

## **COMMERCIAL MANAGEMENT**

### **Planning**

Formulating and updating of a tender bid and construction programmes including reviewing methods of work and associated temporary works, monitoring and updating the 'as built' works project programme, critical path and network analysis, performance analysis and production control/target setting.

#### Range Indicators

Competency will be demonstrated in the application of relevant knowledge, understanding and skills set out in the Planning Competency Requirements. Such knowledge and skills will normally be obtained through a structured education to the requisite level and work experience.

This area of specialism includes the following core skills:

- The ability to use financial control procedures within the civil engineering industry.
- The ability to prepare Activity Schedules, Resource Schedules and analyse tender documents.
- To be able to demonstrate knowledge and experience of contract structures and documentation.
- To be able to demonstrate knowledge and usage of Civil Law in the context of construction.
- The ability to prepare and use construction programmes, analyse and prepare contractual claims.
- Preparation and usage of Benchmarking and performance indicators (KPI).
- To be able to demonstrate knowledge of construction techniques, sustainable and environmental construction and practical application of Health and Safety on site.
- The ability to understand and use commercial management and administration skills.
- Communication, computing and Health and Safety skills apply to all specialisms and are described elsewhere.

### **Evidence Guide**

Evidence of successful achievement of this competency would be effective and efficient management of the Planning process together with the application of appropriate systems at the minimum levels as stated in the competency details and range of elements.

**Planning**

		<b>CM36</b>	<b>COMPETENCIES AND RANGE OF ELEMENTS</b>				
		<b>Competency</b>	The ability to use financial control procedures encountered within the industry				
<b>Cross reference</b>	<b>Reference</b>	<b>Optimum Standard</b>	Activity Details	<b>Date of Assessment</b>			
				<b>A</b>	<b>K</b>	<b>E</b>	<b>B</b>
	A	E	Analysis of tender budget information				
	B	K	Preparation of profitability forecasts and cash flow				
	C	K	Collation of cost and value information				
	D	K	Company accounting system(s)				
	E	K	Cost Planning and pre-contract cost control				
		1 <sup>st</sup> Review	Supervisors signature				Date
		2 <sup>nd</sup> Review	Supervisors signature				Date
		3 <sup>rd</sup> Review	Supervisors signature				Date

		<b>CM37</b>	<b>COMPETENCIES AND RANGE OF ELEMENTS</b>				
		<b>Competency</b>	Demonstrate ability to Measure, Record and Value work in accordance with appropriate rules				
<b>Cross reference</b>	<b>Reference</b>	<b>Optimum Standard</b>	Activity Details	<b>Date of Assessment</b>			
				<b>A</b>	<b>K</b>	<b>E</b>	<b>B</b>
	A	A	Preparation of Bills of Quantities, Schedules of Rates and Activity Schedules				
	B	K	Preparation and submission of Interim and Final Accounts				
	C	E	Measurement of the works and agreements with client and subcontractors				
	D	K	Formulation and agreement of day works and contemporary records				
	E	E	Preparation and negotiation of claims				
		1 <sup>st</sup> Review	Supervisors signature	Date			
		2 <sup>nd</sup> Review	Supervisors signature	Date			
		3 <sup>rd</sup> Review	Supervisors signature	Date			

		<b>CM38</b>	<b>COMPETENCIES AND RANGE OF ELEMENTS</b>				
		<b>Competency</b>	Demonstrate knowledge and experience of Contract Structure and Documentation				
<b>Cross reference</b>	<b>Reference</b>	<b>Optimum Standard</b>	Activity Details	<b>Date of Assessment</b>			
				<b>A</b>	<b>K</b>	<b>E</b>	<b>B</b>
	A	K	Preparation of Estimates and Tender submissions				
	B	B	Interpretation of specifications and preambles				
	C	E	Risk analysis				
	D	E	Analysis of drawings, technical reports and bills of quantities				
	E	E	A sound working knowledge of the various forms of conditions of contract used for civil engineering projects				
		1 <sup>st</sup> Review	Supervisors signature				Date
		2 <sup>nd</sup> Review	Supervisors signature				Date
		3 <sup>rd</sup> Review	Supervisors signature				Date

		<b>CM39</b>	<b>COMPETENCIES AND RANGE OF ELEMENTS</b>				
		<b>Competency</b>	Demonstrate knowledge and usage of Civil Law in the Context of Construction				
<b>Cross reference</b>	<b>Reference</b>	<b>Optimum Standard</b>	Activity Details	<b>Date of Assessment</b>			
				<b>A</b>	<b>K</b>	<b>E</b>	<b>B</b>
	A	K	Knowledge of Construction and Contract law				
	B	E	Advising on contractual matters and formulating correspondence				
	C	E	Understanding of disputes resolution				
	D	E	Understand the provisions of the standard forms of contract and sub-contract commonly in use in the civil engineering industry				
	E	K	The Health and Safety at Work and Environmental Health Acts				
		1 <sup>st</sup> Review	Supervisors signature				Date
		2 <sup>nd</sup> Review	Supervisors signature				Date
		3 <sup>rd</sup> Review	Supervisors signature				Date

		<b>CM40</b>	<b>COMPETENCIES AND RANGE OF ELEMENTS</b>				
		<b>Competency</b>	Demonstrate knowledge and ability in Planning and Programming				
<b>Cross reference</b>	<b>Reference</b>	<b>Optimum Standard</b>	Activity Details	<b>Date of Assessment</b>			
				<b>A</b>	<b>K</b>	<b>E</b>	<b>B</b>
	A	E	Preparation of various types of construction programmes				
	B	B	Use of the programme for: A) Planning the works				
	C	E	Use of the programme for: B) Analysis and preparation of extension of time and disruption claims				
	D	K	Benchmarking and Performance indications ( KPI)				
	E	E	Resource scheduling and management				
		1 <sup>st</sup> Review	Supervisors signature				Date
		2 <sup>nd</sup> Review	Supervisors signature				Date
		3 <sup>rd</sup> Review	Supervisors signature				Date

		<b>CM41</b>	<b>COMPETENCIES AND RANGE OF ELEMENTS</b>				
		<b>Competency</b>	Demonstrate appreciation and knowledge of construction techniques and uses of technology				
<b>Costs reference</b>	<b>Reference</b>	<b>Optimum Standard</b>	Activity Details	<b>Date of Assessment</b>			
				<b>A</b>	<b>K</b>	<b>E</b>	<b>B</b>
		K	Construction techniques with particular emphasis upon projects with which personally involved				
		E	Working Knowledge of plant, equipment, materials And labour				
		A	Sustainable Engineering and environmentally friendly construction				
		E	Practical application of Health and Safety on site				
		K	Modelling and testing procedures				
		1 <sup>st</sup> Review	Supervisors signature	Date			
		2 <sup>nd</sup> Review	Supervisors signature	Date			
		3 <sup>rd</sup> Review	Supervisors signature	Date			

		<b>CM42</b>	<b>COMPETENCIES AND RANGE OF ELEMENTS</b>				
		<b>Competency</b>	Demonstrate the ability to understand and use commercial management and administration skills				
<b>Cross reference</b>	<b>Reference</b>	<b>Optimum Standard</b>	Activity Details	<b>Date of Assessment</b>			
				<b>A</b>	<b>K</b>	<b>E</b>	<b>B</b>
	A	E	Preparation of internal reports				
	B	A	Management, selection and control of sub-contracts and finances, including disputes settlement				
	C	E	Representation of the financial and contractual interests of your employer/client in progress meetings or the like				
	D	K	The principles of insurance, including professional indemnity and the handling of insurance claims				
	E	K	Analysis of rates and prices , agreement of variations and or compensation events				
	F	E	Administration of Quality Assurance procedures				
	G	K	Co-ordination of buying, accounts, production control/planning. Supply chain management and procurement techniques, estimating and surveying functions				
	H	A	A working knowledge of labour costs, employment legislation and Working Rule Agreements				
		1 <sup>st</sup> Review	Supervisors signature				Date
		2 <sup>nd</sup> Review	Supervisors signature				Date
		3 <sup>rd</sup> Review	Supervisors signature				Date



