



UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

Contract Administration and Practice

Module Descriptor

Module Code :	QSP5CPR
Version :	8.00
Status:	Final
Date:	28/02/2024

Summary Module Details

Module details

Module Title: Contract Administration and Practice

Module Leader: Priti Lodhia

Module Mode: Supported online learning

Semester: Autumn (UK)

Level: 5

Credits: 20

Learning Hours: 200

Contact and Study Hours:

Directed Study Time: 90 hrs (45%)

Self-directed Study Time: 50 hrs (25%)

Assessment Study Time: 60 hrs (30%)

Assessment Type:

Coursework: 0%

Computer Based Assessment: 0%

Portfolio: 100%

Presentation: 0%

Project: 0%

Practical: 0%

Self-directed Research: 0%

Module Summary

This module develops the knowledge gained from contract and tort law to focus on the specific aspects of construction projects where it is common to find standard forms of building contracts.

The purpose of the module is to develop a broader understanding of law and to apply it to common eventualities on construction and building services projects.

This module will provide students with the contractual knowledge required to deal on behalf of all parties associated with construction contracts from inception to completion.

Taken on which Programmes

BSc (Hons) Construction Management (C)

BSc (Hons) Quantity Surveying (C)

Core (C) or Elective (E)

Module Aims

This module aims to:

- Provide students with the principles and practice associated with dealing with standard forms of construction contracts and an understanding of the factors that inform contract selection.
- Give students contractual knowledge required to deal on behalf of all parties associated with construction contracts, from inception to completion.
- Set out the stages of the construction contract process by giving illustrated examples of good practice, making clear the role and responsibilities of each of the parties to the contract, and how these responsibilities are best delivered.
- Cover various standard forms of contracts and, where possible, provide international examples through the interaction with experts and providing further research and reading in this area.

Module Learning Outcomes

- LO1. Use standard forms of contracts effectively and determine the appropriate contract for given situations and discuss appropriateness of different approaches.
- LO2. Examine the principles of construction contract administration, the competence required in contract administrative duties, and the legal implications of administrative actions.
- LO3. Analyse and interpret evidence, fact, and opinion to inform contract administration, cost control decision-making and dispute resolution.
- LO4. Examine contractual mechanisms within construction contracts to inform practice related to the relevant discipline.

Indicative Module Content

Module topics

- **Statutory and Contractual Framework**

Understanding the legal and contractual frameworks that govern contract practice and administration for the construction industry. Including an understanding of contract formation, payment legislation and dispute resolution.

- **Principles of Contract Practice**

Understanding the principles and processes for selection of an appropriate form of contract, including understanding key provisions of commonly used standard forms. Assessing and advising on appropriate contract procedures.

- **Principles of Contract Administration**

The process for issuing instruction, issuing payment notices (HGCRA) managing change, dealing with completion and possession of site, and issuing of contractual notices and certificates.

Choice of following based on pathway:

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- **Contract practice for professional quantity surveyors (PQS)**

Students will gain an understanding of contractual mechanisms and procedures to manage construction contracts; including change procedures, valuation procedures, ascertainment of loss and expense, retention, bonds, liquidated damages, early possession, defects, and practical completion processes.

or

- **Contract practice contractor's quantity surveyor (CQS)**

Students will gain an understanding of contractual and commercial mechanisms to manage construction operations including change procedures, application for payment procedures, noticing procedures (payment, delay, loss and expense and completion), managing sub-contracts (payment, delay, and defects), and completing claims.

This content will be reviewed and updated regularly to reflect the legal, ethical, and financial changes in professional standards and practice.

Overview of Summative Assessment

Module learning outcomes	Assessment	Word count or equivalent	Weighting
LO1, LO2, LO3, LO4	Assessment 1 Portfolio	4,000	100%

Module Pass Mark (as a weighted average of all assessments): 40%

Key Module Learning Resources

Core Sources and Texts

The core reading resources within each module will be provided via the specific Virtual Learning Environment (VLE) module pages and within the e-Library. Additional reference material and supplementary resources to support your studies are available through the UCEM e-Library.

Module tools

Students will have access to study materials, dedicated academic support, student forums, and learning activities via an online learning platform (VLE).

The module page on the VLE is broken down into structured study weeks to help students plan their time, with each week containing a mixture of reading, case studies, videos/recordings, and interactive activities to go through. Online webinars/seminars led by the Module Leader can be attended in real time and provide opportunities to consolidate knowledge, ask questions, discuss topics and work through learning activities together. These sessions are recorded to support students who cannot attend and to enable students to recap the session and work through it at their own pace. Module forums on the VLE provide further opportunities to discuss topics with other students, complete collaborative work and get extra help from the module team.

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Professional online resources

The e-Library provides access to trusted, quality online resources, selected by subject specialists, to support students' study. This includes journals, industry publications, magazines, academic books, and a dissertation/work-based library. For a list of the key industry specific and education resources available please visit [the VLE e-Library](#).

Other relevant resources

Access is also provided to further information sources that include the British Library and Open University UK catalogues, as well as providing a monthly current awareness service entitled, **Knowledge Foundations** - a compendium of news, research and resources relating to the educational sector and the Built Environment.

The module resource list is available on the module VLE page and is updated regularly to ensure materials are relevant and current.