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Module Definition Form (MDF)

Module code: MOD002272	**Version:** 3 **Date Amended:** 13/Jun/2024

1. Module Title
Building Surveying Documentation

2a. Module Leader
Andrew Shepherd

2b. School
School of Engineering and the Built Environment

2c. Faculty
Faculty of Science and Engineering

3a. Level
5

3b. Module Type
Standard (fine graded)

4a. Credits
15

4b. Study Hours
150

5. Restrictions

Type	Module Code	Module Name	Condition
Pre-requisites:	None		
Co-requisites:	None		
Exclusions:	None		
Courses to which this module is restricted:	BSc (Hons) Building Surveying Diploma Building Surveying		

LEARNING, TEACHING AND ASSESSMENT INFORMATION

6a. Module Description

This module introduces the essential processes and documentation for administering the minor and intermediate building works with which Building Surveyors working in both private practice and the public sector are involved. Traditionally procured contracts will be concentrated upon, since this method (where the client employs a professional to prepare contract documentation with which to appoint a contractor) is in the main the type of work undertaken by Building Surveyors. Taking instructions, writing specifications, preparing and administering contracts, the Building Regulations and other statutory control processes and CDM Regulations will all be considered. A full-time student achieving the learning outcomes of this module will be well prepared for a placement year in industry before commencement of their final year. Typical weekly delivery will consist of a two hour lecture and a one hour tutorial involving a learning activity usually associated with the assessment project (see below) to reinforce learning of the material delivered during the lecture.

6b. Outline Content

- Professional conduct, professional negligence and professional indemnity insurance. - Conditions of engagement and taking instructions for building surveying work. - Standard forms of building contract with particular emphasis on the Joint Contracts Tribunal Minor and Intermediate Forms. - Specification writing. - The Building Control Process. - Other statutory control processes including those required under housing, highways, fire and health and safety legislation.

6c. Key Texts/Literature

The reading list to support this module is available at: https://readinglists.aru.ac.uk/

6d. Specialist Learning Resources

Except where indicated the above texts are available from the Construction Information Service (CIS), an on-line data-base, for which APU has a multi-user licence or the RICS ISurv Database. In addition there is a copy of the NBS, 2002, National Building Specification Minor Works Version, NBS, Newcastle upon Tyne, held behind the Ground Floor Library Desk for short-term borrowing. RICS, (2003) Rules of Conduct, RICS (available at http://www.rics.org/resources/standards/).

7. Learning Outcomes (threshold standards)

No.	Type	On successful completion of this module the student will be expected to be able to:
1	Knowledge and Understanding	Understand conditions of engagement and how to take client instructions.
2	Knowledge and Understanding	Have an awareness of the statutory framework within which building surveyors operate (including in particular the Building Regulations and site health and safety processes).
3	Intellectual, practical, affective and transferrable skills	Prepare documentation, including professional letters, specifications and contracts for minor building work.

8a. Module Occurrence to which this MDF Refers				
Year	**Occurrence**	**Period**	**Location**	**Mode of Delivery**
2026/7	ZZF	Template For Face To Face Learning Delivery		Face to Face

8b. Learning Activities for the above Module Occurrence			
Learning Activities	**Hours**	**Learning Outcomes**	**Details of Duration, frequency and other comments**
Lectures	24	1-3	Three hours of tutor contact per week (a two hour lecture and a one hour tutorial).
Other teacher managed learning	12	1-3	Three hours of tutor contact per week (a two hour lecture and a one hour tutorial).
Student managed learning	114	1-3	Private study
TOTAL:	150		

9. Assessment for the above Module Occurrence

The assessment for some modules includes a presentation (see below for details on how this particular module is assessed). We recognise that presenting, especially to a large group, can cause significant anxiety or distress for some students. If this may affect you, please contact your Module Leader or the Disability and Neurodiversity Service as early as possible. We will work with you to consider appropriate reasonable adjustments. Depending on your individual needs, these might include, for example, presenting to a smaller group or presenting only to a member of academic staff.

Assessment No.	Assessment Method	Learning Outcomes	Weighting (%)	Fine Grade or Pass/Fail	Qualifying Mark (%)
010	Coursework	1-3	100 (%)	Fine Grade	30 (%)

Assignment : A staged assignment to prepare documentation for a domestic scale alteration or extension project. 2000 words.

In order to pass this module, students are required to achieve an overall mark of 40% (for modules at levels 3, 4, 5 and 6) or 50% (for modules at level 7*).

In addition, students are required to:
(a) achieve the qualifying mark for each element of fine graded assessment as specified above
(b) pass any pass/fail elements

[* the pass mark of 50% applies for all module occurrences from the academic year 2024/25 – see Section 3a of this MDF to check the level of the module and Section 8a of this MDF to check the academic year]