



# Certificate in Quantity Surveying Practice



# Certificate in Quantity Surveying

**Language:** English

**Market sector:** Residential, Built Environment and Construction

**Course type:** Blended training programme

**CPD:** 150 hours

## Welcome

We are very excited that you have chosen to study Certificate Quantity Surveying Practice.

This guide will set out some helpful information and tips for you to get the most out of this course. This guide contains the basic information 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.

## Method of study

The course is designed to be flexible around your existing commitments and is structured to be completed within 8 months. The schedule allows 6 months to complete the modules and 2 months to complete your exam and any outstanding work. As guidance, you should aim to complete one module per month to stay on track.

Each module takes 10–15 hours and includes eLearning, reading, a case study, and a quiz. You also have access to consolidation sessions, where a tutor will guide you through the module, case study, and any challenging elements of the learning.

## What support do you receive?

During the course, you will have access to a course discussion forum. If you have any technical questions about the subject, don't hesitate to post for support from our tutors.

A dedicated support team will be on hand to help you with any questions that you may have. OLA team - [onlineacademy@rics.org](mailto:onlineacademy@rics.org)

# Course description

A quantity surveyor is concerned with the costs and financial management of the building 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, the production of tender documents the contractor's tendering procedure and strategy, and the detailed process undertaken by the contractor to price tender documents.

This is an intermediate-level Quantity Surveying course designed for both members and non-members. The aim of the course is to provide knowledge and skills in the core competencies of quantity surveying. Each content module is structured around one of the core competencies of the quantity surveying and construction pathway.

## Course structure

0. Introduction
1. Construction technology and environmental services
2. Procurement and tendering
3. Design economics and cost planning and commercial management of construction
4. Quantification and costing of construction works
5. Construction law and standard forms of contract
6. Project financial control and reporting
7. Exam

### Introduction

- Overview of the course and how it is structured
- The learning activities for the whole course
- Requirements for each technical unit

### Construction technology and environmental services

- Design and delivery stages
- Substructure
- Superstructure

- Services
- External works
- Regulations and standards

#### Procurement and tendering

- Introduction to procurement and tendering
- Procurement routes
- Developing the procurement strategy
- Tendering strategies and processes
- Tendering documentation and reporting
- Public procurement law

#### Design economics, cost planning

- Introduction to cost planning and control
- Economics of design
- Cost planning and control process
- Whole life costing and life cycle costing

#### Commercial management of construction

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

#### Quantification and costing of construction works

- Bill of quantities
- Composition of a bill of quantities
- Measurement and description rules

- Measuring quantities
- The costing of construction works

#### Contract practice

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

#### Project financial control and reporting

- Cost reporting
- Cash flow

## 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. Please select the 'Exit course' button at the top right-hand corner of the screen before closing the eLearning. This is to ensure your progress is saved.

**Reading materials** - Each module is supported by structured reading materials such as professional guidance and standards, videos or the latest insight articles and research.

Essential reading files require you to view all files for the section to be marked as completed.

Further reading materials have been provided should you wish to expand your knowledge a bit further, but they are not mandatory.

iSurv troubleshooting tips - Some of the reading will be available on isurv. To request access to isurv, please email [onlineacademy@rics.org](mailto:onlineacademy@rics.org).

**Discussion forum** - Forums are a great social learning tool for you to share information and experiences with your fellow students about the course topics, how they apply to you and/or your industry as well as to ask questions to your trainer, they will reply within 3 to 5 working days.

**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.*

**Consolidation session** - This is a one-hour recorded webclass that consolidates learning from the e-learning modules, reading materials, case studies and common questions that have been raised in the forum. You do not need to mark this activity as completed.

**End of module quiz** - A short quiz tracks how much of the learning has been absorbed and acts as a progress tracker for you. Quizzes do not require a passing grade, but you must attempt them to have the activity marked as completed.

**End of course exam** - Upon completion of all the modules and activities, you will unlock the online course exam. The exam consists of 50 multiple-choice questions. The passing grade is 65% and you have one hour to complete. You are allowed 2 attempts; however, the second attempt is only released 24 hours after the first attempt.

Your certificate can be downloaded once you have passed the exam and answered the feedback survey.