



Certificate in quantity surveying practice



Course guide

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Language: English

Market sector: Built Environment and Construction

Course type: Blended training programme

Welcome

We are very excited that you have chosen to study the certificate in quantity surveying practice.

This guide provides essential information and tips to help you make the most out of this course, including details about your course materials.

First steps

1. Familiarise yourself with the guidance materials provided on the main page of your course.
2. Bookmark the course page.
3. We recommend that you use Google Chrome.
4. Disable pop-up blockers in the settings of your Internet browser.

Mode of study

This online training programme is designed to be flexible around your professional and personal commitments. You can progress at your own pace until the end of your enrolment period.

The course combines interactive eLearning modules with plenty of examples and professional tips, supplementary reading materials, case studies, consolidation sessions, end of module quizzes and a final exam at the end of the course. Additionally, there is a discussion forum available to encourage peer interaction and enable direct communication with the course tutor for any questions or concerns.

Duration of study

Each module is expected to take you one month. You are given a further two months to complete your exam and complete any further outstanding work. After this time, the course will end, and you will no longer have access to these materials.

What support do you receive?

Your course tutor will remain accessible via the discussion forum throughout the entire course. Expect tutor responses within 3 to 5 working days.

A dedicated support team will be on hand to help you with any questions that you may have. You can reach the OLA team at onlineacademy@rics.org.

Course description

A quantity surveyor is concerned with the costs and financial management of a building's life cycle. In this course, we will cover both pre- and post-contract processes, the commercial management of construction and concepts on various procurement options, tender document creation, the contractor's tendering procedures and strategies, and the detailed pricing process by contractors.

This intermediate-level quantity surveying course is suitable for both members and non-members. Its goal is to provide knowledge and skills in the core competencies of quantity surveying. Each module is structured around a core competency within the quantity surveying and construction pathway.

Course structure

Introduction to the Certificate in Quantity Surveying Practice

- Course overview, structure, learning activities and requirements for each technical unit

Module 1 - Construction technology and environmental services

- Part 1 - Design and delivery stages
- Part 2 - Substructures
- Part 3 - Superstructures
- Part 4 - Services
- Part 5 - External works
- Part 6 - Regulations and standards

Module 2 - Procurement and tendering

- Part 1 - Introduction to procurement and tendering
- Part 2 - Procurement routes
- Part 3 - Developing the procurement strategy
- Part 4 - Tendering strategies and processes
- Part 5 - Tendering documentation and reporting
- Part 6 - Public procurement law

Module 3 - Design economics and cost planning (for Quantity Surveyors)

- Part 1 - Introduction to cost planning and control
- Part 2 - Economics of design
- Part 3 - Cost planning and control process
- Part 4 - Whole life costing and life cycle costing

Module 3 - Commercial management of construction works (for Cost Managers)

- Part 1 - Project cost components, cost management systems and cash flows
- Part 2 - Financial management of sub-contractors and suppliers
- Part 3 - Value engineering, cost reporting and profitability
- Part 4 - Design and construction cost processes

Module 4 - Quantification and costing of construction works

- Part 1 - Bill of quantities
- Part 2 - Composition of a bill of quantities
- Part 3 - Measurement and description rules
- Part 4 - Measuring quantities
- Part 5 - The costing of construction works

Module 5 - Contract practice

- Part 1 - Contract law

- Part 2 - Standard forms of contract
- Part 4 - Bonds, guarantees, third-party rights and warranties
- Part 5 - Contract procedures dealing with time, quantity, value and payment

Module 6 - Project finance control and reporting

- Part 1 - Cost reporting
- Part 2 - Cash flow

Exam

A Cost Manager primarily focuses on cost estimation, budget management, and overall cost control within a contracting organisation, whereas a Quantity Surveyor specialises in procurement, cost planning, tender documentation including bills of quantities, contract administration, and cost control for client type organisations.

If you are primarily involved in Quantity Surveying profession, we recommend pursuing Design Economics and Cost Planning as the module of choice.

If you are a Cost Manager, then Commercial Management of Construction would be the route you choose to take.

Learning outcomes

By the end of the course, you will be able to:

- Describe and understand the stages of design from inception to completion.
- Understand the principles of supply and distribution of services installations.
- Implement and advise on appropriate contracts and procurement and tendering processes relevant to the project and client needs.
- Describe procurement requirements for private and public sector projects and be able to explain the relationship between effective procurement and cost control.
- Understand effective cost control and prediction techniques as well as discounting techniques.
- Explain the benefits and risks associated with design variables.
- Demonstrate knowledge, understanding and application of appropriate methods of quantification and costing to project works.

- Produce pricing documents such as bills of quantities, schedules of activities/works, schedules of rates or contract sum analyses.
- Identify project labour costs, plant costs, budgets, and cash flow forecasting.
- Consider the impact of legal systems, contractual mechanisms, and construction technology on construction costs.
- Implement value engineering processes, interim applications for payment.
- Plan, manage and report on project costs accurately throughout the lifecycle of a project including cost value reconciliation/cost reporting and profitability.
- Understand the process of KPIs and benchmarking to measure value.
- Identify techniques to financially manage sub-contractors and suppliers.
- Undertake value engineering processes and life cycle costing exercises.
- Report and forecast costs for different procurement routes and client types.

Learning resources

The resources in each technical module include various learning components to ensure you achieve the right level of knowledge for each competency.

eLearning module

Interactive and responsive eLearning modules deliver the technical content of the learning objectives. The content will be delivered in bite-size chunks, including examples, top tips, scenarios and interactive activities.

Note: Please select 'Exit course' at the top right of the screen before closing eLearning to save progress for later resumption.

Completion requirement: you must view all slides for this activity to be marked as completed.

Reading materials

The eLearning is supported by structured essential reading materials such as professional guidance and standards, videos or the latest insight articles and research.

Completion requirement: you must view the essential reading for this activity to be marked as completed.

Quiz

A short quiz tracks how much of the learning has been absorbed and acts as a progress tracker for you.

Completion requirement: Quizzes do not require a passing grade, but you must attempt them to have the activity marked as completed.

Consolidation session

These 1-hour recorded web classes consolidate the key takeaways from the eLearning modules, reading materials, case studies and common questions that have been raised in the forum.

This activity has no completion requirement, but we strongly recommend watching the recorded session.

Case study

This is an activity based on simulated projects for you to put the theory into practice. The case studies are not marked by the course tutor. Instead, the Case Study Exchange provided in your course page will serve as a platform for you to share your work with peers, a valuable practice that can broaden your perspectives and generate a diverse range of insights and ideas as they may offer unique viewpoints that you hadn't previously considered, ultimately enhancing the depth and quality of your case study.

Upon sharing your case study, you will gain access to its model answer, which includes both a downloadable PDF and a recorded video in which your tutor explains the solution.

We encourage all learners to share their Case Study work. Your case study might be chosen as an outstanding example.

This activity has no completion requirement, but we strongly recommend completing your case studies and sharing them in the Case Study Exchange forum.

Discussion forum

The forum is the place for you to engage with your peers and tutors. Tutors will reply within 3 to 5 working days.

For further guidance, please refer to the "Discussion Forum – Guidance and Code of Conduct" that is available on the course page.

This activity has no completion requirement.

Exam

Upon completion of all the eLearning modules and quizzes, you will unlock the programme examination.

- The exam consists of 50 multiple-choice questions.
- The passing grade is 65% and you have 70 minutes to complete it.
- You are allowed 2 attempts; however, the second attempt is only released 24 hours after the first attempt.
- A certificate of completion will be granted upon successful completion.

