

## MODULE DESCRIPTOR

### Module Title

Contract Administration

Reference	SU3016	Version	4
Created	March 2023	SCQF Level	SCQF 9
Approved	September 2015	SCQF Points	15
Amended	June 2023	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:	100%	Outcomes Assessed:	1, 2, 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**

The overall module grade is based on 100% weighting of Component 1 (project). An overall minimum grade D is required to pass the module. Non-submission will result in an NS grade.

Module Grade	Minimum Requirements to achieve Module Grade:
<b>A</b>	A
<b>B</b>	B
<b>C</b>	C
<b>D</b>	D
<b>E</b>	E
<b>F</b>	F
<b>NS</b>	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