



National Unit Specification: general information

UNIT Construction Administration (SCQF level 6)

CODE F3JJ 12

SUMMARY

This Unit is suitable for candidates who have limited or no experience of the Construction Industry and Construction Administration

This Unit aims to introduce the candidate to the important aspects of construction administration by increasing knowledge and understanding in the communication links and the working relationships between members of the construction team. The Unit also develops understanding in administrative operation such as site meetings, contract programming and project cost control which are essential elements of a well run project.

OUTCOMES

- 1 Identify and explain the relationships between members of the construction team.
- 2 Describe the lines of communication within a construction project.
- 3 Identify and explain the benefits of regular site meetings and contract programming.
- 4 Demonstrate an understanding of post contract cost control.

RECOMMENDED ENTRY

Entry is at the discretion of the centre.

Administrative Information

Superclass: TF

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CREDIT VALUE

1 credit at Higher (6 SCQF credit points at SCQF level 6*).

**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.*

CORE SKILLS

There is no automatic certification of Core Skills or Core Skill components in this Unit. Opportunities for developing aspects of Core Skills are highlighted in *Guidance on Learning and Teaching Approaches*.

National Unit Specification: statement of standards

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Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME 1

Identify and explain the relationships between members of the construction team.

Performance Criteria

- (a) Identify and explain the relationship between the Contract/Project Manager and the Architect/Contract Administrator in relation to their duties and responsibilities.
- (b) Identify and explain the relationship between the Project Manager and the client's Quantity Surveyor in relation to their duties and responsibilities.
- (c) Identify and explain the relationship between the Project Manager and the Buying Department in relation to their duties and responsibilities.

OUTCOME 2

Describe the lines of communication within a construction project.

Performance Criteria

- (a) Describe the process in which an Architect/Contract Administrator communicates variations to the Contractor.
- (b) Describe the process in which a delay in contract works is communicated to the Architect/Contract Administrator.
- (c) Describe the process for procuring and payment for construction materials.
- (d) Describe the process for application for payment by the contractor.

OUTCOME 3

Identify and explain the benefits of regular site meetings and contract programming.

Performance Criteria

- (a) State the benefits of holding regular site meetings.
- (b) Detail information normally found on a post contract programme.
- (c) Identify the benefits of undertaking regular reviews of the post contract programme.

OUTCOME 4

Demonstrate an understanding of post contract cost control.

Performance Criteria

- (a) Explain how the Design team makes provision within the Bill of Quantities for unforeseen works at pre contract stage.

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- (b) Explain how contract variations are negotiated and agreed between the Design Team and the Contractor.
- (c) Describe the main sections included within the Professional Quantity Surveyors monthly financial report which is submitted to the client.

EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required to demonstrate that the candidates have achieved all Outcomes and Performance Criteria.

Written and/or recorded oral evidence is required to demonstrate that the candidate has achieved this Unit to the standard specified in the Outcomes and Performance Criteria. The evidence for this Unit should be obtained under controlled, supervised conditions. The assessment will be open-book and should last no more than two hours. Candidates should be permitted to take notes and textbooks into assessments.

In this Unit an appropriate instrument of assessment would be a question paper consisting of a balance of short answer, restricted response and structured questions based on case study material.

Evidence will be gathered at appropriate points throughout the delivery of the Unit. Assessments must be manageable and practicable for centres and candidates.

The Assessment Support Pack for this Unit provides appropriate sample assessment materials. Where centres wish to develop their own assessment materials they should refer to the Assessment Support Pack to ensure a comparable standard.

National Unit Specification: support notes

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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 developed as an optional Unit within the National Certificate Awards in Built Environment and Civil Engineering and can be delivered as a freestanding Unit.

This Unit aims to introduce candidates to the main elements of construction administration by increasing candidate awareness in areas such as relevant communication links, relationships between key team players, importance of regular site meetings, ongoing contract programming and constant post contract cost control.

Health and Safety and Sustainability are integral and key to the construction industry therefore throughout the Unit emphasise will be placed where appropriate on the application of Health and Safety and Sustainability.

Outcome 1 should provide the candidate with an understanding of the relationship between Contracts\Project Manager and the Contract Administrator, Client Quantity Surveyor and Contractor Buying Department

Outcome 2 should provide the candidate with an awareness of how variations, delay in contract works, procurement and payment of materials and applications for payment are made or communicated between relevant parties.

Outcome 3 should provide the candidate with an awareness of the benefits of holding regular site meetings, information found on post contract programme along with the benefits of undertaking regular reviews of the post contract programme.

Outcome 4 should provide the candidate with an awareness of how the Design Team includes for unforeseen works within the Bill of Quantities, the process for negotiating and agreeing contract variations and finally an appreciation of the main sections included within a Professional Quantity Surveyor's financial report.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

Emphasis in delivery of the Unit should be on familiarisation with terminology and basic concepts.

The use of case study material is particularly recommended for both the learning and assessment components of this Unit. The study material should commence by providing the candidate with an initial understanding on how communication links exist and between whom within a typical construction project. This would then leave the candidate ready to study the importance of regular site meetings, regular reviews of contract programming and how such can assist in the planning process (eg procurement of building materials and the inclusion of such in interim valuations).

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The final stage of learning would be to look at pre-contract planning by the Professional Quantity Surveyor to show how reasonable monies are included for unforeseen works when preparing Bills of Quantities; further developing on this would be to look at how monies associated to variations are agreed and the main sections included within a Professional Quantity Surveyor's monthly financial statement when reporting to the client on financial progress of the contract.

Suggested teaching and learning methods for this Unit could include: the use of visual aides, ICT, group lectures and discussions, practical demonstrations, question and answer sessions, direct study and site visits.

Formative work for the Unit could specifically include group discussions as such approaches could be particularly beneficial to candidates with no industrial experience.

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

In this Unit candidates will be:

- ◆ analysing case studies
- ◆ studying channels of communication in construction

These offer opportunities to develop aspects of the Core Skills of:

- ◆ *Working with Others*
- ◆ *Communication*

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by information and communications technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

Evidence will be gathered at appropriate points throughout the delivery of the Unit. In this Unit an appropriate instrument of Assessment could be a question paper consisting of a balance of short answer, restricted response and structured questions based on case study material.

All Outcomes may be assessed using a single case study

Preparation for assessment should include formative work with opportunities for constructive feedback. Well planned assignments and project work will be useful preparation.

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Planning should allow time for re-assessment. Given that assessment for this Unit must be conducted in controlled conditions, centres should ensure that a different assessment is given for re-assessment purposes and that similar controlled conditions apply.

CANDIDATES WITH DISABILITIES AND/OR ADDITIONAL SUPPORT NEEDS

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. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).