



UNIVERSITY COLLEGE  
OF ESTATE MANAGEMENT

# Introduction to Site Operations

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## Module Descriptor

Module Code: CON4ISO

Version: 1.00

Status: Final

Date: 22/03/2023

# Summary Module Details

### Module details

**Module Title:** Introduction to Site Operations

**Module Leader:** Rob Otter

**Module Mode:** Supported online learning

**Semester:** Autumn (UK) & Spring (UK)

**Level:** 4

**Credits:** 20

**Learning Hours:** 200

### Contact and Study Hours:

**Directed Study Time:** 70 hrs (35%)

**Self-directed Study Time:** 60 hrs (30%)

**Assessment Study Time:** 70 hrs (35%)

### Assessment Type:

**Coursework:** 0%

**Computer Marked Assessment:** 0%

**Self-directed Research Project:** 80%

**Portfolio:** 0%

**Presentation:** 20%

## Module Summary

This module aims to develop an understanding of the practical skills associated with, managing, planning, and controlling the production of building projects. It will allow the student to develop the theories of management and knowledge studied in previous modules, with the practical aspects of site management. Students will be encouraged to identify key areas of practice within their own working environment and to assess and evaluate processes. The students will then apply knowledge and understanding gained on the module to improve production efficiency and sustainability applied to a work-based project.

## Taken on which Programmes

Construction Site Supervisor Apprenticeship (C)

Certificate of Higher Education (CertHE) Construction and Built Environment (C)

**Core (C) or Elective (E)**

## Introduction to Site Operations

# Module Aims

This module aims to:

- Develop supervisory skills at site level, with regard to personnel, plant and materials;
- Utilise theory to explore the practice of these skills in relation to site-based scenarios and problem-solving issues;
- Enable application of construction knowledge to work based scenarios through a work based project;
- Establish the learning experience within the context of construction application, thus enabling the integration of theoretical knowledge and understanding with best industry practice, including health, safety and welfare, and environmental sustainability.

# Module Learning Outcomes

LO1 Examine the managerial skills required to manage health and safety, and to plan and control construction site operations.

LO2 Explain how relevant construction techniques and sustainability relate to construction methods and performance.

LO3 Apply the skills of effective construction site supervision to a work-based scenario.

LO4 Identify and suggest innovative solutions to construction projects and communicate solutions effectively in a variety of ways.

# Indicative Module Content

## Module topics

- **The construction site**

The construction site set up, site accommodation, site administration, welfare facilities, site security methods to keep the site and its personnel secure.

- **The roles of personnel**

The roles of personnel directly associated with the construction site; client, architect, quantity surveyor, engineers, the building contractor's team, sub-contractors, environmental health officer.

- **The environment**

Environmental issues; construction and its effect on wildlife. Pollution and conservation. Waste and the control of waste on construction sites, environmental management policies. Sustainable construction.

- **Site management and supervision**

Management principles, problem solving and decision making. Task allocation and supervision of site workers. Develop an awareness of the meaning and relevance of equality, diversity and inclusivity in the construction site environment.

## Introduction to Site Operations

- **Communication**

Site information flow, consultant co-ordination. The art of communication, communication by writing and speaking, developing communication skills. Site meetings. Communication with commercial organisations and staff.

- **Method statements/risk assessment**

The purpose of method statements, the types of method statements, Health and Safety method statements (a contractors' guide). Risk assessment, what is risk assessment, general legal requirements, the risk assessment process.

- **Health and safety management**

The management of health and safety, health and safety on site, CDM 2015, health and safety hazards to site employees, visitors and the public. Safety management.

- **Resource management**

Utilisation of construction plant, materials, site factors influencing the selection of plant and materials. Utilisation of labour, the timing of operations.

- **Personal development**

Demonstrate an understanding of professional Codes of Conduct and ethics, including CIOB's Rules and Regulations of Professional Competence and Conduct. Identify areas of Continued Personal Development (CPD).

- **Project Management**

Demonstrate the application of construction knowledge to work based scenarios through a work-based project by identifying and proposing solutions to construction problems and presenting information in an effective manner. Collaborative and team working.

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

## Overview of Summative Assessment

	Assessment	Word count or equivalent	Weighting
LO3, LO4	<b>Assessment 1</b> Project proposal (work based) - aims and objectives. Group work	450	15%
LO1, LO2, LO3, LO4	<b>Assessment 2</b> Work based Project	1,950	65%
LO4	<b>Assessment 3</b> Presentation	600 word equivalency	20%

## Introduction to Site Operations

	Produce a PowerPoint presentation of no more than 10 slides to illustrate best construction site practice using evidence and research from your work based project.		
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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.

## 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 website and is updated regularly to ensure materials are relevant and current.