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MODULE DESCRIPTOR

Module Title

Contract Administration

Reference	SU3016	Version	2
Created	June 2017	SCQF Level	SCQF 9
Approved	September 2015	SCQF Points	15
Amended	September 2017	ECTS Points	7.5

Aims of Module

To develop a professional working understanding of the role of Contract Administrator and the processes and procedures necessary to enable a successful project.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

- 1 Understand and define the role of Contract Administrator
- 2 Compare and contrast the requirements of different forms of contract.
- 3 Analyse and create appropriate schedules for the administration of specific contract scenarios.

Indicative Module Content

Contract conditions, minor works contracts, contract administrator, roles and responsibilities, pre-start meetings, letters of intent, communication routes, introductions, site start meetings, administration meetings, record keeping, process schedules for information, site rules, health and safety briefing, site visits and inspections, Quality Control. Insurance, RFI, Extensions of time, variations, change, claims and disputes, measurement, valuation and payment, loss & expense, practical completion, DLP, termination, final certificates, project close-out. Web based project Information systems, paper based systems, CDM Regulations

Module Delivery

A blend of lectures, seminars and tutorials including online tutorials will be used to deliver this module. A student centered learning approach will be use.

Indicative Student Workload

	Full Time	Part Time
Contact Hours	35	N/A
Non-Contact Hours	115	N/A
Placement/Work-Based Learning Experience [Notional] Hours	N/A	N/A
TOTAL	150	N/A
<i>Actual Placement hours for professional, statutory or regulatory body</i>		

ASSESSMENT PLAN

If a major/minor model is used and box is ticked, % weightings below are indicative only.

Component 1

Type: Coursework Weighting: 30% Outcomes Assessed: 1, 2
 Description: This assessment comprises a fully referenced report, dealing with the roles and responsibilities of the Contract Administrator in the context of different forms of SBCC Minor Works contracts.

Component 2

Type: Coursework Weighting: 70% Outcomes Assessed: 3
 Description: This assessment comprises a team based presentation using media of the students choice which will deal with the contract conditions in the context of a scenario based on real life construction contracts.

MODULE PERFORMANCE DESCRIPTOR**Explanatory Text**

In order to pass the module students must achieve 35% or greater in each component and 40% or greater overall.

Module Grade	Minimum Requirements to achieve Module Grade:
A	70% or better
B	60% or better
C	50% or better
D	40% or better
E	35% or better
F	Less than 35%
NS	Non-submission of work by published deadline or non-attendance for examination

Module Requirements

Prerequisites for Module	None, in addition to course entry requirements.
Corequisites for module	None.
Precluded Modules	None.

ADDITIONAL NOTES

Where appropriate, mixed discipline team working will be encouraged.

INDICATIVE BIBLIOGRAPHY

- 1 NBS Contract Administration, on-line, RGU Library
- 2 RICS, iSURV, on-line, RGU Library <http://www.isurv.com/site/scripts/documents.aspx?categoryID=209>
- 3 SBCC Standard Building Contract without Quantities (November 2011)
- 4 SBCC Minor Works Building Contract, (November 2011)
- 5 SBCC Minor Works Building Contract with Contractors Design (2013)
- 6 Guide to the JCT Standard Building Contract, (2011), Lupton, S., RIBA Publishing
- 7 Construction Specification Institute, (2011), Contract Administration Practice Guide, CSI. E-book
- 8 The Aqua Group, (2002), Pre-contract practice & Contract Administration for the Building Team, Blackwell Science