

Professional Diploma in FIDIC Contracts

Syllabus

18 September 2020

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1 Programme Structure and Rules of Combination

1.1 Rationale

Professional Diploma in FIDIC Contracts

This post graduate level Professional Diploma in FIDIC Contracts is designed for professionals who are interested to develop their knowledge and skills into the expert level or currently progressing into a FIDIC related commercial management or relevant role. The qualification develops the learner's knowledge, skills, and competencies to design and develop projects, liaise with stakeholders, and oversee large or complex construction projects safely and efficiently.

1.2 Progression to other qualifications

The programme provides the underpinning knowledge and skills for the main forms of FIDIC contracts. It also enables students to study to develop their career towards expert level knowledge, as once they achieve the Professional Diploma, they can perform their job efficiently.

1.3 Programme Rules of Combination

The programme comprises the following two core modules.

- FiD810-Professional Practice in FIDIC Part 1
- FiD820-Professional Practice in FIDIC Part 2

Students' performance will be assessed by an open book online exam (assignments) for each module.

To achieve the Level 5 Advanced Certificate, candidates are required to undertake:

- The first three units from the Year 1 list and
- Any other three units from the entire programme (Year 1 or Year 2).

To achieve the Professional Diploma in FIDIC Contracts, candidates are required to undertake:

- All 2 units
- Both assignments should be passed minimum

1.4 Entry Requirements

- Minimum 18 years old **and**
- You should be in a profession such as Contract and Project Management, Engineering Consultancy or Construction Management or another relevant profession.

1.5 Unit and Assessment Grades

The assessor will award a grade to the achievement of each unit (fail, pass, merit or distinction). Unit grades apply to overall performance in units throughout the assignments.

Indicative marking descriptors for differentiating between levels of achievement when marking assignments are provided below (Section 1.8).

The overall grade for a qualification is calculated using a points system. Each unit grade attracts points as follows:

Fail	0 points
Pass	1 point
Merit	2 points
Distinction	3 points
Unit Exemption	1 point

1.6 Assessment

The assessment process is set by the College of Contract Management, which defines the requirements learners are expected to meet to demonstrate that a learning outcome has been achieved. All learning outcomes must be achieved in order to gain attainment of credit for that unit. A complete assessment should be carried out throughout the course.

All units are assessed by internally set assignments which approved by the partner universities or institutions/associations.

The assessment criteria are based on 3 areas:

1. **Task achievement** – This is a measure of how well the candidate answers the task question/questions and the identification of the important aspects of the task.
2. **Technical Content** – This is a measure of how well the candidate identifies, describes and evaluates the technical aspects of the task.
3. **Presentation** – This is a measure of how well the candidate presents the assignment and includes the quality of the structure and paragraphing, the quality and relevance of visual or graphical content and the referencing used for quoted sources.

1.7 Assignment Policies

1. All submission of assignments must include:
 - a) a copy of the full brief given by the Examinations Officer
 - b) all source material must be cited in the text and a full bibliography of source material (including author, title, publisher, edition and page) listed at the end of the submission
2. All submissions must be submitted into our system as instructed by the Examinations Officer.

3. All submissions under the student's name must only be the work of that student. All information sources must be acknowledged. There is the **possibility of failing the module if the contents of the assignment are plagiarised** as set out in the rules and regulations of the institution.
4. All submissions should be in pdf format and students **must** keep a copy of all submitted work for reference purposes. Receipt will be acknowledged by the College once the work is completed.
5. Whenever a candidate submits work after the approved deadline without an authorised extension, a maximum "Pass" grade will be awarded. Assessor may comment on the quality of the work for learning purposes.
6. Requests for extensions of submission deadlines must be made in writing **prior** to the submission deadline to the Course Administrator and must be supported by documentary evidence.

1.8 Professional Diploma in FIDIC Contracts - Indicative Marking Descriptors

Note: Please note that the bands below describe indicative characteristics only. An overall holistic approach is required when assessing a candidate's work and assigning a grade. Please read these grading bands in conjunction with the College of Contract Management Assignment Policy.

Grade	Task Achievement The Relevance of the Response	Inclusion of Relevant Technical Knowledge in Content	Presentation/Coherence
Distinction			
70% +	The work demonstrates a comprehensive understanding of the task. All relevant information is included. The main issues are effectively identified and analysed. There is evaluation and some analysis of solutions to issues relevant to the task. The response shows control of content within the word count.	The work demonstrates a strong understanding of a wide range of technical issues relevant to the task. There is analysis of the advantages/disadvantages of possible choices, risks and potential outcomes.	The work is appropriately structured and the argument is developed coherently. There is a recognised form of source referencing which supports the points in the task. Paragraphing and titling are used effectively to assist the reader. The use of visual/graphical information is clear and effective in assisting the reader. The graphical information is relevant to the task and is accurate.
Merit			
60-69%	The work demonstrates a clear understanding of the main issues relevant to the task. The issues are explained effectively and potential solutions identified. There is some attempt to analyse the merits of the solutions to the task. The task is broadly achieved within the word count, if relevant to assignment.	The work demonstrates an understanding of the key technical issues of the task. There is clear description of relevant technical aspects with some attempt to evaluate the merits of these as appropriate to the task.	Demonstrates an awareness of presentation and an attempt to present the information with clarity and coherence. There is referencing of sources and use of paragraphing and titling to assist the reader. There is use of clear graphical information to support the assignment which has broad relevance to the task. There may be some limited inaccuracies/omissions in these.
Pass			
40-59%	The work demonstrates an understanding of the task. The main points are identified and the task is achieved. There is no attempt to evaluate or analyse the solutions. There may be some inaccuracies, omissions and irrelevant content. There may be lack of control in relation to the word count.	The work demonstrates an understanding of the main technical issues which are identified. This may be limited to description with little evidence of evaluation. There may be some omissions and inaccuracies in the detail. There may be some irrelevant details.	There is an attempt to structure the information. There is evidence of paragraphing and titling which is not always appropriate. Some basic graphical information may be included which is of some assistance to the reader. There may be some omissions or inaccuracies. The work is generally coherent but there may be occasional lapses in coherence and structure.
Fail			
0-39%	The work shows a poor understanding of the task. Frequent inaccuracies. Failure to identify important aspects of the task. Much of the information is irrelevant to the task. There may be evidence of copy and paste from external sources. The response may be limited to lists of words with no attempt to explain the relevance/merits of these to the task. The assignment falls short of the word count.	The work demonstrates a lack of understanding of the technical aspects. There are omissions of important technical information. Errors are evident in the technical content. There is no attempt to explain the relevance of the technical content to the task.	Lacks structure and may be limited to lists of points which are not developed. Disorganised in structure causing difficulty for the reader to understand the points. The response is illegible or incoherent in places. No referencing of external sources. The graphical illustrations are of poor quality or absent. They may be irrelevant. There may be errors and a lack of clarity causing difficulty for the reader to understand.

1.9 Calculating Overall Qualification Grade

To calculate the overall qualification grade, the individual module grades should be added together and compared to the table below:

Candidates must pass both units of the programme.

Total Points for all 6 Units	Overall Grade
6	Distinction
5	Merit
4	
3	Pass
2	
1 or fewer	Fail
Candidates must achieve at least a pass in (or hold exemption from) all 2 units to be awarded the Professional Diploma.	



Unit Title	Expert Level Professional Practice - Part 1
Unit Code	FiC810

Summary

Status	core
Learning Hours	100hrs learning including 20 GLH
Credits Value	10
Period of Study	7 weeks

Summary of Learning Outcomes

Learning outcomes are results of learning that students will have achieved on successfully completing a course. The following reference points were used in designing the learning outcomes;

- QAA Subject Benchmark Statements to ensure: that appropriate and effective teaching, support, assessment and learning resources are provided for students; that the learning opportunities provided are monitored; and that the provider considers how to improve them; and
- The professional competencies required by the APE.

Learning outcomes are expressed under three broad headings of achievement in both threshold and typical standards:

U: Understanding (a general awareness of the activity)

K: Knowledge (a more detailed level of understanding of the activity)

S: Skills (to be able, without supervision, to perform relevant functions)



Learning outcomes: The learner will:	Assessment criteria: The Learner can:
1. Introduction to FIDIC forms of contracts [K, S].	1.1 Introduction to FIDIC contracts 1.2 Overview of 2017 editions 1.3 Main distinguishing features and differentiate the various FIDIC conditions forms of contract currently in use 1.4 Manage project documentation in FIDIC contracts
2. Able to select appropriate FIDIC forms of contract for a specific project [K, S].	2.1 Overview of FIDIC contracts to date 2.2 General features of FIDIC contracts 2.3 The most popular forms & the FIDIC approach to risk allocation 2.4 Identify who takes the risk in all FIDIC contracts 2.5 Contractor's and employer's risks and remedies 2.6 Comparing the books of design responsibility
3. Able to provide contractual advice and review on various clauses [K, S].	3.1 General clauses (definitions, communications, law and language, formation of contract, the tender, the parties, errors, priority of documents, testing, taking over and defects) 3.2 Time related clauses (commencement, programmes, delays, delay damages, extension of time, suspension, termination, completion) 3.3 Payment related clauses (measurement, valuation, variations, financial charges) 3.4 Financial and procedural clauses (financial bonds and guarantees) 3.5 Case studies

Recommended Reading

1. John Wiley & Sons, Ltd. Published 2011, A Contractor's Guide to the FIDIC Conditions of Contract, First Edition by Michael D. Robinson.
2. Routledge Taylor & Francis group published 2009, FIDIC Contracts: Law and Practice, Fifth Edition, by Ellis Baker, Ben Mellors, Scott Chalmers and Anthony Lavers



Unit Title	Expert Level Professional Practice - Part 2
Unit Code	FiC820

Summary

Status	core
Learning Hours	100hrs learning 20 GLH
Credits Value	10
Period of Study	7 weeks

Summary of Learning Outcomes

Learning outcomes are results of learning that students will have achieved on successfully completing a course. The following reference points were used in designing the learning outcome:

- QAA Subject Benchmark Statements to ensure: that appropriate and effective teaching, support, assessment and learning resources are provided for students; that the learning opportunities provided are monitored; and that the provider considers how to improve them; and
- The professional competencies required by the APE.

Learning outcomes are expressed under three broad headings of achievement in both threshold and typical standards:

U: Understanding (a general awareness of the activity)

K: Knowledge (a more detailed level of understanding of the activity)

S: Skills (to be able, without supervision, to perform relevant functions)



Learning outcomes: The learner will:	Assessment criteria: The Learner can:
1. Understand contract administration in FIDIC [U, K].	<ul style="list-style-type: none">1.1 Responsibilities of the parties from award to taking over1.2 Management disciplines and procedures in pre-contract phase of the project1.3 Key concepts of contract procurement1.4 Contractor's and employer's contractual communication and timeline1.5 Manage contractual strategy and contract procurement procedures1.6 Risks analysis, insurance and "force majeure"1.7 Remedies for defects in quality and performance1.8 Case Studies
2. Able to analyse and manage claims in the FIDIC forms [K, S].	<ul style="list-style-type: none">2.1 Contractor's claims events in the FIDIC forms2.2 Employer's claims events in the FIDIC forms2.3 Determination procedures2.4 Case Studies
3. Able to choose dispute resolution methods under 1999 and 2017 FIDIC contracts [K, S].	<ul style="list-style-type: none">3.1 All amicable settlement of disputes and dispute management procedure under 1999 & 2017 FIDIC contracts3.2 Typical situations in dispute preparation and resolution.

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1. John Wiley & Sons, Ltd. Published 2011, A Contractor's Guide to the FIDIC Conditions of Contract, First Edition by Michael D. Robinson.
2. Routledge Taylor & Francis group published 2009, FIDIC Contracts: Law and Practice, Fifth Edition, by Ellis Baker, Ben Mellors, Scott Chalmers and Anthony Lavers