

-SQA- SCOTTISH QUALIFICATIONS AUTHORITY

**Hanover House
24 Douglas Street
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NATIONAL CERTIFICATE MODULE DESCRIPTOR

-Module Number- 4250760 **-Session-** 1990-91
-Superclass- TK

-Title- **SITE PROCEDURES (x¹/₂)**

-DESCRIPTION-

Purpose This module is designed to further develop knowledge and understanding of the construction industry and to provide a basis for further study.

It is aimed at those following a career in construction and receiving complementary industrial experience.

Preferred Entry Level 95602 Construction Drawing 2: Orthographic, Isometric and Oblique Projection (x 1/2)
85420 Introduction to Construction Procedures (x 1/2)
85421 Construction Studies (x 1/2)

Outcomes The student should:

1. outline the procedures involved in tendering and in the formation of contracts;
2. outline the contractual role of personnel involved in a construction project;
3. interpret a working drawing for a given task;
4. interpret a bar chart for a construction project.

Assessment Procedures Acceptable performance in the module will be satisfactory achievement of all the performance criteria specified for each Outcome.

The following abbreviations are used below:

PC Performance Criteria
IA Instrument of Assessment

Note: The Outcomes and PCs are mandatory and cannot be altered. The IA may be altered by arrangement with SQA. (Where a range of performance is indicated, this should be regarded as an extension of the PCs and is therefore mandatory.)

OUTCOME 1

OUTLINE THE PROCEDURES INVOLVED IN TENDERING AND IN THE FORMATION OF CONTRACTS

PCs

- (a) The identification of tender documentation is correct in terms of type and purpose.
- (b) The identification of contracts is correct in terms of type and purpose.
- (c) The identification of the factors to be considered in the submission of a tender is correct in relation to measurement and cost of materials and labour.

IA Restricted Response

The student will be presented with an exercise consisting of restricted response questions to test comprehension of the procedures involved in tendering and in the formation of contracts

The exercise will consist of 3 questions allocated as follows:

- | | | |
|-----|--|-----|
| (a) | type and purpose of tender document | - 1 |
| (b) | type and purpose of contracts | - 1 |
| (c) | factors relating to submission of tender | - 1 |

Satisfactory achievement of the Outcome will be based on all performance criteria being met. This will be demonstrated by the student producing one correct response to each question.

OUTCOME 2 OUTLINE THE CONTRACTUAL ROLE OF PERSONNEL INVOLVED IN A CONSTRUCTION PROJECT

- PCs
- (a) The identification of personnel is correct in terms of their role and their contractual inter-relationship.
 - (b) The identification of the procedures and personnel involved in a variation to the contract is correct.
 - (c) The description of types and purpose of site meetings is appropriate to the size and nature of the project.
 - (d) The description of monitoring procedures is correct in terms of personnel and method.

IA Restricted Response

The student will be presented with an exercise consisting of restricted response questions to test comprehension of the contractual role of personnel involved in a construction project.

The exercise will consist of 4 questions allocated as follows:

- | | | |
|-----|---|-----|
| (a) | contractual inter-relationship | - 1 |
| (b) | procedures and personnel involved in a contract variation | - 1 |
| (c) | site meetings | - 1 |
| (d) | monitoring procedures | - 1 |

Satisfactory achievement of the Outcome will be based on all performance criteria being met. This will be demonstrated by the student producing one correct response to each question.

OUTCOME 3 INTERPRET A WORKING DRAWING FOR A GIVEN TASK

- PCs
- (a) The identification of components shown on the drawing is correct in accordance with given symbols.
 - (b) The identification of types of materials required is in accordance with the information contained in the drawing.
 - (c) The interpretation of dimensions is in accordance with the information contained in the drawing.

IA Structured Question

The student will be set an exercise consisting of one structured question to test the application of knowledge and skills required to interpret a working drawing for a given task.

The student should be provided with a drawing and/or specification of one area of a single storey dwelling detailing all components and dimensions.

Using the information in the given drawing and/or specification; the student will be required to state:

- (i) 5 components;
- (ii) types of material of the above components;
- (iii) dimensions of the above components.

The drawing should, where possible, relate to the student's particular area of interest.

Satisfactory achievement of the Outcome will be demonstrated by the student achieving all the performance criteria. This will be demonstrated by student producing correct responses to each part of the structured question.

OUTCOME 4**INTERPRET A BAR CHART FOR A CONSTRUCTION PROJECT**

PCs

- (a) The identification of commencement and completion dates is correct in relation to earthworks, 1st and 2nd fixings and finishings.
- (b) The identification of implications of delay is correct in terms of repercussions to other trades.
- (c) The identification of requirements is correct in terms of material and labour levels.
- (d) The identification of delivery dates of materials is in accordance with information in the bar chart.

IA Structured Question

The student will be presented with an exercise consisting of one structured question to test comprehension of a bar chart for a construction project.

The student will be provided with a bar chart of a medium sized construction project.

The question will be subdivided as follows:

- (a) commencement and completion dates for:
 - (i) earthworks;
 - (ii) 1st and 2nd fixing and finishings;
- (b) repercussions of delay for other trades;
- (c) material and labour level requirements;
- (d) delivery dates.

Satisfactory achievement of the Outcome will be based on all performance criteria being met. This will be demonstrated by the student producing a correct response to each part of the structured question.

The following sections of the descriptor are offered as guidance. They are not mandatory.

CONTENT/CONTEXT

Corresponding to Outcomes 1-4:

1. Types of contract: main and sub-contract; working drawings, specifications, bills of quantities. Procedures: tendering and formation of contracts.
 2. Inter-relationship of site activities: clerk of works, site agent, trade foreman: role and responsibilities. Relationship with individual customers and agents of client. Recording variations to construction work: site conditions, weather, availability of labour, materials, plant and equipment. Purpose and preparation of day work sheets and time sheets, acceptance of deliveries, making of reports.

Site meetings as a communications medium: type - formal and informal; frequency relating to type and size of project.
 3. Interpretation of British Standard (BS) symbols: BS 1192 and/or BS 308, types, layout, reference grids, symbols, scales.
 4. Disposition of equipment and materials, work programming: interpretation of dates, labour levels, job co-ordination, site activities.
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SUGGESTED LEARNING AND TEACHING APPROACHES

This module will be essentially classroom based with instructional talk and group discussions.

Site visits and use of AV material would further enhance knowledge and understanding.

Student-centred investigative work in the form of projects and assignments should be encouraged.

Craft details relevant to the student's discipline should be used and the student should be encouraged to relate his/her own experience/perceptions to the subject matter wherever possible.

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