



## **Module Specification**

### **Profession 6**

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## Part 1: Information

**Module title:** Profession 6

**Module code:** UBPLWJ-16-3

**Level:** Level 6

**For implementation from:** 2021-22

**UWE credit rating:** 16

**ECTS credit rating:** 8

**Faculty:** Faculty of Environment & Technology

**Department:** FET Dept of Architecture & Built Environ

**Partner institutions:** City School of Architecture Sri Lanka

**Delivery locations:** City School of Architecture Sri Lanka

**Field:** Planning and Architecture

**Module type:** Standard

**Pre-requisites:** None

**Excluded combinations:** None

**Co-requisites:** None

**Continuing professional development:** No

**Professional, statutory or regulatory body requirements:** None

## Part 2: Description

**Overview:** To introduce students to the different stages of execution of an architectural project and the architect's responsibilities at each stage in the design and construction phases.

**Features:** Not applicable

**Educational aims:** Collect, analyse and manage data from a wide variety of sources. Critical thinking, Innovative problem solving and logical reasoning in relating taught subject to the practice of architecture Work with limited or contradictory information Communicate effectively in a variety of formats Work independently and in groups.

**Outline syllabus:** PROFESSION 1 (CONTRACT ADMINISTRATION)

Main Topic 1 :

ADMINISTRATION OF THE PRE- CONTRACT STAGES OF A PROJECT (Terms 1 & 2)

Introduction to the types of architectural projects, the different stages of a project, the architect's involvement and professional responsibilities.

Feasibility Stage

Analyzing the project brief

Analyzing the probable site and location studies (checking the boundaries, access to site, topography, natural features etc.)

Analyzing site in relation to the requirements and function as given in the design brief

Analyzing the requirement of services (availability of basic infra-structure etc.)

Advising the Employer on the need to obtain preliminary planning clearance on the development proposal

Preparing of probable project cost

Schematic Design Stage

Ascertaining requirements and constraints of the works based on the Employer's instructions and confirming Architect's decision to the Employer

Preparing of preliminary sketch designs to interpret the design requirements

Developing the sketch designs to a stage sufficient to enable applications to be made for planning approval required under relevant laws & regulations

Preparing of preliminary estimate of the probable construction cost based on current area, volume or other unit cost methods

### Design Development Stage

Preparing of design development documents consisting of relevant drawings for local authority approval

With the concurrence of other Consultants, making decisions on the type of construction, selection of material and quality and standards of workmanship

With the concurrence of other Consultants where applicable obtaining approximate quotations, information/specifications on materials, tests, investigations required to prepare a project estimate Assisting the Employer to negotiate where required in respect of building and planning regulations or other statutory requirements

Preparing and submitting revised estimate to the Employer and advise the Employer of the consequences of any subsequent changes on the cost and programme

Obtaining Employer's approval for type of construction, finishes to be used, types of contract to be used, types of sub-contracts to be used for structural, mechanical and electrical systems of the project.

### Contract Documentation Stage

Preparing of full set of Architectural working drawings

Co-ordinating the working drawings of Other (Specialist) Consultants where applicable

Preparing of schedules, specifications & co-ordinating with Other Consultants

Assisting the Quantity Surveyor to prepare Bill of Quantities for the bid

Preparing of complete Bid Documents (including a complete set of working drawings) for the purpose of inviting bids and submission of same to the Employer for approval

Submission of priced BOQ/Final Estimate

Advising the Employer of any adjustments to previous statement of probable construction cost.

Main Topic 2 :

## ADMINISTRATION OF THE CONTRACT STAGE OF A PROJECT (Terms 2 & 3)

### Bidding & Negotiation Stage

Obtaining approval of the Employer (Client) for the type of bidding (tender) procedure to be followed

Inviting bids based on the type of bidding system approved by the Employer

Conducting pre-bid meetings, answering queries and advising Employer and Bidders on all technical and procedural matters during tender action

Attending the closing and opening of bids and advising where necessary

Evaluating bids and preparing and submitting reports to the Employer along with recommendations

Participating in the Tender Board Meetings/Negotiations as an invitee (where necessary) and advising the Employer on issue of letter of acceptance and award of contract by providing a draft letter Preparing of Contract Documents and arranging the signing of contract within the prescribed period

Arranging to hand over the site and the relevant documents to the Contractor

### Contract Administration Stage

Accepting responsibility and exercising the authority as conferred upon the Consultant by the Employer and performing the functions as set out in the conditions of contract

Reviewing the work programme regularly, monitoring the progress of work and advising the Employer & the Contractor to fulfil their responsibilities to complete the project within the contract period Making periodic inspections of the works, conducting progress review/technical meetings and issuing reports and payment certificates as required under the building contract

On completion of the project to a state reasonably satisfactory time for occupation in the opinion of the Consultant, arranging the Contractor to hand over the project to the Employer and issue the "certificate of practical completion"

Arranging to test all the systems installed and hand over the test reports, certificates, warranties and any other documents needed as per the contract.

Main Topic 3 :

## ADMINISTRATION OF THE POST CONTRACT STAGE OF A PROJECT (Term 3)

Maintenance Stage With the assistance of the other Consultants (where necessary) and the Contractor/Sub-Contractors, the following post-construction services to be provided:

Preparing a maintenance manual of services and plants with the help of the Contractor

Advising regarding service agreements on equipment and services - Advising on maintenance programme for the building

Arranging the Specialist Contractors (lifts/elevators, internal telephones, standby generators, fire alarm, security, public address systems etc.) to train the Employer's staff to operate the systems and plants

Arranging the Contractor/sub-Contractors to prepare and submit "as-built" drawings to the Employer incorporating any changes done during construction - Reviewing the warranties/guarantees and hand over such documents to the Employer

Carrying out inspections (whenever necessary) during "Defect Liability Period" and prepare a list of items to be attended to by the Contractor and arranging such defects/unfinished work to be \* rectified/completed by the Contractor/respective sub-contractors \* Upon completion of the "Defect Liability Period" issuing the "Final Payment Certificate" and "Maintenance Certificate".

## PROFESSION 1 (OFFICE MANAGEMENT)

Main Topic 1 :

### INTRODUCTION TO MANAGEMENT (Term 1)

Management definition - The process of management: setting objectives, planning, organising, leading, control and feed back - The core of management: decision making, communication, co-ordination and motivation

Project management: managing to achieve cost, quality and time targets with respect to a project distinguishing the differences in managing an architectural project.

Main Topic 2 :

## AN ARCHITECTURAL PRACTICE (Term 1)

Formation of an organisation: The professional, legal and financial basis of setting up an organisation Sole proprietorships, Partnerships, Limited Liability Companies, Public Quoted Companies and their registration Partnership Agreements, Memorandum of Association, Company Articles, the Companies Act

The legal entity and its liability, professional liability Financial basis, initial investment, basis for taxation Components of an organisation – principals, management and staff

The organisation structure and hierarchy

Resources – human, financial, material and equipment Inputs, the process and the out put.

Formation of a Professional Consultancy Organisation

The Professional basis – requirements of the SLIA and ARB including registration procedures

Uni- disciplinary and Multi-disciplinary Consultancies

Consortium Services

Running an Organisation

Professional Services as indicated in the SLIA Conditions of Engagement and Scale of Fees

Maintaining Records & Reports – personal, financial and project

Administrative procedures (labour regulations)

Preparing Pre-qualification documents

SLIA Practice Manual

Financial Management Financial statements – Balance sheets, Profit and Loss  
Accounts Cash flow statements

Budgeting, Accounting and Taxation

Main Topic 3 :

RUNNING AN ARCHITECTURAL PROJECT (Term 2)

The Project Team comprising the Design Team and the Construction Team

The definition of a project The RIBA Plan of Work

Types of Construction Contracts, Methods of payment and Procurement Systems

Maintaining project records – drawings, filing systems and correspondence

Modes of communication and their contractual implications

Conducting client meetings, office meetings, technical meetings and site meetings

Certification and quality assessment

Professional Practice and Code of Professional Conduct

The Code of Conduct of the SLIA

Professional Fees as indicated in the SLIA Conditions of Engagement and Scale of



Fees

Marketing and obtaining work, Advertising implications

## PROFESSION 2 (BUILDING ECONOMICS)

Main Topic 1 :

### INTRODUCTION TO THE CONSTRUCTION INDUSTRY (Term 1)

Introduction to the construction industry

The characteristics of the construction industry

The influences of macro policies on the construction industry

State interventions to determine the direction of the construction industry and its effects

Main Topic 2 :

### BUILDING ECONOMICS (Terms 1 & 2)

Introduction to the RIBA Plan of Work and in built mechanism for cost management at the different stages of a project

Compiling current/market cost data (materials, labour and specialised equipment and services)

Cost analysis – elemental cost breakdowns

Preliminary estimating techniques and the preparation of preliminary cost estimates (project based reviews)

Design Economics: understanding the effect of form/shape of building and other factors on the cost of the project

Bills of quantities, taking off measurements and the standard methods of measurement, rate analysis

Cost planning at the different work stages of a project

Cost management at the different work stages of a project

Main Topic 3 :

MACRO ECONOMICS (Term 3)

Macro Economic Policies

Life cycle costing

Land cost, building cost, cost of statutory requirements, operation and maintenance costs

Calculating the rate of return of investment on a project (project based reviews)

Understanding of the different types of cost benefits in public and community buildings

### **Part 3: Teaching and learning methods**

**Teaching and learning methods:** The delivery of this Module will be through: Lectures, Visual Presentations, Tutorials.

**Module Learning outcomes:** On successful completion of this module students will achieve the following learning outcomes.

- MO1** Awareness of different types of architectural projects.
- MO2** Knowledge of the delivery of architects services.
- MO3** Understanding of the different stages of implementation of an architectural design project.
- MO4** Understanding of the architect's professional responsibilities at each stage of execution in the project.
- MO5** Awareness of the organization and management of a professional practice in Sri Lanka.
- MO6** Awareness of its regulatory, resource and financial implications.
- MO7** Knowledge of the setting up of an architectural practice in Sri Lanka and relevant professional implications, organizational frameworks, the SLIA Practice Manual.
- MO8** Knowledge of the procedures for running an architectural project, the architects fee scale and scope of services.
- MO9** Knowledge of the SLIA Code of Professional Conduct and professional ethics.
- MO10** Awareness of the construction industry in Sri Lanka.
- MO11** Awareness of the effects of state interventions and macro policies on the construction industry.
- MO12** Knowledge of building economics - costing a building project, cost planning and cost management at the different stages of work.
- MO13** Knowledge of macro economics of a project, life cycle costing and rate of return on investment.
- MO14** Understanding of the preparation of preliminary estimates for projects and managing a cost plan.
- MO15** Understanding of conducting a feasibility for a project.

**Hours to be allocated:** 160

**Contact hours:**

Independent study/self-guided study = 70 hours

Face-to-face learning = 160 hours

Total = 230

**Reading list:** The reading list for this module can be accessed at [readinglists.uwe.ac.uk](https://uwe.rl.talis.com/modules/ubplwj-16-3.html) via the following link <https://uwe.rl.talis.com/modules/ubplwj-16-3.html>

## Part 4: Assessment

**Assessment strategy:** Portfolio of work. The assessment on this module is an iterative process that students undertake as a series of tasks that allow them to focus on different aspects of the teaching and learning building on gradual feedback to create a portfolio of work as the module progresses.

### Assessment components:

#### Portfolio - Component A (First Sit)

Description: The assessment on this module is an iterative process that students undertake as a series of tasks that allow them to focus on different aspects of the teaching and learning building on gradual feedback to create a portfolio of work as the module progresses.

Weighting: 100 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO10, MO11, MO12, MO13, MO14, MO15, MO2, MO3, MO4, MO5, MO6, MO7, MO8, MO9

#### Portfolio - Component A (Resit)

Description: The assessment on this module is an iterative process that students undertake as a series of tasks that allow them to focus on different aspects of the teaching and learning building on gradual feedback to create a portfolio of work as the module progresses.

Weighting: 100 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO10, MO11, MO12, MO13, MO14, MO15, MO2, MO3, MO4, MO5, MO6, MO7, MO8, MO9

## **Part 5: Contributes towards**

This module contributes towards the following programmes of study:

Architecture and Environmental Design [Oct][FT][SriLanka][3yrs] MArch 2020-21