

## SQA Advanced Unit Specification

### General information for centres

**Unit title:** Building Maintenance Management

**Unit code:** HV8F 47

**Unit purpose:** This Unit provides the candidate with an understanding of some of the principles of management as applied to the maintenance function of a building.

On completion of the Unit the candidate should be able to:

- 1 Plan and prepare a maintenance programme for a building.
- 2 Planning and control of the finance for the maintenance of a building.
- 3 Describe typical inspection procedures used in maintenance activities.
- 4 Describe typical procurement arrangements used for maintenance activities.

**Credit points and level:** 1 SQA 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 National 1 to Doctorates.*

**Recommended prior knowledge and skills:** It would be an advantage for candidates to have a basic knowledge and understanding of construction technology, building maintenance technology and communication skills. Possession of this basic knowledge and understanding may be evidenced by possession of appropriate Units undertaken in year one of the award.

**Core Skills:** There are opportunities to develop the Core Skills of Communication, Numeracy, IT, Problem Solving, Working with Others, 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 possible to assess candidates either on an individual Outcome basis, combinations of Outcomes or by a single holistic assessment combining all Outcomes. The assessment paper(s) should be composed of an appropriate balance of short answer, restricted response and structured question. Assessment should be conducted under supervised controlled conditions.

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It is recommended that a maximum of four hours be used for the assessment of this Unit.

Four assessments are recommended, the first two of which could be related to the same building while the remaining two are more generally focused. Outcome 1 requires a “small scale” inspection/survey of a building and the preparation of its maintenance plan, while Outcome 2 requires the preparation of a budget for some of the works identified in Outcome 1. Outcomes 3 and 4 are assessed in the context of typical industry practices.

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 assessment/s were conducted under controlled, supervised conditions.

An exemplar instrument of assessment and marking guidelines has been produced to provide examples of the type of evidence required to demonstrate achievement of the Unit and to indicate the national standard of achievement at SCQF level 7.

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### Unit specification: statement of standards

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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 this unit emphasis will be placed where appropriate on the application of health and safety and sustainability. Safe working practices should be looked at in accordance with current safety codes of practice and regulations. Sustainability should include reference to criteria affecting sustainability, impact of not implementing sustainability on the environment and the legislation promoting sustainability.

### Outcome 1

Plan and prepare a maintenance programme for a building

#### Knowledge and/or skills

- ◆ Principles of management
- ◆ Principles of maintenance
- ◆ Inspection, survey techniques
- ◆ Report writing
- ◆ Preparation of bar charts

#### Evidence Requirements

In any assessment of this Outcome **all** knowledge and/or skill 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:

- ◆ produce a report identifying principal building features requiring maintenance work
- ◆ prepare a programme (bar chart) showing the timing/sequencing of the work

#### Assessment guidelines

It is important that candidates are directed to survey a building which is suitable for developing an appreciation of the principles involved (ie it is neither too large, nor too small.) It is further suggested that the number of activities to be covered in the bar chart is restricted to a maximum total of 20 (Note: for the purposes of continuity, the same building might be used for Building Inspection, Building Maintenance Technology and other cognate group Units).

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### Outcome 2

Planning and of control the finance for the maintenance of a building

#### Knowledge and/or skills

- ◆ Principles of preparing a time phased budget
- ◆ Principles of estimating for maintenance works, including research of BCIS information

#### Evidence Requirements

In any assessment of this Outcome **all** knowledge and/or skill 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:

- ◆ production of time phased budget for works identified in Outcome 1

#### Assessment guidelines

Candidates will prepare (in spreadsheet format) the budget showing how rates/prices have been produced. An explanation of how typical monitoring (control) procedures, based on the budget, are undertaken will be required.

### Outcome 3

Describe typical inspection procedures used in maintenance activities

#### Knowledge and/or skills

- ◆ Typical pre and post inspections of work
- ◆ Policy/procedures in maintenance organisations

#### Evidence Requirements

In any assessment of this Outcome **all** knowledge and/or skill 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:

- ◆ produce a short report describing typical procedures

#### Assessment guidelines

Outcomes 3 and 4 shall be combined into a single short essay response on how a maintenance organisation (eg a local Housing Association) manages its inspection and procurement procedures.

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### Outcome 4

Describe typical procurement arrangements used for maintenance activities

#### Knowledge and/or skills

- ◆ Lump sum tenders
- ◆ Schedules of rates
- ◆ Measured term contracts
- ◆ Daywork term contracts

#### Evidence Requirements

In any assessment of this Outcome **all** knowledge and/or skill 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:

- ◆ produce a short report describing typical procedures

#### Assessment guidelines

Outcomes 3 and 4 shall be combined into a single short essay response on how a maintenance organisation (eg a local Housing Association) manages its inspection and procurement procedures.

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### Administrative Information

<b>Unit code:</b>	HV8F 47
<b>Unit title:</b>	Building Maintenance Management
<b>Superclass category:</b>	TH
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### Unit specification: support notes

#### Unit title: Building Maintenance Management

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 to introduce candidates to some of the principles of maintenance management. It is essential that some of the fundamentals of management are taught; and then related to the procedures for the maintenance of buildings. It is recommended that students are encouraged to apply these principles to produce an on-survey report of a building which, at their stage, would not be too demanding in terms of analysis. Maintenance plans and budgets may then be added to this report. It would be beneficial if teaching, combined with visits, about how maintenance organisations manage their business could be arranged.

The list of topics is given below. Lecturers are advised to study this list of topics in conjunction with the assessment exemplar pack so that they can get a clear indication of the standard of achievement expected of candidates in this Unit.

It is desirable that the topics are not too prescriptive but it is expected that within the time(s) recommended, the following topics would be covered:-

#### **1 Plan and prepare a maintenance programme for a building. (16 hours)**

- ◆ introduction to the principles of management
- ◆ aims, objectives of maintenance organisations eg a local Housing Association
- ◆ principles of planning
- ◆ types of maintenance — cyclical, reactive
- ◆ policy and procedures for maintenance (reference to actual Housing Association literature)
- ◆ use of bar charts for planning and control of maintenance works

#### **2 Plan and control finance for the maintenance of a building. (14 hours)**

- ◆ introduction to the principles of budgeting
- ◆ use of budget as basis of financial control
- ◆ access to data for building up prices for maintenance work

#### **3 Describe typical inspection procedures used in maintenance activities. (3 hours)**

- ◆ introduction to policies/procedures for inspection

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### 4 Describe typical procurement arrangements. (3 hours)

Introduction to maintenance procurement:

- ◆ lump sum tenders
- ◆ schedules of rates
- ◆ measured term contracts
- ◆ daywork term contracts

#### Unit Assessment (4 hours total)

This would involve taking students to survey a building. Much of the assessment evidence would be undertaken by the student in their own time.

### Guidance on the delivery and assessment of this Unit

The scheduling of this Unit will require to fit closely and coherently with others in the award as considerable opportunities exist to integrate teaching over a range of issues which can be based on the selection of a suitable building.

Where this Unit is incorporated into other group awards it is recommended that it be delivered in the context of the specific occupational area(s) that the award is designed to cover.

Details on approaches to assessment are given under Evidence Requirements and Assessment guidelines under each Outcome in the SQA Advanced Unit specification: statement of standards section. It is recommended that these sections be read carefully before proceeding with assessment of candidates.

#### *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.

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

### Open learning

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. Arrangement would be required to be put in place to ensure that the assessment, which is required to be at a single event, was conducted under controlled, supervised conditions.

For information on normal open learning arrangements, please refer to the SQA guide *Assessment and Quality Assurance of Open and Distance Learning* (SQA 2000).

### Equality and inclusion

This unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

## **SQA Advanced Unit Specification**

### **General information for candidates**

#### **Unit title:** Building Maintenance Management

This Unit has been designed to allow you to develop knowledge, understanding and skills in of some of the principles of management as applied to the maintenance function of a building.

The assessment of the outcome will involve a survey report of a suitable building to establish the principal features requiring maintenance. Thereafter you will be required to prepare a programme and budget for this work. A written essay covering Outcomes 3 and 4 will be required.