



College of Contract Management  
United Kingdom

# Certificate in Commercial Management



Syllabus

# Contents

## 1. Course Structure and Rules of Combination

## 2. Course Content

# 1. Course Structure and Rules of Combination

## 1.1 Rationale

The Certificate in Commercial Management is designed for trainee Quantity Surveyors looking for an introduction into a Civil Engineering Commercial Management role, for personal training or as the first stage of a professional qualification. This qualification has been designed to enhance a learners skills, allowing them to identify the best policies to implement in order to drive business towards success. The content covered in this course has been developed in line with the requirements of the Chartered Institution of Engineering Surveyors.

This Certificate in Commercial Management 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

This course provides the underpinning knowledge and understanding for the Professional Diploma in Commercial Management. It also enables students to study towards a university degree, as once they achieve the Diploma, they can progress to our partner universities and study for a Bachelor Degree.

## 1.3 Course Rules of Combination

The course can be completed in 12 months (approximately 52 weeks), and includes an assessment at the end of each module. Each module is worth 15 credits.

- CE01: Principles of Estimating
- CE02: Law
- CE03: Measurements
- CE04: Management

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

## 1.4 Entry Requirements

- Minimum 18 years old.
- Relevant work experience is beneficial.

## 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  |
|--------------------|--|--|---|
| <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 all 4 modules of the course.

| Total Points for all 4 Modules   | Overall Grade      |
|--|--------------------|
| 12   | <b>Distinction</b> |
| 11   |                    |
| 10   |                    |
| 9  | <b>Merit</b>       |
| 8  |                    |
| 7  |                    |
| 6  | <b>Pass</b>        |
| 5  |                    |
| 4  |                    |
| 3 or fewer   | <b>Fail</b>        |
| Candidates must achieve at least a Pass in all 4 modules to be awarded the Certificate |                    |

## 1.10 Mandatory Modules

| Module Reference | Title                    | GLH | Credit Value |
|------------------|--------------------------|-----|--------------|
| CE01             | Principles of Estimating | 150 | 15           |
| CE02             | Law                      | 150 | 15           |
| CE03             | Measurements             | 150 | 15           |
| CE04             | Management               | 150 | 15           |

# CE01: Principles of Estimating

| Learning outcomes:<br>The learner will   | Assessment criteria:<br>The learner can  |
|--|--|
| 1. Understand the various methods of preparing a cost estimate.                            | 1.1 Identify the organisation of the estimating function.<br>1.2 Produce procurement paths.<br>1.3 List forms of contract.<br>1.4 Process tender documentation.<br>1.5 Practice estimating methods.<br>1.6 Practice tendering methods.<br>1.7 Carry out tenders with cost planning.<br>1.8 Produce tender planning & method statement.           |
| 2. Understand the role of standard documentation and its use in preparing a cost estimate. | 2.1 Resource costs - labour, plant & material.<br>2.2 Complete unit pricing.<br>2.3 Identify risks, opportunities & fluctuations.<br>2.4 Calculate provisional sums & dayworks.<br>2.5 Identify preliminaries.<br>2.6 Predict cashflow forecasts.<br>2.7 Complete the estimate & final tender review.<br>2.8 Manage tender submission & results. |

## Textbook

1. Brook, M. (2016) *Estimating and Tendering for Construction Work*. 5th ed. Routledge.



## CE02: Law

| Learning outcomes:<br>The learner will                            | Assessment criteria:<br>The learner can   |
|---|---|
| 1. Appreciate studying law.                                       | 1.1 Comprehend the laws operating within your own domain and the EU.<br>1.2 Appreciate the background the Human Rights Act.<br>1.3 Understand the Law of Contract.<br>1.4 Understand the Law of Tort.<br>1.5 Appreciate Occupier's Liability legislation. |
| 2. Understand the operation of UK and EU law.                     | 2.1 Identify the laws operating within your own domain and the EU.  |
| 3. Navigate English legal systems and legal reforms.              | 3.1 Understand the laws operating within your own domain and the EU.<br>3.2 Appreciate the background of the Human Rights Act.  |
| 4. Comprehend contract law.                                       | 4.1 Understand the Law of Contract.   |
| 5. Negotiate with contracts for the supply of goods and services. | 5.1 Understand the laws operating within your own domain and the EU.<br>5.2 Understand the Law of Contract.<br>5.3 Appreciate Occupier's Liability Legislation.   |
| 6. Comprehend torts.  | 6.1 Understand the Law of Tort.   |
| 7. Abide by health & safety law.                                  | 7.1 Appreciate health & safety legislation.   |
| 8. Explore environmental law.                                     | 8.1 Demonstrate knowledge of environmental law.   |
| 9. Navigate employment law.                                       | 9.1 Understand contracts of employment.<br>9.2 Identify equal opportunities.  |
| 10. Manage insurance law.   | 10.1 Understand law in relation to insurance.   |

### Textbook

1. Barker, D. (2020) *Law Made Simple*. 14th ed. Routledge.
2. Manson, K. (1993) *Law for Civil Engineers: An Introduction*. Longman. **OR**
3. Uff, J. (2013) *Construction Law*. 11th ed. Sweet & Maxwell.

## CE03: Measurements

| Learning outcomes:<br>The learner will                          | Assessment criteria:<br>The learner can   |
|---|---|
| 1. Appreciate the importance of construction measurement.       | 1.1 Comprehend the importance of measurement in construction.   |
| 2. Understand the procedures for the preparation of quantities. | 2.1 Identify quantity surveying techniques  |
| 3. Understand the use methods of measurement.                   | 3.1 Explore the Civil Engineering standard method of measurement.<br>3.2 Interpret the Method of Measurement for Highway Works (MMHW).<br>3.3 Understand the Standard Method of Measurement for Building Works (SMM7).<br>3.4 Assess RICS New Rules of Measurement (NRM). |
| 4. Prepare specific clauses.                                    | 4.1 Record set specification.   |

### Textbook

1. Mitchell, H. (n/a) *Managing with the MMHW*. CICES Publishing.

### Recommended Reading

1. Packer, A. (2016). *Building Measurement: New Rules of Measurement*. 2nd ed. Routledge.
2. Ostrowski, S. (2013). *Measurement Using the New Rules of Measurement*. Wiley-Blackwell.
3. ICE. (2012) *CESMM4*. ICE Publishing.
4. RICS. (2021). *NRM2*. 2nd ed. RICS.

## CE04: Management

| Learning outcomes:<br>The learner will    | Assessment criteria:<br>The learner can                              |
|---|--|
| 1. Deliver quality management.            | 1.1 Understand the background and procedures for quality management. |
| 2. Oversee project production management. | 2.1 Understand the importance of the production process.             |
| 3. Consider planning techniques.          | 3.1 Determine difference planning techniques.                        |
| 4. Provide workforce motivation.          | 4.1 Appreciate the importance of workforce motivation.               |
| 5. Manage cost control.                   | 5.1 Understand cost control.   |
| 6. Oversee management of equipment.       | 6.1 Demonstrate the process for plant/equipment management.          |

### Textbook

- Harris, F., McCaffer, R., Baldwin, A. and Edum-Fotwe, F. (2021). *Modern Construction Management*. 8th ed. Wiley-Blackwell.