



College of Contract Management  
United Kingdom

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# Postgraduate Professional Diploma in JCT Contracts



Syllabus

# Contents

## 1. Course Structure and Rules of Combination

## 2. Course Content

# 1. Course Structure and Rules of Combination

## 1.1 Rationale

This Postgraduate Professional Diploma in JCT Contracts has been designed to help further the skills of professionals working as Contract Managers, Project Managers, Construction Managers, Construction Project Managers, Project Control Managers, Quantity Surveyors and Commercial Managers. Within this qualification, learners will explore the multiple forms of JCT Contracts and learn how these contracts can be applied to simplify existing processes and achieve greater contractual control through risk transference. This course has been designed to assist industry professionals in the application of JCT Contracts, helping to split risk, address industry hazards and aid dispute resolution.

This Postgraduate Professional Diploma in JCT Contracts is delivered via live online lectures. Our course lecturers have significant experience within the industry and will relate lecture content to real-life scenarios. In addition to this, lectures also include both practical examples and case studies. Through this delivery style, learners will be able to reflect on the practical challenges faced by professionals in the industry and establish an understanding of how to act in these situations in a manner that still works towards success.

## 1.2 Career Progression

JCT Contracts are one of the most popular forms of contracts used in the United Kingdom. Through completion of this course, learners will benefit from an increased comprehensive understanding regarding the use of JCT forms of Contract. With this qualification, learners will be able to confidently navigate contractual terms and identify clauses to best fit their current project. This course is ideal for those working in construction who aim to gain further clarity on contract management within a project.

## 1.3 Course Rules of Combination

The course can be completed in 4 months (approximately 16 weeks) and includes an assessment at the end of each module. Each module is worth 10 credits.

- JN930: Expert Level Professional Practice in JCT Contracts Part 1
- JN940: Expert Level Professional Practice in JCT 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 18 years of age **AND**
- Current employment in the construction industry **OR**
- Relevant industry experience.

## 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 Examination 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
<b>Distinction</b>			
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.
<b>Merit</b>			
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 assessment.	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 assessment which has broad relevance to the task. There may be some limited inaccuracies/ omissions in these.
<b>Pass</b>			
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.
<b>Fail</b>			
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 assessment 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	<b>Distinction</b>
5	<b>Merit</b>
4	
3	<b>Pass</b>
2	
1 or fewer	<b>Fail</b>

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
JN930	Expert Level Professional Practice in JCT Contracts Part 1	100	10
JN940	Expert Level Professional Practice in JCT Contracts Part 2	100	10

# JN930: Expert Level Professional Practice in JCT Contracts Part 1

Learning outcomes: The learner will	Assessment criteria: The learner can
1. Comprehend basic JCT forms of contracts.	1.1 Navigate JCT contract forms. 1.2 Identify the various types of contracts. 1.3 Interpret definitions and interpretations. 1.4 Highlight the main distinguishing features and differentiate the various JCT forms of contract currently in use.
2. Select appropriate JCT forms of contract for a specific project.	2.1 Assess standard forms and applications. 2.2 Identify general features of JCT contracts. 2.3 Monitor responsibilities of the parties and their roles under the contract. 2.4 Interpret 2016 editions.
3. Provide contractual advice and review on various clauses.	3.1 Decipher JCT clauses: <ul style="list-style-type: none"> <li>• Obligation of the contractor.</li> <li>• Control of the works.</li> <li>• Sums properly due.</li> <li>• Certification.</li> <li>• Indemnity and insurance.</li> <li>• Default and termination.</li> <li>• Dispute resolution.</li> </ul> 3.2 Identify differences in clauses between the main types of JCT contracts. 3.3 Interpret contracts (Right of Third Parties Act 1999). 3.4 Identify third parties involved in JCT contracts. 3.5 Report on clauses related to money (payment, final accounts, variations, provisional sums, fluctuations, interim certificates, money claims, suspension, termination and insolvency). 3.6 Report on clauses related to time (work in progress, extension of time, completion). 3.7 Select the appropriate JCT form of contract. 3.8 Case studies.
4. Understand risk allocation and mitigating risks.	4.1 Select the most popular forms & the JCT approach to risk allocation. 4.2 Identify who takes the risk in all JCT contracts. 4.3 Distinguish contractor's and employer's risks and remedies. 4.4 Demonstrate awareness of the risk of personal injury/death and insurance against personal injury/death. 4.5 Case studies.



## Recommended Reading

1. Lupton, S. (2017) *Guide to JCT Standard Building Contract 2016*. RIBA Publishing.
2. Chappell, D. (2014) *The JCT Standard Building Contract 2011*. Wiley Blackwell.
3. Ndekugri, I. and Rycroft, M. (2009) *The JCT 05 Standard Building Contract Law and Administration*. 2nd ed. Butterworth-Heinemann.

# JN940: Expert Level Professional Practice in JCT Contracts Part 2

Learning outcomes: The learner will	Assessment criteria: The learner can
1. Comprehend contract administration in JCT forms of contracts.	1.1 Understand the variety of contract documents and use of documents in JCT contracts. 1.2 Determine responsibilities of the parties in contract administration. 1.3 Manage disciplines and procedures in pre-contract phase of the project. 1.4 Interpret Contractor's, Contract Administrator's (Architect's) and Employer's contractual communication and timeline. 1.5 Understand subcontract agreement and administration. 1.6 Evaluate assignments and third-party rights. 1.7 Manage contractual strategy and building procurement strategies and procedures. 1.8 Case studies.
2. Analyse and manage claims in the JCT forms,	2.1 Analyse contractor's claims events in the JCT forms. 2.2 Assess employer's claims events in the JCT forms. 2.3 Evaluate loss and expense. 2.4 Interpret determination procedures. 2.5 Case studies.
3. Understand variation opportunities and take necessary steps in accordance with JCT contracts.	3.1 Carry out instruction of variations and how to comply with all variation directions issued. 3.2 Assess valuing variations. 3.3 Identify Contractor's and Architect's power. 3.4 Abide by valuation rules and procedures. 3.5 Interpret subcontract provisions in variations. 3.6 Case studies.
4. Choose dispute resolution methods under 2011 and 2016 JCT contracts.	4.1 Explore all possible dispute resolution process to settle the disputes under 2011 & 2016 JCT contracts. 4.2 Manage typical situations in dispute preparation and resolution.

## Recommended Reading

1. Lupton, S. (2017) *Guide to JCT Standard Building Contract 2016*. RIBA Publishing.
2. Chappell, D. (2014) *The JCT Standard Building Contract 2011*. Wiley Blackwell.
3. Ndekugri, I. and Rycroft, M. (2009) *The JCT 05 Standard Building Contract Law and Administration*. 2nd ed. Butterworth-Heinemann.