

Higher National Unit Specification

General information for centres

Unit title: Site Administration

Unit code: DW4L 34

Unit purpose: This Unit seeks to provide the candidate with an understanding of the application of different administration processes required for a successful contract. On completion of the Unit the candidate should be able to:

- 1 Maintain a site diary.
- 2 Procure and control site materials.
- 3 Prepare the agenda for and participate in a site meeting.
- 4 Explain the administrative procedures on completion of the works.

Credit points and level: 1 HN Credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*).

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Recommended prior knowledge and skills: The Unit includes all the basic principles necessary to allow candidates possessing other qualifications or experience to succeed in this Unit.

Core Skills: There are opportunities to develop the Core Skill(s) of Communication, Numeracy, Problem Solving, in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

Context for delivery: If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

Assessment: It is recommended that all instruments of assessment relate to one project. A case study composed to suite all outcomes will be presented to each candidate. Following preliminary study of the case notes Outcomes 1 and 2 will be assessed by reports, Outcome 3 will be assessed by role-play and report assignment and Outcome 4 will be assessed by report.

Group work may contribute to the assessment. However, planning would be required by the centre to ensure the sufficiency and authenticity of candidate evidence. Arrangements would be required to be put in place to ensure that assessments were conducted under controlled supervised conditions.

An exemplar instrument of assessment and marking guidelines have been produced to provide an example of the type of evidence required to demonstrate achievement of the aims of this Unit and to indicate the national standard of achievement at SCQF level 7.

General information for centres (cont)

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Higher National Unit specification: statement of standards

Unit title: Site Administration

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The sections of the Unit stating the Outcomes, knowledge and/or skills, and evidence requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Throughout the Unit emphasis will be placed where appropriate on the application of Health and safety and Sustainability. Safe working practice should be looked at in accordance with current safety codes of practice and regulations. Sustainability should include reference to criteria affecting sustainability on the environment and the legislation promoting sustainability.

Outcome 1

All requirements of this section are mandatory

Knowledge and/or skills

- ◆ Entries follow an appropriate format.
- ◆ Entries include all relevant data such as temperature ranges; site visitors; labour and plant returns; progress on permanent and temporary works.
- ◆ Entries include all non-routine data such as clerk of work's directions; architect's instructions; confirmation of verbal instructions; recording of all incidences of relevant events which may generate claims.
- ◆ Entries follow good practice stating factual occurrences free from bias.

Evidence Requirements

In any assessment of this outcome all knowledge and/or skills items should be included. Candidates must provide a satisfactory response to all items.

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can:

- ◆ make appropriate entries and follow an appropriate format
- ◆ describe all routine data
- ◆ describe all non-routine data
- ◆ make all entries stating factual occurrences and free from bias

Evidence for the knowledge and/or skills for this Outcome should be generated through a report undertaken in unsupervised conditions. Assessment should be conducted under open book conditions and as such candidates should be allowed to bring any textbooks handouts or notes to the assessment.

Higher National Unit specification: statement of standards (cont)

Unit title: Site Administration

Assessment guidelines

Outcome 1 requires that the candidate be given a case study of a series of events covering a period of at least four weeks with all relevant data recorded for a construction project. Candidates working on site may produce a site diary for the project they are currently involved in. Candidates on full-time programmes will be given project details and interventions such as non-routine data to include in the diary. All elements should be demonstrated within the site diary sheets produced by the candidate containing all relevant data including a weekly report on progress.

Outcome 2

Procure and control site materials

Knowledge and/or skills

- ◆ Stages in a procurement system.
- ◆ Lead-in periods; enquiry; tender; adjudication; order; fabricate; supply; deliver; check; accept; invoice.
- ◆ Elements in a materials supply early warning system.

Evidence Requirements

Evidence for the knowledge and/or skills in the outcome will be provided on a sample basis. In any assessment of this outcome **two out of three** knowledge and/or skills will be sampled and assessed.

In order to ensure that candidates will not be able to foresee what items they will be questioned on a different sample of two out of three knowledge and/or skills items is required each time the item is assessed. Candidates must provide a satisfactory response to both items.

A candidate's response can be judged to be satisfactory where evidence provided is sufficient to meet the requirements for each item by showing that the candidate is able to:

- ◆ prepare a procurement schedule for a small construction project (at least 15 items) and identify the stages of a procurement process

Assessment guidelines

The assessment for Outcome 2 will be covered by report for a client explaining the various stages in the materials procurement and control process. The candidate will prepare a materials schedule from a project schedule containing at least ten of the fifteen activities described within the case study highlighting an early warning system to avoid delays due to material shortages or problems associated with over provision of material.

Higher National Unit specification: statement of standards (cont)

Unit title: Site Administration

Outcome 3

Prepare the agenda for and participate in a site meeting

Knowledge and/or skills

- ◆ Agenda for a site meeting.
- ◆ Conduct of a site meeting.
- ◆ Site meeting minutes.

Evidence Requirements

In any assessment of this outcome **all** knowledge and/or skills items should be included. Candidates must provide a satisfactory response to all items.

Candidates will need evidence to demonstrate their knowledge and/or skills by showing that they can:

- ◆ prepare a site meeting agenda
- ◆ participate in a site meeting
- ◆ produce minutes of the site meeting

Assessment guidelines

The assessment for Outcome 3 will be based on a case study that will contain circumstances from which the candidates in groups of four to seven will produce a site meeting agenda on which to base the role-play site meetings. Site meeting notes will be prepared by the meeting team to allow effective participation. Minutes of the discussion will be contained within the report produced by the candidate.

Outcome 4

Explain the administrative procedures on completion of the works

Knowledge and/or skills

- ◆ Elements of practical completion and handover.
- ◆ Procedures: practical completion and possession; removal of contractors plant and surplus material. Snagging schedules, pre completion meeting.
- ◆ Documentation: as constructed drawings; services drawings; Health and Safety file; maintenance file. Building control inspections.
- ◆ Defects liability period.
- ◆ Retention fund.

Higher National Unit specification: statement of standards (cont)

Unit title: Site Administration

Evidence Requirements

Evidence for the knowledge and/or skills in the outcome will be provided on a sample basis. In any assessment of this item **three out of five** knowledge and/or skills will be sampled and assessed.

In order to ensure that candidates will not be able to foresee what items they will be questioned on a different sample of three out of five knowledge and/or skills items is required each time the Outcome is assessed. Candidates must provide a satisfactory response to all three items.

Where sampling takes place, a candidate's response can be judged to be satisfactory where evidence provided is sufficient to meet the requirements for each item by showing that they can:

- ◆ identify and explain procedures involved on completion of construction works

Assessment guidelines

The assessment for Outcome 4 will be covered by report for a client explaining the various administrative procedures to be followed on completion of the works. The report should be a minimum of 1,500 – 2,000 words.

Administrative Information

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|-----------------------------|---------------------|
| Unit code: | DW4L 34 |
| Unit title: | Site Administration |
| Superclass category: | TF |
| Date of publication: | June 2006 |
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Higher National Unit specification: support notes

Unit title: Site Administration

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

This Unit has been written in order to allow candidates to develop knowledge understanding and skills in the following areas:

- 1 Maintaining a site diary.
- 2 Procure and control site materials.
- 3 Preparing the agenda for and participating in a site meeting.
- 4 Explaining the administrative procedures on completion of the works.

This Unit at SCQF level 7 is a mandatory Unit within the HNC/D Construction Management awards.

In designing this unit the unit writers have identified the range of topics they would expect to be covered by lecturers. The writers have also given recommendations as to how much time should be spent on each outcome. This has been done to help lecturers to decide what depth of treatment should be given to the topics attached to each of the outcomes.

1 Maintain a site diary (6 hours)

- ◆ information to be recorded
- ◆ appropriate format
- ◆ job and personnel responsible for maintaining diary
- ◆ labour plant and materials on site
- ◆ labour plant and materials required
- ◆ weather report
- ◆ drawings and information received or required
- ◆ visitors to site
- ◆ incident reports
- ◆ telephone record
- ◆ architects instructions
- ◆ clerk of works directions
- ◆ lost time and delays
- ◆ weekly summary report
- ◆ legal status of site diary sheets
- ◆ use in formulating claims
- ◆ use as evidence where a dispute has arisen

Higher National Unit specification: support notes (cont)

Unit title: Site Administration

2 Prepare schedules for the procurement and control of site materials (14 hours)

- ◆ procedures to prevent fraud, pilfering and waste
- ◆ contract cost control and progress information
- ◆ stages in materials procurement and control
- ◆ design materials control documents
- ◆ produce materials early warning system
- ◆ materials schedules
- ◆ query sheets to suppliers
- ◆ quotations from suppliers
- ◆ choice of supplier
- ◆ orders
- ◆ delivery notes
- ◆ invoicing procedures
- ◆ releasing payment

3 Prepare the agenda for and participate in a site meeting. (14 hours)

- ◆ formal site meeting procedures
- ◆ smooth running and effective communication
- ◆ notices to attend
- ◆ set out a standard Agenda
- ◆ take part in the meeting
- ◆ produce a set of Minutes
- ◆ nature and frequency of site meetings
- ◆ well-structured meetings

4 Explain the administrative procedures on completion of the works (6 hours)

- ◆ practical completion
- ◆ pre completion meeting
- ◆ handover date
- ◆ snagging schedules
- ◆ arrangements for removal of plant and materials
- ◆ insurance liability
- ◆ access for owners of the building
- ◆ as-built drawings
- ◆ building control inspections
- ◆ status and content of Health and Safety file and Maintenance File
- ◆ retention fund
- ◆ defects liability period

Higher National Unit specification: support notes (cont)

Unit title: Site Administration

Guidance on the delivery and assessment of this Unit

As this Unit relies on core construction industry knowledge and awareness provided in the earlier stages of HNC and HND Built Environment Awards it is recommended that this Unit be delivered towards the end of these awards.

Details on approaches to assessment are given under Evidence Requirements and Assessment Guidelines under each outcome in the Higher National Unit Specification: statement of standards section. It is recommended that these sections be read carefully before proceeding with the assessment of candidates.

Where available, evidence from the workplace can also be incorporated to enhance the learning outcomes, provided that this evidence is appropriate and authenticated as the candidate's own work.

Opportunities for developing Core Skills

The following grid provides a general guide to opportunities for the development of Core Skills in this Unit. Opportunities for the development of Core Skills at the output level are more fully identified in the Core Skills Signposting Guide.

| Core Skill | Outcome 1 | Outcome 2 | Outcome 3 | Outcome 4 | Outcome 5 |
|------------------------------|-----------|-----------|-----------|-----------|-----------|
| 1 Communication | | | | | |
| Reading | ✓ | ✓ | ✓ | ✓ | |
| Writing | | | ✓ | | |
| Oral | | | ✓ | | |
| 2 Numeracy | | | | | |
| Using Number | | ✓ | | | |
| Using Graphical Information | | | | | |
| 3 IT | | | | | |
| Using Information Technology | | | | | |
| 4 Problem Solving | | | | | |
| Critical Thinking | | ✓ | | ✓ | |
| Planning and Organising | | | ✓ | ✓ | |
| Reviewing and Evaluating | | | ✓ | | |
| | | | ✓ | | |
| 5 Working with Others | | | | | |

Higher National Unit specification: support notes (cont)

Unit title: Site Administration

Open learning

Given that appropriate materials exist this unit could be delivered by distance learning, which may incorporate some degree of on-line support. However with regard to assessment planning would be required by the centre concerned to ensure the sufficiency and authenticity of candidate evidence. Arrangements would be required to be put in place to ensure that assessments were conducted under controlled, supervised conditions.

Candidates with additional support needs

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Alternative Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on SQA's website: www.sqa.org.uk.

General information for candidates

Unit title: Site Administration

This Unit will introduce you to the administrative procedures and documentation involved at different stages in a Contract to ensure effective communication between all parties involved.

The Unit will be assessed in four parts:

- 1 Maintain a site diary.
- 2 Procure and control site materials.
- 3 Prepare the agenda for and participate in a site meeting.
- 4 Explain the administrative procedures on completion of the works.