



Higher National Unit specification

General information

Unit title: Site Administration (SCQF level 7)

Unit code: H72F 34

Superclass: TF

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Version: 01

Unit purpose

The Unit is designed to provide learners with knowledge and understanding of the different administrative processes required to support a successful building construction project.

The Unit is aimed at learners commencing HNC Architectural Technology, HNC/HND Construction Management, HNC/HND Quantity Surveying. The subject matter may also be appropriate in underpinning competencies within a vocational award.

Outcomes

On successful completion of the Unit the learner will be able to:

- 1 Explain the factors affecting the planning and organisation of a construction site.
- 2 Produce accurate records of construction site activities.
- 3 Prepare a specific agenda for and participate in a simulated site progress meeting.
- 4 Explain required administrative procedures on completion of the Works.

Credit points and level

1 Higher National Unit credit at SCQF level 7: (8 SCQF credit points at SCQF level 7)

Recommended entry to the Unit

Entry is at the discretion of the centre.

Higher National Unit Specification: General information (cont)

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Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes for this Unit specification.

There is no automatic certification of Core Skills or Core Skill components in this Unit.

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.

The Assessment Support Pack (ASP) for this Unit provides assessment and marking guidelines that exemplify the national standard for achievement. It is a valid, reliable and practicable assessment. Centres wishing to develop their own assessments should refer to the ASP to ensure a comparable standard. A list of existing ASPs is available to download from SQA's website (<http://www.sqa.org.uk/sqa/46233.2769.html>).

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.

Higher 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.

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. Learners 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

Explain the factors affecting the planning and organisation of a construction site.

Knowledge and/or Skills

- ◆ Site compound
- ◆ Constraints
- ◆ Working environment
- ◆ Health and safety issues
- ◆ Services and infrastructure
- ◆ Risk

Outcome 2

Produce accurate records of construction site activities.

Knowledge and/or Skills

- ◆ Site diaries
- ◆ Work progress
- ◆ Site instruction
- ◆ Material procurement
- ◆ Labour
- ◆ Financial control

Outcome 3

Prepare a specific agenda for and participate in a simulated site progress meeting.

Knowledge and/or Skills

- ◆ Roles and responsibilities
- ◆ Agenda structure
- ◆ Minute production
- ◆ Information requirements

Higher National Unit specification: Statement of standards (cont)

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Outcome 4

Explain required administrative procedures on completion of the Works.

Knowledge and/or Skills

- ◆ Faulty work
- ◆ Practical completion
- ◆ Defects liability, payments
- ◆ Insurances
- ◆ Maintenance
- ◆ Building owner's manual
- ◆ Certifications
- ◆ Health and Safety requirements

Evidence Requirements for this Unit

Learners will need to provide evidence to demonstrate their Knowledge and/or Skills across all Outcomes by showing that they can:

- ◆ describe a suitable site compound which addresses all Health and Safety issues, risks, access and constraints.
- ◆ explain the procedures used to record information on site, order materials and consider financial controls.
- ◆ participate in a simulated site progress meeting and record the meeting.
- ◆ explain required administrative procedures on completion of the Works.

Assessment for Outcomes 1 and 2 will be conducted by means of an assignment which will require learners to evaluate case studies and apply theoretical knowledge from class lectures/tutorials. Learners can compile their own research material and with tutor supervision, should be trusted to complete the assignment utilising all resources at their disposal. Due to the nature of the assignment, it would be reasonable to allow students to compile coursework both in and out of class time. When sampling, the choice of item is at the discretion of the centre.

Time allocated for assessment should be at the discretion of the lecturer but a notional time of 12 hours should be considered.

Outcome 1; evidence for the Knowledge/Skills in this Outcome will be generated by the production of a site plan showing the compound set up for a building project. This could be based on a case study building. This should be supported with a 500 word report based on sampling of **two out of six** Knowledge/Skills.

Outcome 2; evidence for the Knowledge/Skills in this Outcome will be generated by a 500 word report for a client explaining the nature of records for construction site activities this must include a minimum of five site diary entries and the procurement of a minimum of five materials.

Higher National Unit specification: Statement of standards (cont)

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Outcome 3; evidence for the Knowledge and/or Skills in this Outcome will be generated by the participation in a simulated formal meeting. Learners will be required to produce an individual record of this meeting in the form of minutes and an agenda. Visual evidence should also be collected for this assessment by ensuring a recording is made of the meeting.

Should a second assessment attempt be required, this can be carried out on an individual basis with the learner but must be recorded and written evidence produced of the second meeting.

Outcome 4; evidence for the Knowledge/Skills in this Outcome will be generated by an assessment which contains a mixture of short answer, restricted response and structured questions. The assessments should be conducted under closed-book conditions. The assessment should be based on sampling of **three out of six** Knowledge/Skills.



Higher National Unit Support Notes

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Unit Support Notes are offered as guidance and 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 learners to develop knowledge, understanding and skills in the following areas:

- 1 The factors affecting the planning and organisation of a construction site.
- 2 Producing accurate records of construction site activities.
- 3 Preparing an agenda and minutes for participation in a simulated site progress meeting.
- 4 To explain the administrative procedures on completion of the works.

In these notes the writer has suggested a range of topics which might be expected to be covered by lecturers. There is also recommendation as to how much time should be spent on each Outcome. This has been done to help lecturers to decide what depth of treatment to give the topics chosen for each of the Outcomes. While it is not mandatory for a centre to use this specific list of topics it is strongly recommended that it does so, on the basis that it meets Unit specification requirements and that the Assessment Support Pack is based on this list.

Outcome 1: (14 Hours)

Explain the factors affecting the planning and organisation of a construction site.

The learner is introduced to the concept of site set up and the various factors which must be considered.

Knowledge and/or Skills

- ◆ **Site compound:**
 - Site offices and welfare facilities
 - Plant and materials storage
- ◆ **Constraints:**
 - Access to site
 - Working hours
- ◆ **Working Environment:**
 - Site waste management plans
 - Emergency procedure

Higher National Unit Support Notes (cont)

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- ◆ **Health and Safety Issues:**
 - Pedestrian and vehicular routes
 - Fire safety
- ◆ **Services and Infrastructure:**
 - Electricity, water, etc
- ◆ **Risks:**
 - Pollution – noise, dust, water
 - Public Safety

Outcome 2: (8 Hours)

Produce accurate records of construction site activities.

The need for accurate recording of activities is key to a successful project. Learners will be introduced to the variety of information required to keep these records and the importance of clear, concise communications and its legal relevance in the construction industry.

- ◆ **Site Diaries:**
 - Method of recording; electronic and manual
 - Legal and contractual implications of this information
- ◆ **Work Progress:**
 - Contractors Programme
 - Possession and Completion dates
- ◆ **Site Instruction:**
 - Roles and responsibilities of site personnel
 - Architect/site engineer instructions
- ◆ **Material Procurement:**
 - Methods; 'just in time'
 - Record keeping
- ◆ **Labour:**
 - Sub-contractors
 - Principal contractor
- ◆ **Financial Control:**
 - Actual v predicted spend
 - Delays/Corrective action

Higher National Unit Support Notes (cont)

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Outcome 3: (4 Hours)

Prepare a specific agenda for and participate in a simulated site progress meeting.

The learner will be introduced to the format of a site progress meeting as well as the type of information required to record this type of event.

- ◆ **Roles and Responsibilities:**
 - Chair person
 - Other professionals

- ◆ **Agenda structure:**
 - Key information required
 - Previous minutes

- ◆ **Minute production:**
 - Type of meeting
 - Action columns

- ◆ **Information requirements:**
 - Progress meetings; drawings, schedules may be required
 - Contractual issues

Outcome 4: (12 Hours)

Explain required administrative procedures on completion of the Works.

The learner will be introduced to the various administrative procedures which must be carried out at the completion of a construction project. The legal and contractual implications these have on the project.

- ◆ **Faulty Work:**
 - Work not in accordance with the contract

- ◆ **Practical Completion:**
 - Certificate
 - Contractual obligations
 - Date of issue
 - Retention money
 - Interim certificates
 - Insurance

- ◆ **Rectification Period:**
 - Certificate
 - Contractual obligations
 - Making good certificate
 - Final certificate
 - Retention
 - Payments

Higher National Unit Support Notes (cont)

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- ◆ **Insurances:**
 - Type of insurance
 - Liability of contractor at practical completion
 - Professional indemnity insurances

- ◆ **CDM regulations Requirements:**
 - Health and safety manual
 - As built drawings
 - Maintenance

Guidance on approaches to delivery of this Unit

This Unit provides the learner with knowledge and understanding of the administrative procedures relating to site set up and the procurement of a building commonly found within the construction industry. There will be exploration of site compounds, health and safety issues relating to the industry, record keeping and the importance of systems to allow this to be done accurately. This will be related to the building contract throughout the Unit. The structure of this specification is tailored towards a sequential delivery pattern starting with the site set up and concluding with the procedures which must be adhered to at the end of a project. There is nothing, however, to prevent a different delivery model should this be preferred by the centre.

Centres are asked to consider imaginative ways in which to contextualise learning when delivering this Unit and of supporting the learner in developing an embedded understanding of fundamental principles inherent in the construction sector. The aim should be to encourage the use of learning and teaching approaches that are varied and appropriate to the aims of the Unit. This might be facilitated by visiting construction/civil engineering sites or construction management organisations where relevant work is carried out. Learners might also be encouraged to carry out assessor structured internet based investigation into basic aspects of the construction industry. There is also perhaps opportunity of integrating or developing knowledge within other components of the programme or when generating evidence within the first year *Graded Unit* when, for example, undertaking group activity or participating in brief development.

Guidance on approaches to assessment of this Unit

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

It is recommended that the Outcomes be completed in the sequence presented. This does not preclude integration of the diverse subject matter during teaching, tutorials and assessment.

Learners should achieve the level of competence required of technician staff employed in the construction industry in such areas as architectural technology, building inspection and maintenance, construction management, project management and quantity surveying.

Higher National Unit Support Notes (cont)

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Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

Opportunities for 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 Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at www.sqa.org.uk/e-assessment.

Opportunities for developing Core and other essential skills

There are opportunities to develop aspects in the Core Skills of *Communication*.

The evidence produced through undertaking all four Outcomes will require the learner to demonstrate competency in using and writing architectural and business language and of showing a proper understanding when reading the task requirements.

The participation of a learner within a simulated design team meeting and the production of a written record of this event will involve the learner in key areas of communication.

Assessment responses required throughout will demand of the learner an ability to analyse

Sustainability aspects are available to be explored by the learner, for example, in determining project sustainability aspirations, reviewing construction strategies, use and aftercare, etc. These should be contextualised into the assessment instrument produced by the centre.

History of changes to Unit

Version	Description of change	Date

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General information for learners

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This section will help you decide whether this is the Unit for you by explaining what the Unit is about, what you should know or be able to do before you start, what you will need to do during the Unit and opportunities for further learning and employment.

This Unit will provide you with an appreciation of the complexities of administering a project on site. You will develop an understanding of the procedures and processes which should be followed to ensure accurate recording of site activities. The complexity of the industry and the inter-relationships within will become more evident and the important role of communication between all parties involved in a building project will be established.

At the end of the Unit you will have developed knowledge and skills in the following areas:

- ◆ The suitable set up of a site compound which address all Health and Safety issues, risks, access and constraints.
- ◆ The procedures used to record information on site, order materials and consider financial controls.
- ◆ The participation in a simulated site progress meeting and record the meeting.
- ◆ The required administrative procedures on completion of the Works.

There are opportunities to develop aspects in the Core Skills of *Communication*.

The evidence produced through undertaking all four Outcomes will require you to demonstrate competency in using and writing architectural and business language and of showing a proper understanding when reading the task requirements.

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