



College of Contract Management
United Kingdom

nocn

Postgraduate Professional Diploma in NEC Contracts



Syllabus

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1. Course Structure and Rules of Combination

1.1 Rationale

This Postgraduate Professional Diploma in NEC Contracts is designed for professionals who are interested in developing their knowledge, skills and competencies to expert level or currently looking to progress into a NEC related commercial management or relevant role. This qualification develops the learner's knowledge, skills, and competencies in designing and developing projects, liaise with stakeholders, and oversee large or complex construction projects safely and efficiently.

Expert lecturers, with decades of experience, deliver informative theoretical knowledge and provide practical learning examples based on their extensive professional experience. This course has been designed to deliver education that not only furthers your understanding but demonstrates how this knowledge can be applied in practice. Learners will gain an understanding of realistic challenges the industry professionals face and will become equipped with the right skills to navigate and overcome them.

1.2 Career Progression

The course provides the underpinning knowledge and skills for the mains forms of NEC contracts. It also enables students to develop themselves towards an expert level of understanding. Once a learner has achieved their Postgraduate Professional Diploma, they can excel within the field of NEC contracts, providing significant value to an employer.

1.3 Course Rules of Combination

The course can be completed in 5 months (approximately 20 weeks), and includes an assessment at the end of each module.

- JN910: Professional Practice in NEC Contracts Part 1
- JN920: Professional Practice in NEC Contracts Part 2

To achieve the Postgraduate Professional Diploma, candidates are required to complete all modules and pass their respective final assessments.

1.4 Entry Requirements

- Minimum bachelor's degree or a diploma with minimum 5 years' experience **or**
- You should currently be in a profession such as Contract Management, Project Management, Quantity Surveying, Engineering Consultancy, Construction Management or another relevant profession.

1.5 Module and Assessment Grades

The Assessor will award a grade for the achievement of each module (Fail, Pass, Merit or Distinction). Grades apply to overall performance in modules and assessments.

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

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

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

1.6 Assessment

The assessment process is set by the College of Contract Management, defining the requirements learners are expected to meet in order to demonstrate that a learning outcome has been achieved. All learning outcomes must be achieved in order to gain attainment of credit for that module.

All completed assessments are marked and verified internally, and are subject to approval by our partner universities or awarding bodies.

The assessment criteria are based on 3 areas:

- 1. Task Achievement** - This is a measure of how well the candidate answers the task question(s) and identifies 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 assessment, which 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 Assessment Policies

1. All submission of assessments must include:
 - a. a copy of the full brief given by the Examinations Officer or Course Administrator;
 - 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 Examination Officer or Course Administrator.
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 modules if the content of the assessment are deemed be plagiarised** as set out in the rules and regulations of the College.
4. All submissions should be in pdf format (unless software files are specified) and students must keep a copy of all submitted work for reference purposes. Receipt will be acknowledged by the College once the work is submitted via our online exam portal.
5. Whenever a candidate submits work after the approved deadline without an authorised extension, a maximum "Pass" grade will be awarded.
6. The Assessor will comment on the quality of the work for learning purposes.
7. Application for an extension must be requested prior to the submission deadline. Submissions must be made on the exam portal for each module extension request. A primary extension (two weeks) request can be made without the submission of any evidence or reasoning, any further extension requests will require submission of supporting documentation. All requests must be addressed to the Examination Officer or Course Administrator.

1.8 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 modules of the course.

Total Points for all 2 Modules	Overall Grade
6	Distinction
5	Merit
4	
3	Pass
2	
1 or fewer	Fail

Candidates must achieve at least a pass in both (2) modules to be awarded the Postgraduate Professional Diploma.

1.10 Mandatory Modules

Module Reference	Title	LH	Credit Value
JN910	Professional Practice in NEC Contracts Part 1	60	6
JN920	Professional Practice in NEC Contracts Part 2	100	10

JN910: Professional Practice in NEC Contracts Part 1

Learning outcomes: The learner will	Assessment criteria: The learner can
1. Gain an introductory level understanding of NEC forms of contracts.	1.1 Identify NEC3 and NEC4 suite of contracts, the background, the philosophy and ethos of the NEC. 1.2 Determine how to choose the right NEC contracts. 1.3 Comprehend NEC3 and NEC4 ECC (Engineering & Construction Contract) contract changes. 1.4 Analyse NEC4 Engineering & Construction Short Contract and Professional Service and PS Short Contract. 1.5 Assess main options A to F and the options W1, W2 and W3. 1.6 Discuss main distinguishing features and differentiate the various NEC forms of contract currently in use. 1.7 Define roles and responsibilities of the Employer (Clients as per NEC4), Contractor, Project Manager and Supervisor. 1.8 Identify roles and responsibilities of other roles including the adjudicator, the designer, quantity surveyors, subcontractors, and the tribunal. 1.9 Apply international use of the NEC4 family.
2. Be able to provide contractual advice and review on core and secondary option clauses.	2.1 Demonstrate use of NEC4 core clauses - General. <ul style="list-style-type: none"> • Mutual trust • Actions • Identified and defined terms • Interpretation and the law • Communications • The Project Manager and the supervisor • Instructions • Early warning • Contract's proposal • Requirements for instructions • Illegal and impossible requirements • Corrupt acts • Prevention 2.2 Manage the application of NEC4 core clauses. <ul style="list-style-type: none"> • Obligations and responsibilities of the contractor • Time • Quality management • Payments • Compensation events • Title • Liabilities and insurances • Termination and insurances 2.3 Provide guidance on NEC4 secondary option clauses. <ul style="list-style-type: none"> • Clauses X1 to X22 • Clauses Y(UK)1 to Y(UK)3 • Clauses W1 and W2 • Clauses Z

3. Understand processes on a project related to Communications and Accepted Programme in NEC4.	<p>3.1 Determine the timings of project communications, contract data and risk register.</p> <p>3.2 Apply the accepted programme (submission, acceptance process, and regular updated in programme and progress on site and completion).</p> <p>3.3 Identify how to assess costs due to delay under the NEC4 contracts.</p>
4. Case Studies.	<p>4.1 Case study related to common mistakes made by contracting parties.</p> <p>4.2 Case study related to communications.</p> <p>4.3 Case studies related to early warning, and other general matters.</p> <p>4.4 Case study related to construction risk and programming management in NEC4 contracts to know how courts treat to identify delay period.</p>

Recommended Reading

1. Eggleston, B. (2006) *The NEC3 Engineering and Construction Contract: A Commentary*. 2nd ed. Black-well Science
2. Eggleston, B. (2019) *The NEC4 Engineering and Construction Contract: A Commentary*. 3rd ed. Wiley Blackwell
3. Rowlinson, M. (2019) *A Practical Guide to the NEC4 Engineering and Construction Contract*. Wiley Blackwell

JN920: Professional Practice in NEC Contracts Part 2

Learning outcomes: The learner will	Assessment criteria: The learner can
1. Comprehend processes on a project related to Early Warnings, Risk Register, Payments and Defects in NEC4.	1.1 Monitor early warnings, payments/withholding and defects (early warning processes, payment process, testing, inspection and notification of defects, timing for resolution of defects). 1.2 Practical examples covering early warning, compensation events and payments/withholding.
2. Understand contract administration and contract practice in NEC forms of contracts.	2.1 Determine the variety of contract documents and use of documents in NEC contracts and ECC4 contracts. 2.2 Identify the programme requirements and the activity schedule. 2.3 Assess the contractor's main responsibilities in contractor's design, providing works, design of equipment, people, working with client, subcontracting and other issues. 2.4 Provide management disciplines and procedures in pre-tender phase of the project (terms, dates, scope, site information, schedule, costs and ambiguities). 2.5 Demonstrate management of post award activities including tender evaluation. 2.6 Manage during the construction with defects and quality. 2.7 Oversee subcontractors in the NEC4 family.
3. Be able to analyse and manage claims in the NEC forms.	3.1 Manage compensation events on the project (applicable events, requirements for notification, effect on completion date, procedures, quotations & assessment, dealing with errors/ambiguities in tender data, implementation, and amending the pricing, activity schedule and BoQs). 3.2 Analyse contractor's and employer's claims events in the NEC4 forms. 3.3 Understand dispute avoidance procedures and application in NEC4. 3.4 Practical examples covering compensation events.
4. Case Studies.	4.1 Case studies related to omission of the physical conditions' compensation event. 4.2 Case study related to managing compensation events. 4.3 Case study related to NEC4 delay and quantum to know how courts treats to identify costs and how best to manage the relevant site records and evidence. 4.4 Case study related to managing subcontractors in NEC4 family. 4.5 Case study related to contractor's main responsibilities.

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1. Eggleston, B. (2006) *The NEC3 Engineering and Construction Contract: A Commentary*. 2nd ed. Blackwell Science
2. Eggleston, B. (2019) *The NEC4 Engineering and Construction Contract: A Commentary*. 3rd ed. Wiley Blackwell
3. Rowlinson, M. (2019) *A Practical Guide to the NEC4 Engineering and Construction Contract*. Wiley Blackwell