



Higher National Unit specification

General information for centres

Unit title: Architectural Conservation: Contract Procurement and Documentation

Unit code: F4YA 35

Unit purpose: This Unit is designed to set out clearly to candidates how a client may select contractors and professionals to carry out building work for a conservation project and the various aspects of contract documentation associated with the procurement of the work.

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

- 1 Appraise contract procurement and tendering procedures.
- 2 Appraise contract documentation associated with the procurement of conservation work.

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 beneficial if candidates had a basic knowledge and understanding of the construction industry. Knowledge of procurement routes and contract documentation used in construction work would be an advantage although not essential. Possession of basic knowledge and understanding may be evidenced by possession of an appropriate Higher or HN Unit.

Core Skills: There are opportunities to develop the Core Skills of *Communication* (Writing), *Information Technology* and *Problem Solving* (Critical Thinking and Planning and Organising) all at SCQF level 5 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 another 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 such as a single case study.

A single holistic assessment covering all Outcomes should not exceed 3 hours in duration.

Higher National Unit specification: statement of standards

Unit title: Architectural Conservation: Contract Procurement and Documentation

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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.

Outcome 1

Appraise contract procurement and tendering procedures

Knowledge and/or Skills

Factors affecting choice of contractor and consultant

- ◆ Professional and trade accreditation schemes
- ◆ Financial health checks
- ◆ Quality audit
- ◆ Audit for grant-assisted works

Contract procurement methods:

- ◆ History of procurement of traditional craftwork including guilds
- ◆ Early design and build contracts
- ◆ Traditional procurement from the eighteenth century
- ◆ Modern design and build contracts
- ◆ Management contracts
- ◆ Minor works contracts
- ◆ Lump sum and fixed price principle
- ◆ Remeasurement contracts
- ◆ Prime cost of dayworks
- ◆ Term contracts

Higher National Unit specification: statement of standards (cont)

Unit title: Architectural Conservation: Contract Procurement and Documentation

Tendering procedures

- ◆ Open
- ◆ Selective
- ◆ Negotiated
- ◆ Single stage
- ◆ Two stage
- ◆ Tender opening and scrutiny
- ◆ EU legislation

Evidence Requirements

The Knowledge and/or Skills items will be assessed on a sample basis from each of the sub-sets of the main Knowledge and/or Skills items.

In this Outcome candidates will be required to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ appraise a minimum of three factors affecting choice of contractors and consultants. Description must include how a client may select contractors and consultants to carry out conservation work on a historic building.
- ◆ appraise three contract procurement methods available for building conservation work. Any sample must include traditional procurement methods.
- ◆ appraise three appropriate tendering procedures available to a client to use when carrying out conservation work on a historic building. Any sample must include selective tendering.

Any assessment must be unseen, closed-book and supervised.

Assessment Guidelines

The assessment could be extended response questions.

Higher National Unit specification: statement of standards (cont)

Unit title: Architectural Conservation: Contract Procurement and Documentation

Outcome 2

Appraise contract documentation associated with the procurement of conservation work

Knowledge and/or Skills

Contract documentation associated with conservation work

- ◆ Invitation to tender
- ◆ Drawings
- ◆ Specifications
- ◆ Bills of quantities
- ◆ Schedules of rates
- ◆ Quotations
- ◆ Exchange of letters
- ◆ Conditions of contract

Types of work

- ◆ Emergency work contracts
- ◆ Lump sum major contracts
- ◆ Minor works contracts
- ◆ Remeasurement contracts
- ◆ Term contracts

Evidence Requirements

The Knowledge and/or Skills items will be assessed on a sample basis from each of the sub-sets of the main Knowledge and/or Skills items.

In this Outcome candidates will be required to demonstrate their knowledge and/or skills by showing that they can:

- ◆ appraise contract documentation associated with the procurement of conservation work for three types of work. Any sample must include lump sum major contracts. Candidates must correctly match and justify the appropriate contract documentation to each of the three types of work. Candidates must cover the appropriate timetable and action covering the issuing of the documents.

Any assessment must be unseen, closed-book and supervised.

Assessment Guidelines

The assessment could be extended response questions.

Administrative Information

Unit code: F4YA 35

Unit title: Architectural Conservation: Contract Procurement and Documentation

Superclass category: TF

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Higher National Unit specification: support notes

Unit title: Architectural Conservation: Contract Procurement and Documentation

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:

- ◆ appraising contract procurement and tendering procedures
- ◆ appraising contract documentation associated with the procurement of conservation work

This Unit is at SCQF level 8 and is a mandatory Unit within the new HNC and HND Architectural Conservation. It is also suitable for delivery as a freestanding Unit.

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 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.

Outcome 1

Appraise contract procurement and tendering procedures.

Factors

- ◆ professional and trade registration/accreditation schemes
- ◆ financial health checks
- ◆ quality/standards audits
- ◆ audits for grant-assisted works

Consideration should be given to choosing appropriate, competent contractors and consultant professionals who have been vetted for their competencies in working on building conservation projects and accredited based on a framework of such competencies.

Emphasis should be placed on the appointment of accredited contractors and professionals as a condition of obtaining grant aid to fund or part fund a conservation project.

Higher National Unit specification: support notes (cont)

Unit title: Architectural Conservation: Contract Procurement and Documentation

Candidates need to discuss the financial checking of tenderers to avoid bankruptcies and the problems associated with it. Checks carried out could include searches at Companies House and the use of business information services to provide accounts and credit references.

Contract procurement

- ◆ history of procurement of traditional craftwork including guilds
- ◆ early design and build contracts
- ◆ traditional procurement from the eighteenth century
- ◆ modern design and build contracts
- ◆ management contracts
- ◆ minor works contracts
- ◆ lump sum and fixed price principle
- ◆ remeasurement contracts
- ◆ prime cost of dayworks
- ◆ term contracts

Tendering procedures:

- ◆ open
- ◆ selective
- ◆ negotiated
- ◆ single stage
- ◆ two stage
- ◆ tender opening and scrutiny

Consideration should be given to the development of building contracts from the Middle Ages to the present day and the appropriateness of procurement routes for particular types of projects.

Comparison should be made between the use of particular procurement routes and tendering procedures for new build projects and the difficulties of applying these to building conservation projects where technical trade skills should take precedence over price competition.

Outcome 2

Appraise contract documentation associated with the procurement of conservation work.

Contract documentation

- ◆ invitation to tender
- ◆ drawings
- ◆ specifications
- ◆ bills of quantities
- ◆ schedules of rates
- ◆ quotations

Higher National Unit specification: support notes (cont)

Unit title: Architectural Conservation: Contract Procurement and Documentation

- ◆ exchange of letters
- ◆ conditions of contract

Types of work

- ◆ emergency work contracts
- ◆ lump sum major contracts
- ◆ minor works contracts
- ◆ remeasurement contracts
- ◆ term contracts

This Outcome will involve discussion on the documentation associated with building conservation projects and its appropriateness for the particular types of work listed.

The timescale of the preparation of the documents, their issue to contractors and the procedures for the correct management of the tender process should also be discussed.

Guidance on the delivery and assessment of this Unit

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 Higher National Unit specification: statement of standards section. It is recommended that these sections be read carefully before proceeding with assessment of candidates.

Throughout the Unit emphasis will be placed where appropriate on the application of Health and 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.

Opportunities for developing Core Skills

There are opportunities to develop aspects of the following Core Skills:

Communication at SCQF level 6. Candidates will be required to read materials relating to the procurement and contractual management of conservation work. If candidates produce written reports or essays this will provide opportunities to develop written communication. Lecturers might use class discussions to deliver parts of the Unit and this would provide opportunities to develop oral communication.

Higher National Unit specification: support notes (cont)

Unit title: Architectural Conservation: Contract Procurement and Documentation

Information Technology at SCQF level 5. This Unit offers candidates the opportunity to research, source information, and produce evidence using ICT.

Problem Solving at SCQF level 6. Candidates will be required to carry out appraisals of procurement methods and contractual management of conservation work which will provide opportunities to develop the Core Skill component of Critical Thinking.

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 Sign Posting Grid.

The following grid provides a general guide to opportunities for the development of Core Skills in this Unit.

Core Skills		Outcome 1	Outcome 2
1	Communication		
	Written Communication	(Reading) SCQF level 5	SCQF level 5
		(Writing)	
	Oral Communication		
2	Numeracy		
	Using Number		
	Using Graphical Information		
3	Information Technology	SCQF level 5	SCQF level 5
4	Problem Solving		
	Critical Thinking	SCQF level 5	SCQF level 5
	Planning and Organising	SCQF level 5	SCQF level 5
	Reviewing and Evaluating		
5	Working with others		

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.

Higher National Unit specification: support notes (cont)

Unit title: Architectural Conservation: Contract Procurement and Documentation

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).

General information for candidates

Unit title: Architectural Conservation: Contract Procurement and Documentation

This Unit is designed to prepare you for a career in the building surveying or building control area of the construction industry where conserving buildings correctly is important. This Unit is suited to building surveyors and building control officers, architects and client advisers, who are involved in building conservation projects from their inception through to completion on site.

In Outcome 1 you will look at the historical development of contract procurement for historic building work from the Middle Ages through to the present day with the responsibility and risk transferring from the building owner/client to the contractor and sub contractors, and to the architect depending on the procurement route chosen. The principles and characteristics of various procurement routes are outlined and the required documentation discussed.

Quality and financial checking and auditing of contractors is covered to ensure financial security, in particular where grant monies are being awarded.

Tendering options and the ultimate scrutiny and awarding of contracts are covered as outlined above in the support notes.

In Outcome 2 you will look at the various combinations of contract documentation associated with the procurement routes covered as outlined in the support notes above.

There are opportunities for you to develop the Core Skills of *Communication*, *Information Technology* and *Problem Solving* (Critical Thinking and Planning and Organising) all at SCQF level 5 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.