

MODULE DESCRIPTOR

Module Title

Commercial and Contract Administration

| | | | |
|-----------|----------------|-------------|--------|
| Reference | SU3090 | Version | 3 |
| Created | July 2021 | SCQF Level | SCQF 9 |
| Approved | September 2015 | SCQF Points | 15 |
| Amended | September 2021 | ECTS Points | 7.5 |

Aims of Module

To provide the student with the ability to understand and apply commercial and contract administration procedures within the built environment and the use of JCT standard building contracts.

Learning Outcomes for Module

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

- 1 Analyse the JCT Conditions of Contract in terms of common contract and commercial administration with a focus on time, financial and performance related issues.
- 2 Analyse prequalification and reporting of tender submissions prior to entering into a formal contract.

Indicative Module Content

This module will explore standard contract and commercial administration within the built environment associated with selecting the appropriate contractor, financial control and contract administration.

Module Delivery

This module is delivered via two modes, one with attendance for full time and the other distance learning via the University Virtual Campus (VC) for Distance Learning students. For full time students this is predominantly a lecture based module supplemented with tutorials/seminars and or workshops. A substantial part of the module is devoted to student centred learning in the form of directed reading of legal journals, core texts and resource material. For distance learning students this is a student centred learning experience in the form of participation in VC collaboration/discussion tools focusing on directed reading of legal journals, core texts and resource material.

Indicative Student Workload

| | Full Time | Part Time |
|--|-----------|-----------|
| Contact Hours | 40 | N/A |
| Non-Contact Hours | 110 | 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 |
| Description: | An individual piece of coursework that will relate to either the analysis, evaluation, appraisal, discussion and/or proposition of a solution to a management situation encountered within the Built Environment. | | | | |

MODULE PERFORMANCE DESCRIPTOR**Explanatory Text**

The overall module grade is based on 100% weighting of Component 1 (Coursework). 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: |
|--------------|--|
| A | A |
| B | B |
| C | C |
| D | D |
| E | E |
| F | F |
| 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 ASHWORTH, A., 2007, Willis Practise and Procedures for the Quantity Surveyor - 12th Edition, Blackwell.
- 2 RAMUS, JACK, 2006 Contract Practise for Surveyors, Butterworth-Heinemann.
- 3 WALKER, IAN & WILKIE, ROBERT, 2002 Commercial Management in Construction, Blackwell, Science.