



College of Contract Management
United Kingdom

Professional Diploma 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 Professional Diploma in Commercial Management is designed for Quantity Surveyors and Civil Engineering Commercial Managers looking to progress in their career and develop their chances for project success. This qualification has been designed to enhance a learners skills, allowing them to identify the best policies to implement in order to drive business in the right direction. The content covered in this course has been developed in line with the requirements of the Chartered Institution of Engineering Surveyors.

There are several entry routes to becoming a corporate member of the Chartered Institution of Civil Engineering Surveyors: by Degree; NVQ; and other qualifications such as HNC and HND. Some of these may not cover the specialism of civil engineering in the depth required by the Institution. There may also be practitioners applying for entry to membership who lack the experience of this specialism. In order to fulfil its requirements, the Institution has developed the Professional Diploma in Commercial Management which has been designed to provide the top-up needed.

This Professional Diploma 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 has been designed to further the existing skills of a commercial manager to an expert level. Furthermore, this course leads to GCInstCES (Graduate Member of the Chartered Institution of Civil Engineering Surveyors). This course is recognised by the CICES, completion of this qualification, along with the Certificate in Commercial Management, will help you gain a professional qualification with the CICES without needing a degree or higher diploma.

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 20 credits.

- C551: Civil Engineering Construction
- C552: Civil Engineering Contract Administration
- C553: Business Management for Commercial Managers

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

1.4 Entry Requirements

- Certificate in Commercial Management.
- Bachelors degree or HNC/HND in an industry such as or related to Civil Engineering.

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 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.
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 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 3 modules of the course.

Total Points for all 3 Modules	Overall Grade
9	Distinction
8	
Merit	
7	Merit
6	
Pass	
5	Pass
4	
3	
Fail	
2 or fewer	Fail
Candidates must achieve at least a Pass in all 3 modules to be awarded the Professional Diploma.	

1.10 Mandatory Modules

Module Reference	Title	LH	Credit Value
C551	Civil Engineering Construction	200	20
C552	Civil Engineering Contract Administration	200	20
C553	Business Management for Commercial Managers	200	20

C551: Civil Engineering Construction

Learning outcomes: The learner will	Assessment criteria: The learner can
Part 1: Civil Engineering Construction	
1. Understand the types of construction encountered in civil engineering.	1.1 Earthworks. 1.2 Piling. 1.3 Structures. 1.4 Roads and Airfields.
2. Determine the importance of temporary works.	2.1 Railways. 2.2 Tunnelling. 2.3 Water and waste water installation. 2.4 Pipeline installation. 2.5 Coastal and river defences.
Part 2: Earth Science	
1. Appreciate the requirements of soils engineering.	1.1 Site investigation. 1.2 Earthworks classification, testing and soil properties. 1.3 Earthworks balance, mass haul and disposal procedure. 1.4 Geological techniques.

Recommended Reading

1. Smith, I. (2021) *Smith's Elements of Soil Mechanics*. 10th ed. Wiley Blackwell.

C552: Civil Engineering Contract Administration

Learning outcomes: The learner will	Assessment criteria: The learner can
Part 1: Conditions of Contract	
1. Demonstrate knowledge of the various forms of contract available and their application.	1.1 Understand general contract law. 1.2 Identify forms of contract introduction. 1.3 Interpret general features of civil engineering contracts. 1.4 Comprehend a professional services contract.
2. Display an understanding of the various procedures for valuation and settlement of accounts.	2.1 Identify the ICE conditions of contract. 2.2 Identify the FCEC form of sub-contract (Blue Form). 2.3 Design and construct conditions of contract. 2.4 Identify the engineering and construction contracts (NEC 2 nd edition). 2.5 Assess other conditions of contract.
Part 2: Methods of Valuation and Measurement	
1. Demonstrate knowledge of the methods of measurement and specification available.	1.1 Demonstrate techniques for the process of periodic valuation. 1.2 Demonstrate techniques for the preparation of final accounts. 1.3 Comprehend civil engineering measurement. 1.4 Understand civil engineering standard method of measurement (CESMM). 1.5 Understand method of measurement for highway works (MMHW). 1.6 Carry out comparisons CESMM/MMHW). 1.7 Identify specifications.
Part 3: Dispute Resolution Procedure	
1. Understand the dispute resolution procedures followed on civil engineering works,	1.1 Introduction. 1.2 Ethical construction. 1.3 Dispute avoidance. 1.4 Alternative dispute resolution. 1.5 Dispute review boards. 1.6 Mediation - arbitration. 1.7 Adjudication. 1.8 Arbitration. 1.9 The expert witness. 1.10 Litigation.

Recommended Reading

1. O'Reilly, M. (1996) *Civil Engineering Construction Contracts*. Thomas Telford Ltd.
2. Manson, K. (1993) *Law for Civil Engineers: An Introduction*. Longman.
3. Spain, B. (1992) *CESMM 3 Explained*. CRC Press.
4. Mitchell, H. (n/a) *Managing with the MMHW*. CICES Publishing.
5. Seeley, I. (1993) *Civil Engineering Contract Administration and Control*. 2nd ed. Palgrave.
6. Campbell, P (ed.). (1997) *Construction Disputes: Avoidance and Resolution*. Whittles Publishing.

C553: Business Management for Commercial Managers

Learning outcomes: The learner will	Assessment criteria: The learner can
Part 1: Commercial Management	
1. Determine the procurement process.	1.1 Understand the requirements for project procurement.
2. Demonstrate competitive bidding skills.	2.1 Identify the process for competitive bidding.
3. Carry out budgetary control.	3.1 Successfully demonstrate budgetary control.
4. Interpret cashflow and interim valuations.	4.1 Appreciate the requirements of cashflow.
5. Complete an economic assessment.	5.1 Understand the theory and skills behind economic assessments.
6. Demonstrate an understanding of financial management.	6.1 Carry out and document financial management practices.
7. Assess company organisation.	7.1 Appreciate company organisation.
8. Identify market planning and business development international construction logistics and risks.	8.1 Appreciate the intricacies of market planning.
9. Assess international construction and business development.	9.1 Demonstrate knowledge of international construction.
Part 2: Claims	
1. Demonstrate an understanding of the claims procedure.	1.1 Claim and the engineer. 1.2 Contractual claims and procedure. 1.3 Variations, delays, and extensions of time. 1.4 Common law claims, procedures, and evaluation. 1.5 Preparation and negotiation claims. 1.6 ECC & ECA.

Textbooks

1. Harris, F., McCaffer, R., Baldwin, A. and Edum-Fotwe, D. (2021) *Modern Construction Management*. 8th ed. Wiley Blackwell.
2. Powell-Smith, V., Stephenson, D. and Redmond, J. (1999) *Civil Engineering Claims*. 3rd ed. Wiley Blackwell.