjudicator under the Security of Payment legislation in Queensland or another jurisdiction. **Yes/No**

I have conducted approximately _____ adjudications under Security of Payment legislation.

©Contract Administration Group Pty Ltd 2026

©Contract Administration Group Pty Ltd 2026

Option 1 Candidates Only – Certificate in Adjudication:

I will be available to complete a 2 part written Examination (totalling 4 hours duration). The first examination will be 1.5 hours duration on the second day of training. The second examination will be 2.5 hours duration on third day of training. I acknowledge that to pass each exam I must submit my answers within times stipulated in the course information.

I acknowledge that I have to demonstrate my competence to write a reasoned Decision under the *Building Industry Fairness (Security of Payment) Act 2017*. Documents for the Mock Adjudication will be provided to candidates on or by the third day of training. I acknowledge that I must submit my Decision for the Mock Adjudication on or by the date stipulated. I acknowledge that this includes the maximum extension of time for making my Decision.

I understand that a Certificate in Adjudication will not be issued to me unless I achieve at least 75% in the Examination (other than the Pre-Course assignment) and demonstrate competency in the Decision for the Mock Adjudication.

I understand that the course attendance fee for the Certificate in Adjudication Training (i.e. Option 1) is $2,888 including GST per candidate.

I understand that if I don't attend or do not complete the course, or do not demonstrate competency in any element of the course, no part of the course attendance fee is refundable other than in accordance with the Refund Policy set out in the Course Outline.

I understand that all work submitted by me for examinations or assessment must be my own work and that I will be required to make a declaration to this effect with all work submitted by me. If any part of the work handed up is generated by artificial intelligence or by another person you will be required to declare this to be the case.

I understand that to assist in assessing work submitted as my own, examiners and assessors may submit such work to automated plagiarism and AI detection measures.

I understand that if I am issued with a Certificate in Adjudication it is only one of the requirements that the Adjudication Registrar considers in granting registration as an adjudicator.

I understand that if I become registered as an adjudicator I will be unlikely to have continuity of referrals from the Adjudication Registrar.

Option 2 – CPD and Training Only

I understand that the course attendance fee for the Non-Certificate Training (i.e. Option 2) only will be advised when the course dates are set.

I will be available to undertake compulsory Pre-Course work which may require 10 or more hours of my time.

A certificate of attendance will be issued for completed Pre-Course work submitted on or before the course and for sessions attended during the course. A maximum of 25 CPD points will be available – all core mandatory CPD units will be covered.

I understand that this Option 2 does not qualify me for the issue of a Certificate in Adjudication.

©Contract Administration Group Pty Ltd 2026

Application – All Applicants

Strike through as appropriate:

- **Option 1** above - I hereby apply to attend the Certificate in Adjudication Training in 2027 for the purpose of attempting to qualify for the Certificate in Adjudication.
- **Option 2** above - I hereby apply to attend the Certificate in Adjudication Training in 2027 for the purpose of CPD or learning only without attempting to qualify for the Certificate in Adjudication.

By submitting this application, I acknowledge that I have read the 'Certificate in Adjudication Course Outline'. I acknowledge that submission of this application does not assure me of a place at the training 2027 training.

I understand that if a place is available on the course, an offer will be made and an invoice for the course fee will be sent to the email address provided in this completed application. I understand that if I wish to proceed with the course the invoice must be paid within 7 calendar days from the date of invoice and that if the invoice is not paid in full within that time my application will be taken to have lapsed and the offer of a place will lapse.

The invoice for the course fee is to be issued in the name of the following entity:

Name: _____

ABN: _____

Address: _____

APPLICATIONS CLOSE ON ADATE TO BE NOTIFIED

You will need to declare that;

I have read and understand the information in the Certificate in Adjudication Course Outline attached. **I have signed each page of the Certificate in Adjudication Course Outline and have submitted it with this application.**

_____

(signature) (Date)

Email completed application to: BIFAtraining@contractadmin.net

Do not include payment with this application.

©Contract Administration Group Pty Ltd 2026

Certificate in Adjudication &
Continuing Professional Development
Application to Attend Training Course
6, 7 and 8 July 2026
Please email Completed Application to:
BIFAtraining@contractadmin.net

Contract Administration Group Pty Ltd
ABN 39 052 986 544
Level 19, 10 Eagle Street, Brisbane QLD 4000
Ph: (612) 4659 6200
Course Email: BIFAtraining@contractadmin.net

Certificate in Adjudication Course Outline

Building Industry Fairness (Security of Payment) Act 2017 **(Queensland)**

APPLICATIONS CLOSE ON A DATE TO BE SET

Course Content: Course content is directed to the Elements set out in Schedule 1, Part 2 of the *Building Industry Fairness (Security of Payment) Regulation* 2018. The course will consider such things as:

- Role and functions of the adjudicator
- Role and functions of the Adjudication Registry, including Registrar, procedural aspects, referral process, administration, reporting, adjudication certificates
- Overview and analysis of the *Building Industry Fairness (Security of Payment) Act* 2017, language of adjudication and related statutes
- Practical aspects of adjudication including standard claim adjudication processes and complex claim adjudication processes, service of documents, communication, counting time, definitions, submissions, inspections, conference, withdrawal, use of an agent, getting paid
- Ethics, natural justice, good faith
- Decision-making and Decision writing, giving reasons, release of Decision
- Legal concepts for adjudicators, including contracts, other legal rights and obligations, case law, proof and onus, estoppel, submissions, basic and essential requirements, more detailed requirements, void Decisions
- Practical and legal consideration of payment claims, payment schedules, adjudication applications, adjudication responses, replies, notices, timelines, interest, due date for payment
- Technical concepts for adjudicators including variations, defects, time-related matters, valuation
- For Option 1 Applicants only –Examination and Mock Adjudication Decision writing

Course Material: Course material and reference material will be available to download from Dropbox before the course once course fees are paid and funds cleared. The Examination and the Mock Adjudication are open book. Candidates may access any material which they have available.

Pre-Course Work: Completion of Pre-Course Work is mandatory for all candidates. Pre-course work must be emailed to BIFATraining@contractadmin.net no later than one business before commencement of the course.

Candidates for Option 1 and Option 2 will not be able to attend the presentations on line until the Pre-Course Work is completed and submitted by email.

The Pre-Course Work is designed to be completed within about 10 hours, although most candidates will benefit from additional reading. Candidates should read the *Building Industry Fairness (Security of Payment) Act* 2017 (plus the associated Regulation) and at least two Queensland Supreme Court judgments which will be nominated for the Pre-Course Work.

Payment: **Payment must not be included with the Application to Attend the Training Course**. Places (if available) will be offered to applicants in the order of receipt of properly completed applications. Contract Administration Group Pty Ltd provides equal opportunities to all applicants. If an intending applicant expects to have financial or other constraints, a discussion with Contract Administration Group at an early stage may be in order.

Payment must be made within 7 days from the date that the invoice is emailed to the applicant.

I have read and understood the information above: _____

Refund Policy: This Refund Policy applies for both Option 1 and Option 2. Course fees are refundable in full if the course is cancelled or postponed by Contract Administration Group Pty Ltd.

©Contract Administration Group Pty Ltd 2026

Candidates may only withdraw by notifying Contract Administration Group Pty Ltd by email to BIFAtraining@contractadmin.net. If a candidate's withdrawal in writing is received by Contract Administration Group Pty Ltd three weeks or more before the course the course the attendance fee will be refunded in full. If a candidate's withdrawal is received by Contract Administration Group Pty Ltd less than three weeks but more than one week before the course, an amount equal to 50% of the course attendance fee will be refunded. If a candidate's withdrawal is received by Contract Administration Group Pty Ltd one week or less before the course, no refund will be provided. Any refund made will be credited to the account or to the debit/credit card used to pay for the course.

Course Workload: Option 1 Applicants should consider their availability carefully before applying to attend the course. The course will include Pre-Course Work and Course Attendance for **all** applicants. For Option 1 there will also be a 2-part written Examination and a Mock Adjudication. The time required for candidates will vary due to each individual's previous training, particular knowledge, experience and approach to the task. Typically, about 10 hours should be set aside for the pre-course work, 4 hours for the Examination and 20-40 hours for the Mock Adjudication Decision.

Candidates will need to commit significant time to complete each phase of the training. The Course Attendance on-line via the Zoom platform will be on the course days between 8:30 to 17:00 including Examination times (Brisbane Time). Attendances are recorded by Zoom.

Candidates for Option 1 only must successfully complete a compulsory Examination which will be conducted in two parts. As the Examination addresses the required elements of training, a 75% mark is to be achieved in the Examination. Examination questions for Option 1 candidates will be provided on the send and third day of the course in time to complete the Examination and submit answers as an email or email attachment by 17:15 (Brisbane Time) on the day of the examination.

Option 1 candidates must also satisfactorily complete a Mock Adjudication Decision. Documentation for the Mock Adjudication will be provided to candidates on or by third day of training. **Markers will assume that the quality of the Decision handed up is equivalent to the quality of the Decision that the candidate would produce and provide to the Adjudication Registrar, the claimant and the respondent in a real adjudication. Candidate's attention is directed to ss88(2) and 88(3) which set out matters which an adjudicator must and must not consider. Anything that the candidate submits must not be the work of others. If a candidate relies on external sources for information, such as AI or publications, the candidate will not be excused if the information in the submission or Decision is not correct. Second chances to tidy up or correct a Decision are not available.** The completed Decision must be emailed to BIFAtraining@contractadmin.net on or before the date set out in the Mack Adjudication instructions

Extra time spent by the candidate in writing and re-writing the Decision for the Mock Adjudication before it is submitted for marking may improve the quality of the Decision. Candidates are encouraged to have the Decision proof read by at least one other person before it is submitted but the Decision will be treated as entirely the candidate's own work.

Marking: A candidate who is dissatisfied with the mark given by the first marker for an Examination or the Mock Adjudication Decision has the right to request in writing that the mark be ignored and that the Examination and Mock Adjudication Decision be marked by a different marker. In such cases, the first mark will not be taken into account in assessing the candidate and the final mark will be the mark given by the second marker regardless of whether it is the same as, lower than or higher than the first mark. In no circumstances will the candidate be entitled to revert to and rely on the first mark where the candidate has requested remarking. In all cases the second marker's mark shall prevail. No charge is made to candidates for remarking.

I have read and understood the information above: _____

Registration: For Option 1 applicants please be aware that a person wishing to become an adjudicator must become registered as an adjudicator and for this the person must meet specific suitability requirements. Applications for registration must be made to the Adjudication Registrar. Contract Administration Group Pty Ltd has no part to play in registration of adjudicators. Please read the Registrar's Advisory Notice which accompanies the application for registration.

The Certificate in Adjudication, if attained at this course, will meet the requirements of section 201 of the BIFA, but there are other requirements which an applicant for registration as an adjudicator will need to satisfy. **Registered adjudicators do not have a continuous stream of referrals from the**

©Contract Administration Group Pty Ltd 2026

Adjudication Registrar. Referrals are spasmodic and are made in accordance with the Registrar's referral policy.

After registration, an adjudicator may be eligible to decide adjudications upon referral by the Registrar. The adjudicator's availability, conflicts, qualifications, skill and experience are matters that the Registrar considers in selecting the person to whom an adjudication application is referred. There are no guarantees that the Registrar will refer adjudication applications to every person who attains a Certificate in Adjudication and who becomes a registered adjudicator, but the Registrar will not refer adjudication applications to persons who do not meet the requirements of section 201 of the BIFA. For more information, read the BIFA and associated Regulation or contact the Adjudication Registry on 139 333.

Fees are payable for application for registration as an adjudicator and for renewal of registration. These fees are not included in or covered by the course attendance fee.

Registration as an adjudicator can be suspended or cancelled if:

- the person is not, or is no longer a suitable person to hold registration;
- the person has contravened a condition of registration; or
- the registration was issued because of a materially false or misleading representation or declaration.

OPTION 2 APPLIES TO APPLICANTS ATTENDING THE COURSE FOR THE PURPOSE OF CPD OR TRAINING ONLY.

Option 2 Course Workload:

Applicants for Option 2 should consider their availability carefully before applying to attend the course. The course will include mandatory Pre-Course Work and Course Attendance for **all** applicants. The time required for candidates will vary due to each individual's previous training, particular knowledge, experience and approach to the task. Typically, about 10 hours should be set aside for the pre-course work. Option 2 Applicants will not sit the Examination or participate in the Mock Adjudication Decision writing. Pre-course work must be emailed no later than one business day before attendance on the course. **Candidates for Option 2 will not be able to attend the presentations on line until the Pre-Course Work is completed and submitted by email.**

Course Attendance on-line via the Zoom platform will be on the course days between 8:30 to 17:00 on day 1, between 8:30 to 15:00 on day 2, and between 8:30 to 14:30 on day 3. Applicants for Option 2 will not attend during Option 1 Examination times . Attendances are recorded by Zoom.

I have read and understood the information above: _____

Further Information: If further information is required, please email BIFAtraining@contractadmin.net.

©Contract Administration Group Pty Ltd 2026