

Introduction

Navig8 Construction Advisory, in partnership with TSA Riley, have been providing NZS 3910 Construction Contracts training to the industry since early 2024. Our sessions have been developed off the back of the 3910:2023 revision to be specifically by Practitioners, for Practitioners - focusing on practical applications and making contractual matters relatable and understandable.

Courses invite participant interaction and sharing of their own project experiences. They can be online or in person and we suggest a discussion to decide what will work best for you.

This learning brief covers the following courses. Bespoke arrangements available on request.

Course Name	Duration / Format
Course 0: 3910:2023 – A Revision fit for Industry Change	2 hours
Course 1: Developing Practitioners	Full Day
Course 2: Practical Applications	Full Day
Course 3: Independent Certifiers	1.5 Days
Course 4: Designers and the Contract	Half Day

About the Facilitator

Gavin Shaw is the Director of Navig8 Construction Advisory and a respected leader in New Zealand's construction industry. With over 30 years experience in capital project delivery, business leadership, and contract administration, Gavin has shaped major infrastructure outcomes as a trusted advisor, project leader, and independent certifier. He is a member of the Standards New Zealand Committee responsible for revising NZS 3910:2023 (and 3916 and 3917:2025), and is the founding Chair of the Society of Construction Contract Practitioners. Known for his pragmatic approach, deep industry insight, and commitment to collaboration, Gavin is passionate about influencing positive outcomes and elevating standards across the sector.



Course 0

3910:2023 - A Revision fit for industry change

'A practitioners perspective on the 2023 updates, their practical impact, and how they drive industry progress.'

Format: 2 hour webinar

This session offers a practitioner's guide to the changes made in 3910:2023 and the opportunities they present for industry improvement.

Used in the majority of non-residential construction contracts, NZS 3910 is the standard most commonly used within New Zealand's building, construction, engineering, and infrastructure industries. The 2023 Revision of NZS 3910 has led to key changes to recognise and promote good practice and productivity improvements amongst all related industries, building collaboration and greater clarity.

Yet how can you, the practitioner, use this new standard to address issues earlier and achieve good practice? What are the key changes that will improve your ability to manage day-to-day practices, and be able to confidently resolve problems earlier rather than later?

Join 'NZS 3910 – a revision fit for industry change' to learn what led to this revision and how to use these changes to go beyond the wording of the contract and use these changes to elevate your current projects, raising the bar across NZ's construction industry. This interactive 2 hour session is for practitioners by practitioners.

Learning outcomes

Participants will be able to:

- Understand the history of 3910 and the reasons why an update was needed
- Explain the key changes made to the contract and why
- Articulate how the new version provides role clarity among contract participants
- Appreciate the opportunities to use this revision to support better project outcomes

Intended audience

- Practitioners and anyone wanting to understand the key changes made by the new NZS 3910:2023.
- An entry level knowledge of the 2013 version is advantageous

Course format

This is a 2-hour webinar. It is interactive with examples.



Course 1

Developing Practitioners

'Using commercial awareness to introduce developing practitioners to construction contracts and 3910:2023'

Format: Full day workshop, in-house or on-line

Merging the world of construction with contracts can be a difficult area to navigate and understand. Add in the complexity of breaking down the different Standards, identifying the various roles involved and the risks they each manage, while still focusing on achieving the project objectives is a tricky challenge for people new to contracts.

Using 3910 in Projects – The Developing Practitioners Guide takes you through everything you need to know to step successfully into the role of a practitioner. You'll learn concepts and technical aspects of NZS3910, and how to break down NZS3910's core components and use these to navigate your project to success.

By the end of this interactive and engaging course, you'll walk away with the core skills required to be able to use contracts to create successful outcomes on any project.

Learning outcomes

Participants will be able to:

- Explain why contracts are important and why the construction sector adopts standard forms such as NZS3910
- Appreciate 3910 is only one part of the entire contract agreement that defines the promises parties make to each other
- Articulate the roles and responsibilities of the contract participants, and what drives their behaviours
- Explain how the contract deals with managing change, making payments, and reaching completion

Intended audience

- Graduates and those with limited experience with construction contracts
- People new to the role as Principal in a contract
- Lesser experienced practitioners who may know construction and want to understand more about contracts
- People new to NZ construction industry keen to understand New Zealand's most common form of contract



Course 2

Practical Applications

'Diving into the practical application of processes within 3910 for anyone involved in contract administration'

Format: Full day workshop, in-house or on-line

NZS3910 has the ability to support and promote collaboration and deliver positive outcomes for organisations across the construction industry, particularly when the participants have a strong understanding of the roles and responsibilities of all involved.

Designed by practitioners for practitioners, Gavin brings NZ's most commonly used construction contract to life using real life experience, scenarios and anecdotes. He makes the 536 clauses understandable and relatable, building confidence and familiarity. The course uses commercial insights to embed role clarity and understanding - whether you're a client, contractor, designer, QS, ER or contract administrator. Gavin invites participants to bring their experiences and link learning their back to their projects and role.

Learning outcomes

Participants will be able to:

- Identify all participants engaged in contracts and the duties and responsibilities they carry
- Appreciate how getting into contract relates to getting underway
- Explain the importance of the programme and due date for completion
- Understand the payment process and the interaction with the Construction Contracts Act 2002
- Implement contractual processes that managing change in time and cost, and in achieving practical completion

Intended audience

- Contract Administrators, Independent Certifiers, Contractor and Principal's Representatives
- All practitioners with a reasonable level of confidence and familiarity in NZS3910



Course 3

Independent Certifiers: Contract Decision Making

'Preparing experienced construction professionals to excel as Independent Certifiers under NZS 3910'

Format: 1.5 day workshop, in-house only

This training program is designed to equip participants with the knowledge and skills required to act as Independent Certifiers in construction projects governed by the NZS 3910 standard. Participants will leverage their prior knowledge of construction project delivery, and contract administration experience, to further develop their understanding of the role of the Independent Certifier in supporting contractual performance, appreciate nuances of the contractual framework, roles, and responsibilities of all participants, and explore the practical expectations of an Independent Certifier to assist delivery of construction projects effectively.

Becoming an Independent Certifier requires a fine balancing of your theoretical project experience and contract execution alongside an indepth knowledge of the Contract Agreement. Some may think you can easily find the answers in 3910, but to find this balance, you'll need to know how to use the various parts of the contract and bring your practical experience to make fair and impartial decisions.

This advanced training program is designed for experienced construction professionals seeking to elevate their expertise to the role of Independent Certifier under the NZS 3910 standard. Participants will build upon their existing knowledge of construction project delivery and contract administration to master the critical responsibilities of an Independent Certifier. Key focus areas include:

- In-depth exploration of the NZS 3910 contractual framework
- Nuanced understanding of roles and responsibilities within the contract
- Practical strategies for supporting contractual performance
- Techniques for effective decision-making and dispute resolution
- Best practices for maintaining impartiality and professional integrity

Through interactive sessions, case studies, and hands-on exercises, participants will develop the advanced skills necessary to navigate complex project dynamics, ensure compliance, and facilitate successful project outcomes. This program is ideal for seasoned professionals ready to take on the pivotal role of Independent Certifier in New Zealand's construction industry.

Learning outcomes

Participants will be able to:

- Understand and confidently articulate the importance of acting independently and impartially
- Appreciate the approach and key considerations for assessing complex contractual claims
- Review and refine your own decision making through a range of scenarios and case studies.
- Learn and practice fair and impartial decision-making in line with the contract
- Understand and articulate the importance of balancing eight essential parts of a contract into your decision making as an I.C

Intended audience

Experienced contract administration practitioners seeking to advance as trusted Independent Certifiers, and practitioners involved in complex contractual practices (eg contractors and clients closely involved in contract delivery)

Course 4

Designers and the Contract

'Building contract awareness in the design teams who advise on a contract but do not administer it'

Format: Half day workshop (4 hours), in-house or on-line

Designers and the Contract is a bespoke half day session for consultant design teams who support a construction contract without holding a role in administering it. It is tailored from the standard Course 1 content, introducing key content to increase knowledge of 3910 and contracts in general, without diving into procedural detail.

Design teams sit close to a construction contract but rarely inside it. Drawings and specifications define much of what the Contractor has promised to build, yet once construction starts the design team usually holds no contractual authority. Under NZS 3910 they act as Advisers, supporting the Independent Certifier or Contract Administrator to carry out their duties (6.3.6). A recommendation is not an instruction, and an opinion is not a decision. Knowing where that line sits changes how a design team communicates on a project.

The session also draws out a difference that explains a good deal of contractor behaviour. A consultant's performance risk is largely insured, with professional indemnity cover responding when design or advice falls short. A contractor's is not insurable in the same way. No policy rebuilds recovers a programme that has slipped. That risk sits on the contractor's own balance sheet, and bonds, retentions, liquidated damages and limits of liability are each a lever pulling on it. Once designers see that, the commercial realities shaping behaviour on a project start to make sense.

Gavin uses real projects, scenarios and anecdotes to make the contract relatable, and invites participants to bring their own experience into the room.

Learning outcomes

Participants will be able to:

- Explain what makes a contract, and why the sector relies on standard forms such as NZS 3910
- Appreciate that 3910 is only one part of the entire agreement, and that drawings and specifications sit within it as scope
- Articulate the role of an Adviser under 6.3.6, and recognise where a recommendation stops and an instruction or decision begins
- Explain why a contractor carries performance risk on its own balance sheet while a consultant's is largely insured, and how that shapes behaviour on a project
- Follow how the contract manages change, progress payments and reaching Practical Completion, and identify where design input supports all of this.

Intended audience

- Engineers, architects, planners and other design professionals supporting projects delivered under NZS 3910
- Consultant staff acting as Advisers to an Independent Certifier or Contract Administrator
- Design leads who brief, review and sign out work that becomes contract documentation
- No prior contract knowledge is assumed

Course format

An interactive half day workshop of around four hours, in-house or online, tailored to the sectors the design team works in.

Navig8 Training & Upskilling – Which Course is Right for me?

Criteria / Course	Course 0 3910:2023 – A Revision fit for Industry Change	Course 1 Developing Practitioners	Course 2 Practical Applications	Course 3 Independent Certifiers: Contract Decision Making	Course 4 Designers and the Contract
Who this is for / Pre-requisite	Practitioners who already know NZS 3910 (2013); must be familiar enough that you do not need an introduction to the previous version.	Graduates, new entrants and those new to NZ contracts and contract administration; no prerequisites.	Current contract administrators, QS, client reps, contractor/principal reps; should have some practical experience with NZS 3910.	Senior/advanced construction professionals seeking to act as, or work with, Independent Certifiers; substantial contract admin experience required.	Consultant design teams supporting NZS 3910 projects as Advisers rather than administering the contract; a bespoke derivative of Course 1, no prerequisites.
Focus	Key differences between 2013 & 2023 versions, with emphasis on practical industry impact and improved day-to-day practice.	Foundations of NZS 3910, roles, responsibilities, and the basics of how standard contracts shape project success.	Real-world contract administration: applying NZS 3910 processes, payments, change management, and collaboration on live projects.	High-level, impartial certifier role – advanced contract analysis, decision-making, dispute resolution, and managing complex projects.	How the contract relates to design roles: the entire agreement, the parties, the Adviser role under 6.3.6, and the commercial drivers behind contractor behaviour.
Key learning outcomes	Master what's changed and why, clarify roles under the new standard, and leverage 2023 improvements for better outcomes.	Understand contract essentials, why standard forms matter, and the basics necessary for practitioner success.	Build confidence with contract roles, core clauses, and best industry practices for practical contract management.	Deepen certifier expertise: knowing your role, acting impartially, making decisions, mechanisms to resolve matters early and avoid disputes, and balancing contract components to enable project success.	Read the contract structure with confidence, know where an Adviser's authority stops, and understand why performance risk sits differently on a contractor than on a consultant.
Delivery format	Interactive 2-hour webinar	Full-day workshop (in-house or online)	Full-day workshop (in-house or online)	1.5-day workshop (in-house only)	Half-day workshop (in-house or online)