



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Oil and Gas Contract and Contractor Management

Physical Planning and Construction / Civil Engineering Construction

Unit Standard 255935 · NQF Level 5 · 6 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to effectively manage contracts and contractors in a corporate environment. Participants will learn to establish contract requirements, select and appoint contractors, monitor performance, and ensure compliance with legal and organisational standards.

Category	Physical Planning and Construction
Subfield	Civil Engineering Construction
Unit Standard	255935
Accreditation	SAQA Accredited · NQF Level 5 · 6 Credits
Duration	5 days
Training Method	On-Campus
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply appropriate procedures to establish contract requirements and scope of work.
- Evaluate contractor proposals and select suitable contractors based on defined criteria.
- Implement contractor management plans to monitor performance and ensure compliance.
- Demonstrate effective communication and conflict resolution skills in contractor interactions.
- Analyze contract performance data to identify areas for improvement and corrective action.
- Design a contractor management system that aligns with organisational policies and legal requirements.

WHO SHOULD ATTEND

- This course is designed for managers, supervisors, procurement officers, and project leaders who are responsible for overseeing contracts and contractor relationships within their organisation.

COURSE OUTLINE

Day 1: Introduction to Oil and Gas Contract Management

- Overview of oil and gas industry
- Contract lifecycle: planning, formation, execution, close-out
- Types of contracts: EPC, service, supply, joint operating
- Key stakeholders: operator, contractor, subcontractor, regulator
- Legal and regulatory frameworks: SAQA, OHS Act, contract law
- Fundamentals of contract management

Day 2: Contractor Selection and Pre-qualification

- Pre-qualification criteria: safety, financial, technical, environmental
- Tender process: RFQ, RFP, bid evaluation
- Contractor capability assessment: HSE, resources, track record
- Procurement ethics and compliance
- Contract award and negotiation basics

Day 3: Contract Formation and Risk Management

- Key contract clauses: scope, price, payment, termination
- Risk identification and allocation: force majeure, liability
- Insurance and indemnity requirements
- Variation and change order management
- Regulatory compliance: tax, labour, environmental

Day 4: Contractor Performance and Relationship Management

- Performance monitoring: KPIs, SLAs, dashboards
- Site inspections and HSE audits
- Non-conformance management and corrective actions
- Dispute resolution: negotiation, mediation, arbitration
- Relationship management: communication, meetings, feedback

Day 5: Contract Close-out and Continuous Improvement

- Close-out process: final account, deliverables, warranties
- Handover and documentation
- Lessons learned and knowledge management
- Continuous improvement: feedback loops, best practices
- Contractor management systems and software

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **6 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,700.00	R 17,700.00
1	In-House	R 23,100.00	R 23,100.00
1	On-Campus (Pretoria)	R 26,700.00	R 26,700.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Sep 2026	11 Sep 2026	Online	—
14 Sep 2026	18 Sep 2026	In-House	—
21 Sep 2026	25 Sep 2026	On-Campus	Pretoria, South Africa
28 Sep 2026	02 Oct 2026	Online	—
05 Oct 2026	09 Oct 2026	In-House	—
12 Oct 2026	16 Oct 2026	On-Campus	Pretoria, South Africa
19 Oct 2026	23 Oct 2026	Online	—
26 Oct 2026	30 Oct 2026	In-House	—

Contact us if no suitable date is listed — on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

- Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 255935) and click **Get A Quote / Apply**. Select your training method and number of delegates — your quotation is generated immediately and emailed to you with the course brochure attached.
- Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za — our team will reply with a formal quotation.
- Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
- Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically — the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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