



Module Specification

Professional Consultancy and Contract Administration

Version: 2023-24, v3.0, 08 Aug 2023

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Part 1: Information

Module title: Professional Consultancy and Contract Administration

Module code: UBLLB1-30-2

Level: Level 5

For implementation from: 2023-24

UWE credit rating: 30

ECTS credit rating: 15

College: Faculty of Environment & Technology

School: FET Dept of Architecture & Built Environ

Partner institutions: None

Field: CONSTRUCTION AND PROPERTY

Module type: Module

Pre-requisites: None

Excluded combinations: None

Co-requisites: None

Continuing professional development: No

Professional, statutory or regulatory body requirements: None

Part 2: Description

Overview: Not applicable

Features: Not applicable

Educational aims: Developing the skill needed for professional consultancy and contract administration in the construction industry

Outline syllabus: 1. The procurement routes for construction projects and comparison of the various forms of contract including JCT and NEC forms

2. Review of tender procedures generally and the key contract administration procedures for traditional JCT forms of contract
3. The roles of the contractual parties and the various construction professionals including the contract administrator and the principal dispute resolution procedures used in resolving construction disputes
4. The principles of the various types of building survey including the importance of the client brief, the range of inspection procedures and the preparation of the report as well as relevant legal implications
- 5: The building surveyor's role as professional consultant including areas of practice, such as professional expert, party wall surveyor and boundary expert, and relevant legal principles
- 6: The principles of landlord and tenant legislation and practice, the legal implications of property management and its neglect and the role of the building surveyor in dilapidations procedures

Part 3: Teaching and learning methods

Teaching and learning methods: The module will be delivered by means of a series of lectures examining the key principles and relevant practical and legal criteria relating to building procurement, construction contracts and professional consultancy. The lectures will be supported by linked tutorials which will enable you to develop your own independent learning and reading by exploring deeper practical and legal issues and also to receive formative feedback in a group environment. Formative support for the coursework will also be given by means of the tutorials.

As stated above, teaching will be by way of weekly lectures and tutorials to cover the topic areas. The reason for these tutorials is to expand and challenge your knowledge of the associated lecture and your individual reading on the subject and to provide formative support for the assessments, i.e. the portfolio and the examination. They will be your opportunity to ask questions (and the lecturer to ask you questions) via oral discussion, prepared question sheets or short problem-solving tasks undertaken individually or in small groups.

Information on further reading and study will be given out at lectures and the tutorials as appropriate. It is essential that you devote time to carrying out this further reading and study. A consistent approach throughout the module will help you to keep pace with the delivery of the subject and will enable any problems you may have in understanding the issues to be resolved. You are expected to spend at least 300 hours of study time on this module (this includes lectures and tutorials). Therefore, it is essential that you work out a time management programme to assist you with your studies.

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

MO1 Review and compare the principal procurement routes and forms of building contracts such as JCT and NEC forms, compare tendering procedures for a range of client briefs and undertake a detailed review of the traditional forms of contract

MO2 Summarise the obligations of the contractor and other parties as well as the responsibilities of the contract administrator and other involved construction professionals

MO3 Demonstrate an awareness of how law of contract and tort as well as statute, case law, RICS and other guidance all influence good practice and recognise the need for appropriate dispute resolution procedures to be in place for each building contract

MO4 Appraise the principles, practice and legal requirements of the inspection of buildings by means of building and other surveys and reports

MO5 Summarise legal and practice-based principles and procedures that underpin the surveyor's role in undertaking a range of various professional consultancy activities

MO6 Recognise the principles of landlord and tenant legislation and practice as well as the role of the building surveyor in terms of any dilapidations' procedure that may be required

Hours to be allocated: 300

Contact hours:

Lectorials = 72 hours

Total = 72

Reading list: The reading list for this module can be accessed at [readinglists.uwe.ac.uk](https://uwe.rl.talis.com/modules/ubllb1-30-2.html) via the following link <https://uwe.rl.talis.com/modules/ubllb1-30-2.html>

Part 4: Assessment

Assessment strategy: The Strategy:

Both assessments are aimed at testing the students' knowledge, interpretation and application of the various practical, legal and ethical principles and practice requirements studied throughout the module

The Assessment:

Online Examination (24 hours) - The examination is aimed at testing the students' ability to apply the knowledge gained in the lectures and tutorials to a number of practice-based questions that explore practical and legal issues.

Portfolio (1500 words) - The coursework is based on the procedures involved in undertaking a professional building survey and accompanying report on key elements of a small domestic building. Consist of: (A) building survey report with accompanying documentation - (B) original survey notes; (C) set of photographs and (D) sketches of the layout, elevations and roof/s of the inspected building.

Resit Examination - a similar structure to that described above, which may include some question changes.

Resit Portfolio - a similar brief to that described above, which may include a summary of changes from any previously submitted portfolio.

Assessment tasks:

Examination (Online) (First Sit)

Description: Online Exam (24 hours)

Weighting: 50 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6

Portfolio (First Sit)

Description: Portfolio (1,500 words max).

Weighting: 50 %

Final assessment: No

Group work: No

Learning outcomes tested: MO4

Examination (Online) (Resit)

Description: Online Exam (24 hours)

Weighting: 50 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6

Portfolio (Resit)

Description: Portfolio (1,500 words max).

Weighting: 50 %

Final assessment: No

Group work: No

Learning outcomes tested: MO4

Part 5: Contributes towards

This module contributes towards the following programmes of study:

Building Surveying [Frenchay] BSc (Hons) 2022-23

Building Surveying {Foundation} [Sep][FT][Frenchay][4yrs] BSc (Hons) 2021-22

Building Surveying {Apprenticeship-UWE} [Sep][FT][Frenchay][5yrs] BSc (Hons)
2021-22

Building Surveying {Foundation} [Sep][SW][Frenchay][5yrs] BSc (Hons) 2021-22

Building Surveying [Sep][PT][Frenchay][5yrs] BSc (Hons) 2021-22