

Professional Diploma in Commercial Management

Syllabus

15 December 2017

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1 Programme Structure and Rules of Combination

1.1 Rationale

Certificate in Commercial Management

The Certificate in Commercial Management is designed for trainee Quantity Surveyors looking for an introduction to Civil Engineering Commercial Management for personal training or as the first stage in a professional qualification.

Professional Diploma in Commercial Management

There are several entry routes to becoming a corporate member of the Chartered Institution of Civil Engineering Surveyors: by Degree; NVQ; other qualifications such as HNC and HND. Some of these may not cover the specialism of civil engineering in the depth required by the Institution. There may also be practitioners applying for entry to membership who lack the experience of this specialism. In order to fulfil its requirements, the Institution has developed the Commercial Management syllabus which is designed to provide the top-up needed.

1.2 Progression to other qualifications

The programme provides the underpinning knowledge and understanding for the Professional Diploma in Commercial Management. It also enables students to study towards a university degree, as once they achieve the Diploma they can progress to our partner universities and study for a Bachelor Degree.

1.3 Programme Rules of Combination

The programme comprises two qualifications; the Certificate in Commercial Management and the Professional Diploma in Commercial Management.

The course is of two years' duration. Year 1 contains 4 core units, Year 2 contains 3 core units. Students' performance will be assessed by an open book online exam (assignments) and tutorials.

Year 1:

- Principles of Estimating
- Law
- Measurement
- Management

Year 2:

- Civil Engineering Construction
- Civil Engineering Contract Administration
- Civil Engineering Business Management

To achieve the Certificate, candidates are required to undertake:

- All 4 units from the Year 1 list

To achieve the Level 5 Diploma, candidates are required to undertake:

- All 7 units from Year 1 & Year 2

1.4 Entry Requirements

- Non-cognate Degree, HNC/D or Certificate in Commercial Management.

1.5 Unit and Assessment Grades

The tutor will award a grade to the achievement of each unit (fail, pass, merit or distinction). Unit grades apply to overall performance in units including assignments, practical exercises and course work.

Indicative marking descriptors for differentiating between levels of achievement when marking assignments are provided below (Section 1.8).

The overall grade for a qualification is calculated using a points system. Each unit grade attracts points as follows:

Fail	0 points
Pass	1 point
Merit	2 points
Distinction	3 points
Unit Exemption	1 point

1.6 Assessment

The assessment process is set by the College of Contract Management, which defines the requirements learners are expected to meet to demonstrate that a learning outcome has been achieved. All learning outcomes must be achieved in order to gain attainment of credit for that unit. Tutor-led assessment should be carried out throughout the course.

The course includes **NINE Tutor-Assessed Assignments (TAAs)** which students should attempt at intervals throughout the course, as shown in the programme. The TAAs should be completed within the suggested time limit and without referring back to the course material for information, to get the maximum benefit from them. Students will receive their Tutor's feedback on their work.

Students will also be invited to complete a **Session Self-Assessment (SSA)** at the end of each study session. This is designed to assist in assessing the student's study knowledge and should **not** be submitted to the Tutor for marking.

Internally-set assignment briefs must be approved prior to issue to candidates.

All completed assessments are marked internally, internally verified and subject to approval by our partner universities.

The assessment criteria are based on 3 areas:

1. **Task achievement** – This is a measure of how well the candidate answers the task question/questions and the identification of the important aspects of the task.
2. **Technical Content** – This is a measure of how well the candidate identifies, describes and evaluates the technical aspects of the task.

3. **Presentation** – This is a measure of how well the candidate presents the assignment and includes the quality of the structure and paragraphing, the quality and relevance of visual or graphical content and the referencing used for quoted sources.

1.7 Assignment Policies

1. All submission of assignments must include:
 - a) a copy of the full brief given by the Programme Coordinator;
 - b) all source material must be cited in the text and a full bibliography of source material (including author, title, publisher, edition and page) listed at the end of the submission.
2. All submissions must be submitted into our system as instructed by the Programme Coordinator.
3. All submissions under the student's name must only be the work of that student. All information sources must be acknowledged. There is the **possibility of failing the module if the contents of the assignment is plagiarised** as set out in the rules and regulations of the Institution.
4. All submissions should be in pdf format and students **must** keep a copy of all submitted work for reference purposes. Receipt will be acknowledged by the College once the work is completed.
5. Whenever a candidate submits work after the approved deadline without an authorised extension, a "Pending" grade will be awarded. The Assessor may comment on the quality of the work for learning purposes.
6. Requests for extensions of submission deadlines must be made in writing **prior** to the submission deadline to the Assessor and must be supported by documentary evidence.

1.8 Level Certificate and Professional Diploma in Commercial Management Indicative Marking Descriptors

Note: Please note that the bands below describe indicative characteristics only. An overall holistic approach is required when assessing a candidate's work and assigning a grade. Please read these grading bands in conjunction with the College of Contract Management Assignment Policy.

Grade	Task Achievement The Relevance of the Response	Inclusion of Relevant Technical Knowledge in Content	Presentation/Coherence
Distinction			
70% +	The work demonstrates a comprehensive understanding of the task. All relevant information is included. The main issues are effectively identified and analysed. There is evaluation and some analysis of solutions to issues relevant to the task. The response shows control of content within the word count.	The work demonstrates a strong understanding of a wide range of technical issues relevant to the task. There is analysis of the advantages/disadvantages of possible choices, risks and potential outcomes.	The work is appropriately structured and the argument is developed coherently. There is a recognised form of source referencing which supports the points in the task. Paragraphing and titling are used effectively to assist the reader. The use of visual/graphical information is clear and effective in assisting the reader. The graphical information is relevant to the task and is accurate.
Merit			
60-69%	The work demonstrates a clear understanding of the main issues relevant to the task. The issues are explained effectively and potential solutions identified. There is some attempt to analyse the merits of the solutions to the task. The task is broadly achieved within the word count, if relevant to assignment.	The work demonstrates an understanding of the key technical issues of the task. There is clear description of relevant technical aspects with some attempt to evaluate the merits of these as appropriate to the task.	Demonstrates an awareness of presentation and an attempt to present the information with clarity and coherence. There is referencing of sources and use of paragraphing and titling to assist the reader. There is use of clear graphical information to support the assignment which has broad relevance to the task. There may be some limited inaccuracies/omissions in these.
Pass			
40-59%	The work demonstrates an understanding of the task. The main points are identified and the task is achieved. There is no attempt to evaluate or analyse the solutions. There may be some inaccuracies, omissions and irrelevant content. There may be lack of control in relation to the word count.	The work demonstrates an understanding of the main technical issues which are identified. This may be limited to description with little evidence of evaluation. There may be some omissions and inaccuracies in the detail. There may be some irrelevant details.	There is an attempt to structure the information. There is evidence of paragraphing and titling which is not always appropriate. Some basic graphical information may be included which is of some assistance to the reader. There may be some omissions or inaccuracies. The work is generally coherent but there may be occasional lapses in coherence and structure.
Fail			
0-39%	The work shows a poor understanding of the task. Frequent inaccuracies. Failure to identify important aspects of the task. Much of the information is irrelevant to the task. There may be evidence of copy and paste from external sources. The response may be limited to lists of words with no attempt to explain the relevance/merits of these to the task. The assignment falls short of the word count.	The work demonstrates a lack of understanding of the technical aspects. There are omissions of important technical information. Errors are evident in the technical content. There is no attempt to explain the relevance of the technical content to the task.	Lacks structure and may be limited to lists of points which are not developed. Disorganised in structure causing difficulty for the reader to understand the points. The response is illegible or incoherent in places. No referencing of external sources. The graphical illustrations are of poor quality or absent. They may be irrelevant. There may be errors and a lack of clarity causing difficulty for the reader to understand.

1.9 Calculating Overall Qualification Grade

To calculate the overall qualification grade, the individual module grades should be added together and compared to the table below:

1.9.1 Certificate in Commercial Management

Candidates must pass 4 units of the programme.

Total Points for all 4 Units	Overall Grade
12	Distinction
11	
10	
9	Merit
8	
7	
6	Pass
5	
4	
3 or fewer	Fail
Candidates must achieve at least a pass in (or hold exemption from) all 4 units to be awarded the Certificate.	

1.9.2 Professional Diploma in Commercial Management

Candidates must pass the remaining 3 units of the programme. Units for the Diploma must be different to those undertaken as part of the Certificate.

Total Points for all 6 Units	Overall Grade
9	Distinction
8	
7	Merit
6	
5	
4	Pass
3	
2 or fewer	Fail
Candidates must achieve at least a pass in (or hold exemption from) all 6 units to be awarded the Certificate.	



Subject	Fundamental of Engineering Drawings
Subject Code	CE01

Summary

Year	1
Unit	1
Status	core
Learning Hours	150 hrs including Lectures, Independent Study and 9 Tutor marked assignments
Credits	15
Period of Study	3 months

Summary of Learning Outcomes

Learning outcomes are results of learning that students will have achieved on successfully completing a course. The following reference points were used in designing the learning outcomes;

- QAA Subject Benchmark Statements to ensure: that appropriate and effective teaching, support, assessment and learning resources are provided for students; that the learning opportunities provided are monitored; and that the provider considers how to improve them; and
- The professional competencies required by ICES

Learning outcomes are expressed under three broad headings of achievement in both threshold and typical standards:

U: Understanding (a general awareness of the activity)

K: Knowledge (a more detailed level of understanding of the activity)

S: Skills (to be able, without supervision, to perform relevant functions)



Learning outcomes: The learner will:	Assessment criteria: The Learner can:
1. Organisation of the estimating function	1.1 Understand the various methods of preparing a cost estimate. 1.2 Understand the role of standard documentation and its use in preparing a cost estimate.
2. Procurement paths.	2.1 Understand the various methods of preparing a cost estimate. 2.2 Understand the role of standard documentation and its use in preparing a cost estimate.
3. Forms of contract.	3.1 Understand the various methods of preparing a cost estimate. 3.2 Understand the role of standard documentation and its use in preparing a cost estimate.
4. Tender documentation	4.1 Understand the various methods of preparing a cost estimate. 4.2 Understand the role of standard documentation and its use in preparing a cost estimate.
5. Estimating methods	5.1 Understand the various methods of preparing a cost estimate. 5.2 Understand the role of standard documentation and its use in preparing a cost estimate.
6. Tendering methods	6.1 Understand the various methods of preparing a cost estimate. 6.2 Understand the role of standard documentation and its use in preparing a cost estimate.
7. Tenders with cost planning	7.1 Understand the various methods of preparing a cost estimate. 7.2 Understand the role of standard documentation and its use in preparing a cost estimate.
8. Tender planning & method statement	8.1 Understand the various methods of preparing a cost estimate. 8.2 Understand the role of standard documentation and its use in preparing a cost estimate.



9. Resource costs – labour, plant & material	9.1 Understand the various methods of preparing a cost estimate. 9.2 Understand the role of standard documentation and its use in preparing a cost estimate.
10. Unit pricing	10.1 Understand the various methods of preparing a cost estimate. 10.2 Understand the role of standard documentation and its use in preparing a cost estimate.
11. Risks, opportunities & fluctuations	11.1 Understand the various methods of preparing a cost estimate. 11.2 Understand the role of standard documentation and its use in preparing a cost estimate.
12. Provisional sums & dayworks	12.1 Understand the various methods of preparing a cost estimate. 12.2 Understand the role of standard documentation and its use in preparing a cost estimate.
13. Preliminaries	13.1 Understand the various methods of preparing a cost estimate. 13.2 Understand the role of standard documentation and its use in preparing a cost estimate.
14. Cashflow forecasts	14.1 Understand the various methods of preparing a cost estimate. 14.2 Understand the role of standard documentation and its use in preparing a cost estimate.
15. Completing the estimate & final tender review	15.1 Understand the various methods of preparing a cost estimate. 15.2 Understand the role of standard documentation and its use in preparing a cost estimate.
16. Tender submission & results	16.1 Understand the various methods of preparing a cost estimate. 16.2 Understand the role of standard documentation and its use in preparing a cost estimate.
Additional information about the unit	
Units aim(s)	



Textbook

1. ***Estimating and Tendering for Construction Works*** by Martin Brook
(Butterworth-Heinemann)



Subject	Law
Subject Code	CE02

Summary

Year	1
Unit	2
Status	core
Learning Hours	150 hrs including Lectures, Independent Study and 7 Tutor marked assignments
Credits	15
Period of Study	3 months

Summary of Learning Outcomes

Learning outcomes are results of learning that students will have achieved on successfully completing a course. The following reference points were used in designing the learning outcomes;

- QAA Subject Benchmark Statements to ensure: that appropriate and effective teaching, support, assessment and learning resources are provided for students; that the learning opportunities provided are monitored; and that the provider considers how to improve them; and
- The professional competencies required by ICES.

Learning outcomes are expressed under three broad headings of achievement in both threshold and typical standards:

U: Understanding (a general awareness of the activity)

K: Knowledge (a more detailed level of understanding of the activity)

S: Skills (to be able, without supervision, to perform relevant functions)



Learning outcomes: The learner will:	Assessment criteria: The Learner can:
1. Studying law	1.1 Understand the laws operating within your own domain and the EU. 1.2 Appreciate the background the Human Rights Act. 1.3 Understand the Law of Contract. 1.4 Understand the Law of Tort. 1.5 Appreciate Occupier's Liability legislation.
2. Operation of UK and EU law	2.1 Understand the laws operating within your own domain and the EU.
3. English legal systems and legal reforms.	3.1 Understand the laws operating within your own domain and the EU. 3.2 Appreciate the background the Human Rights Act.
4. Contract law	4.1 Understand the Law of Contract.
5. Contracts for the supply of goods and services	5.1 Understand the laws operating within your own domain and the EU. 5.2 Understand the Law of Contract. 5.3 Appreciate Occupier's Liability legislation.
6. Torts	6.1 Understand the Law of Tort.
7. Health & Safety Law	7.1 Appreciate health & safety legislation.
8. Environmental Law	8.1 Demonstrate knowledge of environmental law.
9. Employment Law	9.1 Understand contracts of employment. 9.2 Be familiar with equal opportunities legislation.
10. Insurance Law	10.1 Understand law in relation to insurance.
Additional information about the unit	
Units aim(s)	

Textbook

1. *Law Made Simple* by D.L.A. Barker (13th edition)
2. *Law for Civil Engineers: an Introduction* (Keith Manson) or *Construction Law* (John Uff) (11th edition)



Subject	Measurements
Subject Code	CE03

Summary

Year	1
Unit	3
Status	core
Learning Hours	150 hrs including Lectures, Independent Study and 6 Tutor marked assignments
Credits	15
Period of Study	3 months

Summary of Learning Outcomes

Learning outcomes are results of learning that students will have achieved on successfully completing a course. The following reference points were used in designing the learning outcomes;

- QAA Subject Benchmark Statements to ensure: that appropriate and effective teaching, support, assessment and learning resources are provided for students; that the learning opportunities provided are monitored; and that the provider considers how to improve them; and
- The professional competencies required by ICES.

Learning outcomes are expressed under three broad headings of achievement in both threshold and typical standards:

U: Understanding (a general awareness of the activity)

K: Knowledge (a more detailed level of understanding of the activity)

S: Skills (to be able, without supervision, to perform relevant functions)



Learning outcomes: The learner will:	Assessment criteria: The Learner can:
1. The importance of measurement in construction.	1.1 Understand the importance of construction measurement. 1.2 Understand the procedures for the preparation of quantities. 1.3 Understand and use Methods of Measurement. 1.4 Prepare specification clauses.
2. Quantity Surveying Techniques	2.1 Understand the importance of construction measurement. 2.2 Understand the procedures for the preparation of quantities. 2.3 Understand and use Methods of Measurement. 2.4 Prepare specification clauses.
3. The Civil Engineering standard method of measurement	3.1 Understand the importance of construction measurement. 3.2 Understand the procedures for the preparation of quantities. 3.3 Understand and use Methods of Measurement. 3.4 Prepare specification clauses.
4. The Method of Measurement for Highway Works (MMHW)	4.1 Understand the importance of construction measurement. 4.2 Understand the procedures for the preparation of quantities. 4.3 Understand and use Methods of Measurement. 4.4 Prepare specification clauses.
5. The Standard Method of Measurement for Building Works (SMM7)	5.1 Understand the importance of construction measurement. 5.2 Understand the procedures for the preparation of quantities. 5.3 Understand and use Methods of Measurement. 5.4 Prepare specification clauses.
6 RICS New Rules of Measurement (NRM)	6.1 Understand the importance of construction measurement. 6.2 Understand the procedures for the preparation of quantities. 6.3 Understand and use Methods of Measurement. 6.4 Prepare specification clauses.



7 Specifications	7.1 Understand the importance of construction measurement. 7.2 Understand the procedures for the preparation of quantities. 7.3 Understand and use Methods of Measurement. 7.4 Prepare specification clauses.
Additional information about the unit	
Units aim(s)	

Textbook

1. *Managing with the MMHW* by Hamish Mitchell

Recommended Reading

- 1 *Building Measurement* by A D Packer which covers SMM7, superseded by NRM2 but of course you are still likely to find it in contracts in progress
- 2 *Measurement using the New Rules of Measurement* by Sean D C Ostrowski.
- 3 *CESMM4*
- 4 *NRM2* (available from the RICS)



Subject	Management
Subject Code	CE04

Summary

Year	1
Unit	4
Status	core
Learning Hours	150 hrs including Lectures, Independent Study and 6 tutor marked assignments
Credits	15
Period of Study	3 months

Summary of Learning Outcomes

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- QAA Subject Benchmark Statements to ensure: that appropriate and effective teaching, support, assessment and learning resources are provided for students; that the learning opportunities provided are monitored; and that the provider considers how to improve them; and
- The professional competencies required by ICES.

Learning outcomes are expressed under three broad headings of achievement in both threshold and typical standards:

U: Understanding (a general awareness of the activity)

K: Knowledge (a more detailed level of understanding of the activity)

S: Skills (to be able, without supervision, to perform relevant functions)



Learning outcomes: The learner will:	Assessment criteria: The Learner can:
1. Quality management	1.1 Understand the background and procedures for quality management.
2. Project production management	2.1 Understand the importance of the production process.
3. Planning techniques	3.1 Understand planning techniques.
4. Workforce motivation	4.1 Appreciate the importance of workforce motivation.
5. Cost control	5.1 Understand cost control.
6. Management of equipment	6.1 Demonstrate the process for plant/equipment management.
Additional information about the unit	
Units aim(s)	

Textbook

1. *Modern Construction Management* by Frank Harris and Ronald McCaffer with Francis Edum-Fotwe



Subject	Civil Engineering Construction
Subject Code	C551

Summary

Year	2
Unit	1
Status	core
Learning Hours	200 hrs including Lectures, Independent Study and 9 tutor marked assignments (5 for Part 1 & 4 for Part 2)
Credits	20
Period of Study	4 months

Summary of Learning Outcomes

Learning outcomes are results of learning that students will have achieved on successfully completing a course. The following reference points were used in designing the learning outcomes;

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- The professional competencies required by ICES.

Learning outcomes are expressed under three broad headings of achievement in both threshold and typical standards:

U: Understanding (a general awareness of the activity)

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S: Skills (to be able, without supervision, to perform relevant functions)



Learning outcomes: The learner will:	Assessment criteria: The Learner can:
Part 1 Civil Engineering Construction	
1. Earthworks	1.1 Understand the types of construction encountered in civil engineering. 1.2 Be familiar with the importance of temporary works.
2. Piling	2.1 Understand the types of construction encountered in civil engineering. 2.2 Be familiar with the importance of temporary works.
3. Structures	3.1 Understand the types of construction encountered in civil engineering. 3.2 Be familiar with the importance of temporary works.
4. Roads and airfields	4.1 Understand the types of construction encountered in civil engineering. 4.2 Be familiar with the importance of temporary works.
5. Railways	5.1 Understand the types of construction encountered in civil engineering. 5.2 Be familiar with the importance of temporary works.
6. Tunnelling	6.1 Understand the types of construction encountered in civil engineering. 6.2 Be familiar with the importance of temporary works.
7. Water and waste water installation	7.1 Understand the types of construction encountered in civil engineering. 7.2 Be familiar with the importance of temporary works.
8. Pipeline installation	8.1 Understand the types of construction encountered in civil engineering. 8.2 Be familiar with the importance of temporary works.
9. Coastal and river defences	9.1 Understand the types of construction encountered in civil engineering. 9.2 Be familiar with the importance of temporary works.



Part 2 Earth Science	
1. Site investigation	1.1 Appreciate the requirements of soils engineering.
2. Earthworks classification, testing and soil properties	2.1 Appreciate the requirements of soils engineering.
3. Earthworks balance, mass haul and disposal procedure	3.1 Appreciate the requirements of soils engineering.
4. Geological techniques	4.1 Appreciate the requirements of soils engineering.
Additional information about the unit	
Units aim(s)	

Recommended Reading

1. *Elements of Soil Mechanics* by Ian G. Smith (8th Edition)



Subject	Civil Engineering Contract Administration
Subject Code	C552

Summary

Year	2
Unit	2
Status	core
Learning Hours	200 hrs including Lectures, Independent Study and 14 Tutor marked assignments
Credits	20
Period of Study	4 months

Summary of Learning Outcomes

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U: Understanding (a general awareness of the activity)

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S: Skills (to be able, without supervision, to perform relevant functions)



Learning outcomes: The learner will:	Assessment criteria: The Learner can:
Part 1 Conditions of Contract	
1. General contract law	1.1 Demonstrate knowledge of the various forms of contract available and their application. 1.2 Demonstrate knowledge of the various procedures for valuation and settlement of accounts.
2. Forms of contract introduction	2.1 Demonstrate knowledge of the various forms of contract available and their application. 2.2 Demonstrate knowledge of the various procedures for valuation and settlement of accounts.
3. General features of civil engineering contracts	3.1 Demonstrate knowledge of the various forms of contract available and their application. 3.2 Demonstrate knowledge of the various procedures for valuation and settlement of accounts.
4. Professional services contract	4.1 Demonstrate knowledge of the various forms of contract available and their application. 4.2 Demonstrate knowledge of the various procedures for valuation and settlement of accounts.
5. The ICE Conditions of Contract	5.1 Demonstrate knowledge of the various forms of contract available and their application. 5.2 Demonstrate knowledge of the various procedures for valuation and settlement of accounts..
6. The FCEC Form of sub-contract ('Blue Form')	6.1 Demonstrate knowledge of the various forms of contract available and their application. 6.2 Demonstrate knowledge of the various procedures for valuation and settlement of accounts.
7. Design and construct conditions of contract	7.1 Demonstrate knowledge of the various forms of contract available and their application. 7.2 Demonstrate knowledge of the various procedures for valuation and settlement of accounts.



8. The engineering and construction contract (NEC 2 nd edition)	8.1 Demonstrate knowledge of the various forms of contract available and their application. 8.2 Demonstrate knowledge of the various procedures for valuation and settlement of accounts.
9. Other conditions of contract	9.1 Demonstrate knowledge of the various forms of contract available and their application. 9.2 Demonstrate knowledge of the various procedures for valuation and settlement of accounts..
Part 2 Methods of Valuation and Measurement	
1. A) Techniques for the process of periodic valuation B) Techniques for the preparation of final accounts	1.1 Demonstrate knowledge of the methods of measurement and specification available.
2. Civil engineering measurement	2.1 Demonstrate knowledge of the methods of measurement and specification available.
3. Civil engineering standard method of measurement (CESMM)	3.1 Demonstrate knowledge of the methods of measurement and specification available.
4. Method of measurement for highway works (MMHW)	4.1 Demonstrate knowledge of the methods of measurement and specification available.
5. Comparisons CESMM/MMHW	5.1 Demonstrate knowledge of the methods of measurement and specification available.
6. Specifications	6.1 Demonstrate knowledge of the methods of measurement and specification available.
Part 3 Dispute Resolution Procedure	
1. Introduction	1.1 Demonstrate knowledge of the disputes resolution procedures followed on civil engineering works.
2. Ethical construction	2.1 Demonstrate knowledge of the disputes resolution procedures followed on civil engineering works.
3. Dispute avoidance	3.1 Demonstrate knowledge of the disputes resolution procedures followed on civil engineering works.
4. Alternative dispute resolution	4.1 Demonstrate knowledge of the disputes resolution procedures followed on civil engineering works.



5. Dispute review boards	5.1 Demonstrate knowledge of the disputes resolution procedures followed on civil engineering works.
6. Mediation - arbitration	6.1 Demonstrate knowledge of the disputes resolution procedures followed on civil engineering works.
7. Adjudication	7.1 Demonstrate knowledge of the disputes resolution procedures followed on civil engineering works.
8. Arbitration	8.1 Demonstrate knowledge of the disputes resolution procedures followed on civil engineering works.
9. The expert witness	9.1 Demonstrate knowledge of the disputes resolution procedures followed on civil engineering works.
10. Litigation	10.1 Demonstrate knowledge of the disputes resolution procedures followed on civil engineering works.
Additional information about the unit	
Units aim(s)	

Textbooks

1. *Civil Engineering Construction Contracts* by Michael O'Reilly
2. *Law for Civil Engineers* by Keith Manson
3. *CESMM Explained* by Bryan J.D. Spain
4. *A Guide to the Method Measurement for Highway Works* by Hamish Mitchell
5. *Civil Engineering Contract Administration and Control* by Ivor H. Seeley
6. *Construction Disputes - Avoidance and Resolution. edited* by Peter Campbell



Subject	Business Management for Commercial Managers
Subject Code	C553

Summary

Year	2
Unit	3
Status	core
Learning Hours	200 hrs including Lectures, Group Exercises and Independent Study and 11 Tutor marked assignments
Credits	20
Period of Study	4 months

Summary of Learning Outcomes

Learning outcomes are results of learning that students will have achieved on successfully completing a course. The following reference points were used in designing the learning outcomes;

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- The professional competencies required by ICES.

Learning outcomes are expressed under three broad headings of achievement in both threshold and typical standards:

U: Understanding (a general awareness of the activity)

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S: Skills (to be able, without supervision, to perform relevant functions)



Learning outcomes: The learner will:	Assessment criteria: The Learner can:
Part 1 Commercial Management	
1. Procurement	1.1 Understand the requirements for project procurement.
2. Competitive bidding	2.1 Understand the process for competitive bidding.
3. Budgetary control	3.1 Understand budgetary control.
4. Cashflow and interim valuations	4.1 Appreciate the requirements of cashflow.
5. Economic assessment	5.1 Understand economic assessments.
6. Financial management	6.1 Understand financial management.
7. Company organisation	7.1 Appreciate company organisation.
8. Market planning and business development international construction logistics and risks	8.1 Appreciate market planning.
9. International construction and business development	9.1 Have knowledge of international construction.
Part 2 Claims	
1. Claims and the engineer	1.1 Understand claims procedure.
2. Contractual claims and procedure	2.1 Understand claims procedure.
3. Variations, delays and extensions of time	3.1 Understand claims procedure.
4. Common law claims, procedures and evaluation	4.1 Understand claims procedure.
5. Preparation and negotiation claims	5.1 Understand claims procedure.
6. ECC & ECA	6.1 Understand claims procedure.
Additional information about the unit	
Units aim(s)	

Textbooks

1. *Modern Construction Management* by Frank Harries and Ronald McCaffer with Francis Edum-Fotwe



2. *Civil Engineering Claims* by Vincent Powell-Smith, Douglas Stephenson & John Redmond