



CIOB Awarding Organisation

CIOB Level 4 Certificate and Diploma in Site Management (QCF)

Syllabus

October 2013

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1. PROGRAMME STRUCTURE and RULES OF COMBINATION

The completion of *Unit 4 Managing Health, Safety, Welfare and Risk Control at Work* and any other 3 units is required to achieve the Certificate qualification.

All 12 units are mandatory to achieve the Diploma qualification unless accreditation of prior learning (APL) is awarded. Exemptions from certain units may be granted for related level 4 qualifications and the CITB SMSTS qualification. All requests for exemptions are to be sent to the CIOB awarding body at awardingorg@ciob.org.uk

In June 2013 ConstructionSkills CSCS granted approval for candidates, on completion of the CIOB Site Management Qualification, eligibility to apply for the CSCS Black Managers Card for Construction Site Managers - Contracting.

1.1 Qualification Entry Requirements

UCAS tariff Score 80-120 **or**
Level 3 S/NVQ in related subject **or**
Level 3 Diploma in Site Supervisory Studies **or**
Two years' construction experience within areas of general responsibility

1.2 Aims of the Programme

The Site Management Certificate and Diploma develops the knowledge and practical skills to enable candidates to deliver construction projects safely and efficiently.

1.3 Programme Rationale

The programme provides an important route into a management role for trades operatives, apprentices and experienced supervisors and managers. The learning outcomes include all the necessary knowledge and skills to run a successful construction project of any size. The programmes provide the underpinning knowledge and understanding for the National Vocational Qualifications (NVQs) in Construction Site Management.

1.4 Assessment Grades

The tutor awards a grade to the achievement of the units from 0 to 3 corresponding to fail, pass, merit and distinction. Indicative examples for applying the grades are provided. The marking scheme is used to assist the assessor to differentiate between levels of achievement when marking assignments. The grading points are used to assist the assessor to achieve an overall grade for the completed units and qualifications. Unit grades apply to overall performance in units including assignments, practical exercises and course work. The marking scheme applies to the assessment of assignments only. Further information on grading can be found in our Centre and Tutor Guidance document.

1.5 Indicative Reading List

Unit 1 - Project Planning

Cooke, B. and Williams, P. (2009) *Construction Planning, Programming and Control: 3rd edn.* Oxford: Blackwell

Unit 2 - Project Control and Monitoring

Lock, D. (2004) *Project management in construction*, Aldershot: Gower

Griffith, A. (2004) *Construction Management: Principles and Practice*, Palgrave Macmillan

Unit 3 - Managing the Quality of Site Work

Harris, F. and McCaffer, R. (2006) *Modern construction management*, 6th edn. Oxford: Blackwell

Unit 4 - Managing Health, Safety, Welfare and Risk Control at Work

Hughes, P. and Ferrett E. (2011) *Introduction to Health and Safety in Construction 5th edn.* Taylor & Francis

McAleenan, C. and Oloke, D. Institution of Civil Engineers (2009), *ICE Manual of Health and Safety in Construction*, London: Thomas Telford

Barber, John (2002); *Health and Safety in Construction: Guidance for Construction Professionals* London: Thomas Telford

Unit 5 - Managing Dimensional Control on Sites

Irvine, W. and MacLennan, F. (2005) *Surveying for Construction*, 5th edn. Oxford: McGraw Hill

Schofield, W. and Breach, M, (2006) *Engineering Surveying*, 6th edn., Oxford, Butterworth-Heinemann

Unit 6 - Developing and Managing People

Loosemore, M., Dainty, A. and Lingard, H. (2003): *Human Resource Management in Construction project*: London Taylor and Francis

Calvert, R, Bailey, G. and Coles, D, (1995); *Introduction to Building Management - 6th edn*, Oxford: Butterworth-Heinemann

Unit 7 - Improving Managerial Skills

Forster G. (2003) *Building Organisation and Procedures*, 2nd edn. Pearson

Morton, R (2007); *Construction UK: Introduction to the Industry – 2nd edn.* Oxford: Blackwell

Unit 8 - Contractual and Legal Responsibilities

Ashworth, A. (2006) *Contractual Procedures in the Construction Industry*, 5th edn., Harlow: Pearson Prentice Hall

Murdoch, John and Hughes, Will (2000) *Construction Contracts: Law and Management*, 3rd Edn., Spon, London

Unit 9 - Estimating and Measuring Work

Hackett, Mark; Robinson, Ian; Statham, Gary (2007). *Aqua Group Guide to - Procurement, Tendering & Contract Administration*. Oxford: John Wiley & Sons.

Brook, Martin (2008) *Estimating and tendering for construction work*, 4th edn., Oxford, Elsevier Butterworth-Heinemann

CIOB (2009): *Code of Estimating Practice: 7th edn*. Oxford: John Wiley & Sons

Unit 10 - Managing Sub-Contractors

CIOB (2009): *Code of Practice for Project Management for Construction and Development*, 4th edn Oxford: Blackwell

Unit 11 - Managing Building Services

Burberry, Peter (1997); *Environment and Services: 8th edn*. Longman

Greeno, R. (2011) *Building Services Handbook 6th edn*. Oxford: Butterworth-Heinemann

Unit 12 - Managing Technology of Modern Construction

Chudley, Roy and Greeno, Roger (2010). *Building Construction Handbook - Incorporating Current Building and Construction Regulations 8th edn*. Oxford: Butterworth Heinemann

1.6 Awards

Candidates who have completed the Site Management Certificate and are embarking on to the Diploma programme are eligible to apply for the Site Management Awards Scheme.

1.7 Knowledge & Skills Matrix

Specialist Knowledge & Skills			Transferable Skills				
Unit Title	Subject Knowledge & Understanding	Specialist Skills	Application of IT Skills	Presentation Skills	Communication Skills	People Management Skills	Project Management Skills
1. Project Planning for Construction	✓	✓	✓	✓	✓		✓
2. Project Control and Monitoring for Construction	✓	✓	✓		✓	✓	✓
3. Managing the Quality of Construction Site Work	✓	✓	✓		✓	✓	✓
4. Managing Health, Safety, Welfare and Risk Control at Work within a Construction Site	✓	✓	✓		✓	✓	
5. Managing Dimensional Control on Construction Sites	✓	✓	✓				
6. Developing And Managing Self and Construction Personnel	✓				✓	✓	✓
7. Improving Managerial Skills within a Construction Environment	✓	✓	✓	✓	✓	✓	✓
8. Contractual And Legal Responsibilities within a Construction Environment	✓	✓	✓		✓	✓	✓
9. Estimating And Measuring Work within a Construction Environment	✓	✓	✓		✓		✓
10. Managing Sub-Contractors within a Construction Environment	✓	✓			✓	✓	✓
11. Managing Building Services Installations within a Construction Environment	✓	✓	✓		✓	✓	✓
12 Managing Technology Of Modern Construction	✓	✓	✓				✓

1. Project Planning for Construction

Title	DSM 1 – Project Planning for Construction
Level	4
Credit value	8
Learning outcomes: The learner will:	Assessment criteria: The Learner can:
1. Understand the types of documents that are used for project planning.	1.1 Describe the types of documents used for project planning. 1.2 Explain the responsibilities of the site manager in document control. 1.3 Explain the processes for dealing with inaccurate and missing information.
2. Be able to produce a method statement for the works.	2.1 Produce a method statement with reference to drawings, specifications and other documents relating to proposed construction for a given project.
3. Be able to produce a programme for the works.	3.1. Produce a programme for the works for a given project.
4. Understand how site inspection findings influence the execution of construction works.	4.1 Explain how site inspection findings affect the feasibility of the proposed plans.
5. Be able to establish on-site administrative systems.	5.1. Describe administrative systems for running the site including the management of Health & Safety. 5.2. Explain how to implement administrative systems for managing the site. 5.3. Evaluate the effectiveness of administrative systems in ensuring the project objectives are achieved.
6. Be able to determine resource requirements for works.	6.1 Assess the quantities and qualities of materials needed for the work for a given project. 6.2 Assess the plant and equipment needed for the work for a given project. 6.3 Assess the labour needed for the work, including sub-contractors for a given project.
Additional information about the unit	
Units aim(s)	This unit is designed for construction site managers, to give them the required knowledge in order to be able to plan a construction project effectively. This knowledge is gained through a mix of classroom learning and the application of this learning in the workplace under supervision . This unit forms part of the Level 4 Diploma in Site Management.
Unit guided learning hours	30

2. Project Control and Monitoring for Construction

Title	DSM2 - Project Control and Monitoring for Construction
Level	4
Credit value	8
Learning outcomes: The learner will:	Assessment Criteria: The Learner can:
1. Understand the procurement of construction materials and plant for the execution of the works.	<p>1.1 Explain the organisational procurement process for construction materials and plant.</p> <p>1.2 Describe procurement requirements for public sector projects.</p> <p>1.3 Explain the relationship between effective procurement and cost control.</p>
2. Be able to procure plant and equipment for the execution of the works.	<p>2.1. Assess the specifications and costs of the plant and equipment needed for the works for a given project.</p> <p>2.2. Describe the administrative procedures for calling forward, notifying and receiving plant and equipment on site.</p>
3. Be able to monitor the progress of site works	<p>3.1 Explain factors that impact on the progress of the site works.</p> <p>3.2 Evaluate methods for monitoring the progress of the construction phase.</p> <p>3.3 Assess progress of the site works against the master programme for a given project.</p> <p>3.4 Explain the importance of maintaining an accurate and up-to-date site management diary.</p>
4. Be able to manage the supply and use of materials.	<p>4.1. Explain the process for managing sub-standard materials.</p> <p>4.2. Evaluate methods to prevent waste and loss, and protect the environment.</p> <p>4.3. Evaluate measures to ensure the security of materials prior and subsequent to building operations.</p> <p>4.4. Describe the administrative systems to monitor material requirements and utilisation.</p>
5. Be able to manage the safe deployment of plant and equipment.	<p>5.1 Describe the safety measures for the deployment of plant and equipment.</p> <p>5.2 Describe the administrative systems for managing the safe use of plant and equipment.</p>
6. Be able to manage expenditure against budget	<p>6.1. Describe the procedures needed to monitor costs during the progress of project work.</p> <p>6.2. Calculate actual construction spend against the original budget forecast for a given project.</p> <p>6.3. Evaluate methods of recovering project overspend for a given project.</p>
7. Be able to manage systems to enable financial recovery.	<p>7.1. Describe the key administrative systems for recording costs incurred.</p> <p>7.2. Evaluate how contract variations will affect financial recovery for a given project.</p>

Additional Information about the unit	
Units aim(s)	<p>This unit is designed for construction site managers, to give them the required knowledge in order to be able to monitor and control a construction project.</p> <p>This knowledge is gained through a mix of classroom learning and the application of this learning in the workplace under supervision. This unit forms part of the Level 4 Diploma in Site Management.</p>
Unit guided learning hours	30

3. Managing the Quality of Construction Site Work

Title	DSM3 – Managing the Quality of Construction Site Work
Level	4
Credit value	8
Learning outcomes: The learner will:	Learning Criteria: The Learner can:
1. Understand the quality systems for construction works.	1.1. Interpret the quality requirements of drawings, specifications and other documents for a given project. 1.2. Explain the responsibilities of those involved in ensuring the quality of the work. 1.3. Explain the role of statutory documents in determining quality control. 1.4. Evaluate on-site quality systems.
2. Be able to use systems to monitor quality of work.	2.1. Identify the areas of work where defects are likely to occur for a given project. 2.2. Explain the necessity for carrying out on-site and off-site testing. 2.3. Evaluate the implications on quality of results of on-site and off-site material tests and inspections for a given project. 2.4. Explain the process for implementation of quality systems. 2.5. Discuss the roles of members of the construction team on quality control matters (Architect, Civil Engineer, Clerk of Works, site staff and tradesmen). 2.6. Describe corrective actions to improve the quality standards for a given project. 2.7. Produce a quality plan for a given project.
3. Be able to use environmentally sustainable methods of work for the construction works.	3.1. Describe the administrative systems for managing environmental issues. 3.2. Describe the roles and responsibilities for the protection of the environment on site. 3.3. Produce a presentation for the workforce on sustainability issues on site for a given project. 3.4. Evaluate the impact on cost of environmental sustainability measures for a given project.
Additional information about the unit	
Units aim(s)	This unit is designed for construction site managers, to give them the required knowledge in order to be able to manage quality control on a construction site. This knowledge is gained through a mix of classroom learning and the application of this learning in the workplace under supervision . This unit forms part of the Level 4 Diploma in Site Management.
Unit guided learning hours	30

4. Managing Health, Safety, Welfare and Risk Control at Work within a Construction Site

Title	DSM 4 – Managing Health, Safety, Welfare and Risk Control at Work within a Construction Site
Level	4
Credit value	8
Learning outcomes: The learner will:	Assessment criteria: The Learner can:
1. Understand the obligations of the CDM regulations for working with clients and other professionals.	<p>1.1 Explain the client's obligations under current CDM legislation.</p> <p>1.2 Explain clients and other professionals can be assisted to meet their obligations.</p> <p>1.3 Explain how on-site organisational communication systems can ensure compliance with health, safety and welfare legislation.</p>
2. Be able to manage project health, safety and welfare information.	<p>2.1 Explain the information required to manage Health Safety and Welfare for a given project.</p> <p>2.2 Evaluate the HSW risks of the construction phase for a given project.</p> <p>2.3 Explain how to maintain HSW notices and documents.</p> <p>2.4 Produce a presentation to inform site staff of their obligations under Health, Safety and Welfare legislation.</p> <p>2.5 Produce a risk assessment for a given project.</p> <p>2.6 Evaluate the role of the Construction Skills Certification Scheme in improving Health, Safety and Welfare on site.</p>
3. Be able to manage health, safety and welfare on site.	<p>3.1. Evaluate planned working methods for compliance with best Health, Safety and Welfare practice for a given project.</p> <p>3.2. Identify and assess Health, Safety and Welfare risks arising from the hazards for a given project.</p> <p>3.3. Evaluate Health, Safety and Welfare controls for a given project.</p> <p>3.4. Produce a plan to manage Health, Safety and Welfare risks for a given project.</p> <p>3.5. Describe the site manager's responsibilities for the maintenance of the CDM Health & Safety file.</p> <p>3.6. Describe how to deal with breaches of Health, Safety and Welfare requirements for a given project.</p> <p>3.7. Explain the role of site inspections and audits for maintaining good HSW practice on site.</p> <p>3.8. Evaluate methods for promoting a culture of good HSW practice on site.</p>
Additional information about the unit	
Units aim(s)	This unit is designed for Construction Site Managers, to give them knowledge to be able to manage legislative requirements for health, safety and welfare practice within a construction site. This knowledge is gained through a mix of classroom learning and the application of this learning in the workplace under supervision . This unit forms part of the Level 4 Diploma in Site Management.
Unit guided learning hours	30

5. Managing Dimensional Control on Construction Sites

Title	DSM5 – Managing Dimensional Control on Construction Sites
Level	4
Credit value	8
Learning outcomes: The learner will:	Assessment Criteria: The Learner can:
1. Be able to prepare for setting out and levelling operations on a construction site.	1.1. Describe the information required for setting out and levelling procedures to agreed industry tolerances. 1.2. Carry out checks to surveying equipment in accordance with manufacturers' instructions. 1.3. Assess the setting out information for accuracy and consistency with site conditions for a given project. 1.4. Explain the process for managing variances.
2. Be able to prepare to establish dimensional control.	2.1. Explain the need to adhere to specified tolerances for a range of commonly used materials and components. 2.2. Describe the need for attention to safety whilst carrying out surveying, levelling and setting-out operations. 2.3. Use the correct terminology for setting out. 2.4. Carry out checks to surveying equipment in accordance with manufacturer's instructions.
3. Be able to establish dimensional control.	3.1. Establish datum points on site from information given on drawings and schedules for a given project. 3.2. Set out the works from the datum points for a given project. 3.3. Set out sight rails and travellers for excavations for a given project. 3.4. Describe control procedures for setting out internal walls, fixtures and fittings. 3.5. Describe the systems for recording setting out information for quality control and quality assurance purposes.
4. Be able to assess setting out carried out by others.	4.1. Explain the need for verifying setting out. 4.2. Identify the necessary information to assess setting out carried out by others. 4.3. Carry out checks of setting out carried out by others for a given project.
Additional information about the unit	
Units aim(s)	This unit is designed for Construction Site Managers, to give them knowledge to be able to manage dimensional control on a construction site. This knowledge is gained through a mix of classroom learning and the application of this learning in the workplace under supervision . This unit forms part of the Level 4 Diploma in Site Management.
Unit guided learning hours	30

6. Developing and Managing Self and Construction Site Personnel

Title	DSM 6 – Developing and Managing People in relation to Construction Site Works
Level	4
Credit value	8
Learning outcomes: The learner will:	Assessment criteria: The Learner can:
1. Be able to manage people on site.	1.1 Identify the site manager's role in the organisation. 1.2 Compare leadership techniques needed to lead teams. 1.3 Describe theories of motivation. 1.4 Evaluate methods for improving individual and team motivation. 1.5 Explain the impact of poor communication on building projects and site personnel.
2. Understand how to develop productive working relationships.	2.1 Describe the principles of effective communication. 2.2 Evaluate communication methods for improving project outcomes. 2.3 Evaluate methods for resolving conflict. 2.4 Describe obligations for equality and diversity in the workplace.
3. Understand the construction site manager's responsibilities in managing the performance of site personnel.	3.1 Evaluate methods for measuring performance of individuals and teams. 3.2 Explain the organisation systems for monitoring the progress and quality of the work of team members. 3.3 Evaluate methods for improving performance.
4. Understand the site manager's role in the training and development of site personnel.	4.1 Explain how to identify the learning needs of team members. 4.2 Produce a training and development plan. 4.3 Evaluate the effectiveness of the training and development.
5. Be able to manage personal Continuing Professional Development (CPD)	5.1 Define personal aims and objectives for undertaking development. 5.2 Describe sources of support and guidance to help manage your personal development. 5.3 Analyse the current level of your knowledge and performance. 5.4 Prepare a Training and Development plan for achieving identified development needs. 5.5 Evaluate the CPD undertaken.
6. Be able to apply performance management practices.	6.1 Describe how to carry out your organisation's disciplinary procedures and grievance procedures. 6.2 Identify the causes of interpersonal conflict between personnel. 6.3 Evaluate methods for resolving conflict between personnel.

Additional information about the unit	
Units aim(s)	<p>This unit is designed for Construction Site Managers, to give them knowledge of developing and managing people on site.</p> <p>This knowledge is gained through a mix of classroom learning and the application of this learning in the workplace under supervision. This unit forms part of the Level 4 Diploma in Site Management.</p>
Unit guided learning hours	30

7. Improving Managerial Skills within a Construction Environment

Title	DSM 7 Improving Managerial Skills within a Construction Environment
Level	4
Credit value	8
Learning outcomes: The learner will:	Assessment criteria: The Learner can:
1. Be able to manage personal responsibilities.	1.1 Explain the role of the site manager in the organisation. 1.2 Compare contemporary methods for managing teams. 1.3 Discuss the particular challenges of the site manager's role. 1.4 Evaluate methods for improving project outcomes.
2. Be able to manage site personnel.	2.1 Explain theories of motivation for individuals and teams. 2.2 Explain the factors influencing the relationship between oneself and others. 2.3 Explain how to lead, and support others. 2.4 Explain how to resolve conflicts with others.
3. Be able to build and manage teams.	3.1 Explain the nature of the construction site team. 3.2 Explain the importance of developing team relations. 3.3 Explain the induction process for new employees. 3.4 Evaluate team leadership strategies: 3.5 Evaluate methods for improving the performance of the team.
4. Be able to produce written communications in standard industry format.	4.1 Produce a business letter in standard industry format. 4.2 Produce a business report in standard industry format. 4.3 Produce a written file note summary of a business discussion.
5. Be able to manage site meetings.	5.1. Produce an agenda for a site meeting. 5.2 Chair a site meeting. 5.3 Prepare notes of a site meeting with actions.
6. Be able to manage your own time.	6.1 Explain the factors that can impact on time management. 6.2 Evaluate methods for managing time effectively. 6.3 Prioritise tasks according to organisational priorities for a given project.
7. Be able to manage communication with others.	7.1 Describe the information needed by the site team and others for a given project. 7.2 Evaluate methods for disseminating project information to the team. 7.3 Evaluate the importance of communication to the site manager role.

Additional information about the unit	
Units aim(s)	<p>This unit is designed for Construction Site Managers, to give them knowledge applying and improving managerial skills.</p> <p>This knowledge is gained through a mix of classroom learning and the application of this learning in the workplace under supervision. This unit forms part of the Level 4 Diploma in Site Management</p>
Unit guided learning hours	30

8. Contractual and Legal Responsibilities within a Construction Environment

Title	DSM 8 – Contractual and Legal Responsibilities within a Construction Environment
Level	4
Credit value	8
Learning outcomes: The learner will:	Assessment criteria: The Learner can:
1. Be able to manage compliance with the contract conditions.	<p>1.1 Describe the different types of contract used in the construction industry.</p> <p>1.2 Describe the principles of the formation of a contract.</p> <p>1.3 Identify the contractual responsibilities of other parties involved in the contract.</p> <p>1.4 Explain the need for contract documents.</p> <p>1.5 Describe the content and stated procedures of contract clauses.</p> <p>1.6 Assess the implications of contract conditions to the execution of site work for a given project.</p>
2. Be able to manage the recovery of payment due under the contracts.	<p>2.1 Describe the on-site documentation and records needed to protect the company's contractual position.</p> <p>2.2 Describe the process for recording delay which may add expense to the contract.</p> <p>2.3 Describe the process for the submission of applications for payment.</p> <p>2.4 Describe on site conditions which may lead to non-compliance with the contract</p> <p>2.5 Evaluate site procedures for the development/prevention of a contractual claim.</p> <p>2.6 Evaluate methods for managing claims.</p>
3. Be able to manage compliance with the contract conditions.	<p>3.1 Describe the nature of a tort and the remedies available.</p> <p>3.2 Explain the principles of tort of negligence.</p> <p>3.3 Explain the principles of breach of statutory duty.</p> <p>3.4 Describe the distinction between nuisance and trespass to land.</p> <p>3.5 Evaluate methods for the remedy of public nuisance.</p> <p>3.6 Evaluate methods for the remedy of private nuisance.</p> <p>3.7 Describe the principles of insurance on construction contracts.</p> <p>3.8 Evaluate site measures to ensure compliance with the insurance requirements under Statutory Obligations and the form of Contract.</p>
4. Be able to apply the enforcement powers relating to the Building Regulations/Planning Regulations.	<p>4.1 Explain the requirements of planning regulations to ensure the compliance of works.</p> <p>4.2 Evaluate impact of the planning regulations for a given project.</p>

	4.3 Assess the compliance of the site work with the building regulations and the building control procedures for a given project.
5. Be able to manage the compliance of the planned work and work in progress with statutory and legal obligations.	<p>5.1 Describe the powers invested in the Highway Authority and the regulations and procedures associated with the Highways Acts.</p> <p>5.2 Identify site problems which relate to the sections concerned of the Public Health Acts for a given project.</p> <p>5.3 Describe the function of Local Byelaws.</p> <p>5.4 Explain the responsibility for listed buildings in conservation areas.</p> <p>5.5 Explain the ways in which tree preservation orders affect site operations.</p> <p>5.6 Identify the persons having right of entry on to a site.</p> <p>5.7 Evaluate the site measures to ensure compliance with legal obligations in respect of negligence, nuisance and trespass.</p> <p>5.8 Describe the measures to be taken when working adjacent to, on or above a highway.</p> <p>5.9 Describe the process a construction site manager must undertake on discovery of archaeology on site.</p>
Additional information about the unit	
Units aim(s)	<p>This unit is designed for Construction Site Managers, to give them knowledge of contractual and legal responsibilities.</p> <p>This knowledge is gained through a mix of classroom learning and the application of this learning in the workplace under supervision. This unit forms part of the Level 4 Diploma in Site Management</p>
Unit guided learning hours	30

9. Estimating and Measuring Work within a Construction Environment

Title	DSM 9 – Estimating and Measuring Work within a Construction Environment
Level	4
Credit value	8
Learning outcomes: The learner will:	Assessment criteria: The Learner can:
1. Understand how to produce an estimate for a construction tender	<p>1.1 Describe the purpose of pre-tender and pre-contract processes, which are undertaken in preparing an estimate and tender</p> <p>1.2 Identify the information an estimator uses in establishing preliminary costs and the build-up of rates.</p> <p>1.3 Explain the structure and functions of a Bill of Quantities.</p> <p>1.4 Describe the methods for establishing cost control information derived from project estimates and Bills of Quantities, labour, plant, materials, and preliminaries.</p> <p>1.5 Describe the methods employed for procuring and organising projects.</p>
2. Understand the valuation of construction works.	<p>2.1 Compare the quantities of work expressed in schedules of quantities with that shown on drawings for a given project.</p> <p>2.2 Describe the methods by which valuations of work are prepared.</p> <p>2.3 Describe the Site Manager's role in the preparation of valuations of work.</p> <p>2.4 Assess the extent to which the work described in the Bills of Quantities or other measurement document, is consistent with the work shown on the drawings for a given project.</p> <p>2.5 Discuss the role of the site manager in identifying and dealing with discrepancies in contract documents.</p> <p>2.6 Prepare an interim valuation for a construction project.</p>
Additional information about the unit	
Units aim(s)	<p>This unit is designed for Construction Site Managers, to be able to apply knowledge for estimating and measuring work.</p> <p>This knowledge is gained through a mix of classroom learning and the application of this learning in the workplace under supervision. This unit forms part of the Level 4 Diploma in Site Management</p>
Unit Guided Learning Hours	30

10. Managing Sub-Contractors within a Construction Environment

Title	DSM 10 – Managing Sub- contractors within a Construction Environment
Level	4
Credit value	8
Learning outcomes: The learner will:	Assessment criteria: The Learner can:
1. Be able to plan the work of sub-contractors in accordance with industry standards.	<p>1.1 Describe the legal relationship between subcontractor, contractor and clients.</p> <p>1.2 Describe types of attendance of subcontractors.</p> <p>1.3 Explain the responsibility of the contractor and subcontractor for special attendance/general attendance.</p> <p>1.4 Describe the contractor's responsibilities for the sub-contract materials.</p> <p>1.5 Explain the responsibility for protection and acceptance of finished work.</p> <p>1.6 Describe the differences between the obligations attached to the main contractor in respect of:</p> <ul style="list-style-type: none"> • Domestic • Nominated • Named • Labour only <p>1.7 Evaluate the work requirements of subcontractors in order to meet organisational requirements for a given project.</p> <p>1.8 Produce programmes for the planning and co-ordination of on and off-site work associated with sub-contracting activities for a given project.</p> <p>1.9 Prepare site plans for the delivery, handling, placing and storage of supplies and equipment from supplier and sub-contractors for a given project.</p> <p>1.10 Explain the design and specification criteria which relate to sub-contractors for a given project.</p>
2. Understand how to manage subcontractors on site.	<p>2.1 Describe the processes of integration of sub-contract work into the main contact programme and the monitoring of sub-contract progress.</p> <p>2.2 Explain the responsibilities of the site manager for managing the performance of subcontractors.</p> <p>2.3 Evaluate methods for monitoring subcontractors performance</p> <p>2.4 Evaluate the processes for the provision of information to subcontractors.</p> <p>2.5 Appraise risks associated with the use of sub-contractors including health and safety compliance.</p> <p>2.6 Evaluate methods for managing defective materials or work by sub-contractors.</p> <p>2.7 Evaluate methods for monitoring site progress of sub-contractors.</p> <p>2.8 Describe the attendances and services to sub-contractors in accordance with contractual conditions for a given project.</p>

	<p>2.9 Explain the cost implications for sub-contractors behind programme for a given project.</p> <p>2.10 Evaluate measures to prevent disputes with subcontractors.</p> <p>2.11 Explain the quantitative and pricing content of the sub-contract agreement.</p>
Additional information about the unit	
Units aim(s)	<p>This unit is designed for Construction Site Managers, to provide the knowledge in the management of sub-contractors.</p> <p>This knowledge is gained through a mix of classroom learning and the application of this learning in the workplace under supervision. This unit forms part of the Level 4 Diploma in Site Management</p>
Unit guided learning hours	30

11. Managing Building Services Installations within a Construction Environment

Title	DSM 11 – Managing Building Services
Level	4
Credit value	8
Learning outcomes: The learner will:	Assessment criteria: The Learner can:
1. Be able to plan the installation of onsite building services in accordance with industry best practice.	1.1 Describe the purpose of the building's services. 1.2 Identify the main parts and components of building services installation. 1.3 Explain the acceptable services construction sequences for the work.
2. Be able to manage building services on site.	2.1 Interpret drawings for mechanical and electrical services. 2.2 Assess the buildability of building services drawings and specifications. 2.3 Produce a plan to monitor the progress of installation work. 2.4 Describe the forms of specification used in mechanical and engineering services. 2.5 Explain the technical aspects of a service installation. 2.6 Produce a sequenced plan for the installation of a service system for a given project
3. Be able to manage the handover of building services.	3.1 Explain the procedures for testing services installations during the construction period. 3.2 Explain the process for managing quality defects. 3.3 Explain the process for handing over the completed service installation to the client.
Additional information about the unit	
Units aim(s)	This unit is designed for Construction Site Managers to provide them with the knowledge to be able to manage building services. This knowledge is gained through a mix of classroom learning and the application of this learning in the workplace under supervision . This unit forms part of the Level 4 Diploma in Site Management
Unit guided learning hours	30

12. Managing the Technology of Modern Construction

Title	DSM 12 – Managing the Technology of Modern Construction
Level	4
Credit value	8
Learning outcomes: The learner will:	Assessment criteria: The Learner can:
1. Understand the key concepts of construction technology.	1.1 Describe the performance characteristics of materials. 1.2 Assess drawings for a given project to determine the buildability of the work. 1.3 Evaluate ways to improve the buildability of a given project. 1.4 Evaluate installation methods for materials for a given project. 1.5 Describe the function of the installed technology for a given project. 1.6 Describe the process of installation to ensure that the work conforms to the drawings of a given project.
2. Be able to manage the conformance of the construction work with technology practice.	2.1 Evaluate the technical aspects of a given as built project. 2.2 Describe methods for managing remedial work. 2.3 Describe the process to ensure the correct use of products and materials. 2.4 Describe the systems to formally sign off the completed work.
Additional information about the unit	
Units aim(s)	This unit is designed for Construction Site Managers, to give them knowledge of managing the technology of modern construction. This knowledge is gained through a mix of classroom learning and the application of this learning in the workplace under supervision . This unit forms part of the Level 4 Diploma in Site Management
Unit guided learning hours	30