

## Higher National Unit Specification

### General information for centres

**Unit title:** Quantity Surveying Practice

**Unit code:** DW3Y 35

**Unit purpose:** This Unit is designed to enable candidates to gain knowledge and understanding of the duties routinely undertaken within quantity surveying profession. The Unit begins with pre contract cost control techniques and takes the candidate through the major financial and contractual stages of a building contract.

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

- 1 Evaluate the methods of pre and post contract cost control on building contracts.
- 2 Analyse the process involved when preparing a tender report.
- 3 Evaluate the process involved in the preparation of interim valuations and the evaluations of variations to a building contract.
- 4 Analyse the process involved when preparing a final account.

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

*\*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:** It would be an advantage for candidates to have a basic knowledge of the various stages of a building project, although this is not essential because the Unit covers all the basic principles. Possession of basic knowledge and understanding may be evidenced by possession of an appropriate SQA Higher national Unit.

**Core Skills:** There are opportunities to develop the Core Skills of Communication, Numeracy and 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.

## General information for centres (cont)

**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.

It is recommended that assessment of this Unit should take the form of two separate papers.

Outcomes 1 and 2 should be combined together into one assessment paper which it is anticipated would take the candidate approximately one and a half hours to complete. This assessment paper should be composed of a suitable balance of short answer, restricted response and structured questions.

The assessment for Outcomes 3 and 4 should also be combined together into one assessment paper which should also take the candidate approximately one and a half hours to complete. This assessment paper should also be composed of a suitable balance of short answer, restricted response and structured questions.

Both assessments should be conducted under controlled, supervised conditions. It should be noted that candidates must achieve all the minimum evidence specified for each Outcome in order to pass the Unit.

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.

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 aims of this Unit and to indicate the national standard of achievement at SCQF level 8.

## Higher National Unit specification: statement of standards

**Unit title:** Quantity Surveying Practice

**Unit code:** DW3Y 35

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 & Safety and Sustainability. Safe working practises should be looked at in accordance with current safety codes of practise 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

Evaluate the methods of pre and post contract cost control on building contracts

#### Knowledge and/or skills

- ◆ Budget costing
- ◆ Cost Planning
- ◆ Life Cycle Costing
- ◆ Financial Statements

#### Evidence Requirements

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

- ◆ analyse and explain methods of pre and post contract cost control on building contracts

Evidence for the knowledge and/or skills in this Outcome will be provided on a sample basis. The evidence may be presented in responses to specific questions. Each candidate will need to demonstrate that she/he can answer correctly questions based on a sample of the items shown above. In any assessment of this Outcome **three out of four** knowledge and / or skills items should be sampled. Candidates must provide a satisfactory response to all three items.

Evidence should be generated through assessment undertaken in controlled, supervised conditions. Assessment should be conducted under closed-book conditions and as such candidates should not be allowed to bring any textbooks, handouts or notes to the assessment.

## Higher National Unit specification: statement of standards (cont)

**Unit title:** Quantity Surveying Practice

### Assessment guidelines

Questions used to elicit candidate evidence should take the form of an appropriate balance of short answer, restricted response and structured questions.

The assessment of this Outcome should be combined with that for Outcome 2 to form a single assessment paper.

### Outcome 2

Analyse the process involved when preparing a tender report

#### Knowledge and/or skills

- ◆ Receipt of tenders
- ◆ Arithmetical and technical check
- ◆ Addendum/Reduction/Adjustment Bill
- ◆ Recommendation of tender

#### Evidence Requirements

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

- ◆ describe and explain processes involved in the preparation of a tender report

Evidence for the knowledge and/or skills in this Outcome will be provided on a sample basis. The evidence may be presented in responses to specific questions. Each candidate will need to demonstrate that she/he can answer correctly questions based on a sample of the items shown above. In any assessment of this Outcome **three out of four** knowledge and/or skills items should be sampled.

Candidates must provide a satisfactory response to all three items.

Evidence should be generated through assessment undertaken in controlled, supervised conditions. Assessment should be conducted under closed-book conditions and as such candidates should not be allowed to bring any textbooks, handouts or notes to the assessment

#### Assessment guidelines

Questions used to elicit candidate evidence should take the form of an appropriate balance of short answer, restricted response and structured questions.

The assessment of this Outcome should be combined with that for Outcome 1.

## Higher National Unit specification: statement of standards (cont)

**Unit title:** Quantity Surveying Practice

### Outcome 3

Evaluate the process involved in the preparation of interim valuations and the evaluation of variations to a building contract

#### Knowledge and/or skills

- ◆ Methods of pricing variations
- ◆ Variation account
- ◆ Interim certificates
- ◆ Retention

#### Evidence Requirements

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

- ◆ analyse and explain processes involved in the preparation of interim valuations and the evaluation of variations to a building contract

Evidence for the knowledge and/or skills in this Outcome will be provided on a sample basis. The evidence may be presented in responses to specific questions. Each candidate will need to demonstrate that she/he can answer correctly questions based on a sample of the items shown above. In any assessment of this Outcome **three out of four** knowledge and/or skills items should be sampled.

Candidates must provide a satisfactory response to all three items

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 four knowledge and/or skills is required each time the Outcome is assessed.

Evidence should be generated through assessment undertaken in controlled, supervised conditions. Assessment should be conducted under closed-book conditions and as such candidates should not be allowed to bring any textbooks, handouts or notes to the assessment.

#### Assessment guidelines

Questions used to elicit candidate evidence should take the form of an appropriate balance of short answer, restricted response and structured questions.

The assessment of this Outcome should be combined with that for Outcome 4 to form a single assessment paper.

## Higher National Unit specification: statement of standards (cont)

**Unit title:** Quantity Surveying Practice

### Outcome 4

Evaluate the process involved when preparing a final account

#### Knowledge and/or skills

- ◆ Adjustment of Contract Sum
- ◆ Provisional quantities, provisional sums and prime cost sums
- ◆ Fluctuations
- ◆ Contractual claims
- ◆ Final certificate

#### Evidence Requirements

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

- ◆ analyse and explain the process of preparing a final account

Evidence for the knowledge and/or skills in this Outcome will be provided on a sample basis. The evidence may be presented in responses to specific questions. Each candidate will need to demonstrate that she/he can answer correctly questions based on a sample of the items shown above. In any assessment of this Outcome **three out of five** knowledge and/or skills items should be sampled.

Candidates must provide a satisfactory response to all three items.

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 is required each time the Outcome is assessed.

Evidence should be generated through assessment undertaken in controlled, supervised conditions. Assessment should be conducted under closed-book conditions and as such candidates should not be allowed to bring any textbooks, handouts or notes to the assessment.

#### Assessment guidelines

Questions used to elicit candidate evidence should take the form of an appropriate balance of short answer, restricted response and structured questions.

The assessment of this Outcome should be combined with that for Outcome 3 to form a single assessment paper

## **Administrative Information**

<b>Unit code:</b>	DW3Y 35
<b>Unit title:</b>	Quantity Surveying Practice
<b>Superclass category:</b>	TC
<b>Date of publication:</b>	June 2006
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## Higher National Unit specification: support notes

### Unit title: Quantity Surveying Practice

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 Undertaking pre and post contract cost control on building projects.
- 2 Examining and reporting on tenders for building work.
- 3 Evaluating variations to building contracts and preparing interim valuations.
- 4 Preparing a Final Account.

In designing this Unit the Unit writers have identified the range of topics they would expect to be covered by the lecturer. The writers have also given recommendations as to how much time should be spent on each Outcome. This has been done to help lecturers decide what depth of treatment should be given to the topics attached to each of the Outcomes. Whilst it is not mandatory for a centre to use this list of topics it is strongly recommended that it does so to ensure continuity of teaching and learning across the Quantity Surveying Units and because the assessment exemplar pack for this Unit is based on the knowledge and/or skills and list of topics in each of the Outcomes.

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.

#### 1 Methods of pre and post contract cost control on building contracts. (10 hours)

##### ◆ Pre Contract:

- Budget Costing: Unit method  
Superficial method  
Approximate quantities  
Pre-Tender estimate
- Cost Planning: Elemental cost planning  
Comparative cost planning  
Building Cost Information Service (BCIS)
- Cost Limits
- Life Cycle Costing

##### ◆ Post Contract:

- Financial Statements
- Valuations/Interim Certificates
- Variations
- Retention
- Final Accounts



## Higher National Unit specification: support notes (cont)

**Unit title:** Quantity Surveying Practice

### **2 Process involved when undertaking a Tender Report. (6 hours)**

- ◆ Receipt of Tenders: Delivery and Opening
- ◆ Arithmetical Check: Correction of Errors
- ◆ Technical Check
- ◆ Addendum/Reduction/Adjustment Bills
- ◆ Qualified Tenders
- ◆ Reporting to Architect/Client/Designer: Recommendation

### **3 Process involved when evaluating the financial impact of variations to a building contract and the preparation of interim valuations. (9 hours)**

- ◆ Methods of pricing variations: Dayworks:  
BQ rates  
Fair rates  
Lump sum price
- ◆ Variation Account
- ◆ Interim certificates: Frequency of certificates  
Measured work  
Preliminaries Bill  
Nominated subcontractors/ suppliers  
PC Sums/Provisional Sums  
Materials on site  
Retention  
Previous certificates
- ◆ Standard 'S' Curve payments

### **4 Process involved when preparing a Final Account. (6 hours)**

- ◆ Bill of Variations/Variations Account
- ◆ Provisional Quantities
- ◆ Adjustment of Prime Cost Sums
- ◆ Price Adjustment for Fluctuations
- ◆ Contractual Claims
- ◆ Final Certificate

## Higher National Unit specification: support notes (cont)

**Unit title:** Quantity Surveying Practice

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

As this Unit covers the more specialist activities undertaken by a Quantity Surveyor it is recommended that it be delivered in the second year of HND and HNC Quantity Surveying 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 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.

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

## **Higher National Unit specification: support notes (cont)**

**Unit title:** Quantity Surveying Practice

### **Open learning**

This Unit could be delivered by distance learning, which would require to 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 assessment of the Unit, which is required to be at one 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)*.

### **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](http://www.sqa.org.uk).

## **General information for candidates**

### **Unit title:** Quantity Surveying Practice

This Unit has been designed to introduce you to and develop knowledge of the normal duties regularly undertaken within a private quantity surveying practice. You will likely have studied Quantitative Building Studies before and this Unit will help you understand how Bills of Quantities are used during the course of a building project. In addition you will also likely have studied or be studying Standard Forms of Building Contracts and this Unit will help you understand the contractual importance of the Bills of Quantities and the contractual role the quantity surveyor carries out during a building contract.

This Unit will explain the importance of controlling costs during construction work and will show you the various methods used to do so.

The formal assessment for this Unit will consist of two separate assessment papers each lasting one and a half hours. The assessments will be conducted under closed-book, supervised conditions.