



Section 1 – Appointed Supervisor or Mentor

Details of the appointed Supervisor or Mentor who has endorsed the entries against each Core Objective.

Full Name	Job Title	Company	All Academic and Professional Qualifications	Supervisor/ Mentor Signature and Initials

Section 2 – Definition of Standards

To successfully complete the Institution's Core Training Objectives, a candidate must satisfy the Standard set for each of the Range of Elements within all Core Training Objectives. The Standards are defined as follows:

- | | | |
|---|--------------|--|
| A | APPRECIATION | A general appreciation and awareness of the Objective is required. |
| K | KNOWLEDGE | This standard requires knowledge and understanding of the Objective. |
| E | EXPERIENCE | To reach this standard the Objective must have been performed independently or under supervision. Experience of the relevant techniques and functions must be in addition to showing appreciation and knowledge. |
| B | ABILITY | Trainees will be able, without supervision, to perform relevant functions and will be able to supervise other less experienced staff. |



Section 3 – Training Objective CMI

CMI	Training Objective and Range of Elements				
Objective	To be able to use financial control procedures encountered within the industry				
Standard	Activity Details	Date of Assessment			
		A	K	E	B
A	Analysis of tender budget information.				
B	Preparation of profitability forecasts and cash flow.				
B	Collation of cost and value information.				
B	Internal valuations and management accounts.				
K	Company accounting system(s).				
K	Cost planning and pre-contract cost control.				
1st Review	Supervisor's Signature	Date			
2nd Review	Supervisor's Signature	Date			
3rd Review	Supervisor's Signature	Date			

Please continue on a separate sheet if necessary, stating the Training Objective reference number.



Section 4 – Training Objective CM2

CM2	Training Objective and Range of Elements				
Objective	To be able to measure, record and value work.				
Standard	Activity Details	Date of Assessment			
		A	K	E	B
B	Preparation of Bills of Quantities, Schedules of Rates and Activity Schedules.				
B	Preparation and submission of interim and final accounts.				
B	Measurement of the works and agreements with client and subcontractors.				
B	Formulation and agreement of dayworks and contemporary records.				
E	Preparation and negotiation of claims.				
1st Review	Supervisor's Signature	Date			
2nd Review	Supervisor's Signature	Date			
3rd Review	Supervisor's Signature	Date			

Please continue on a separate sheet if necessary, stating the Training Objective reference number.



Section 5 – Training Objective CM3

CM3	Training Objective and Range of Elements				
Objective	To demonstrate knowledge and experience of contract structure and documentation.				
Standard	Activity Details	Date of Assessment			
		A	K	E	B
K	Preparation of estimates and tender submissions.				
B	Interpretation of specifications and preambles.				
E	Risk analysis.				
E	Analysis of drawings, technical reports and Bills of Quantities.				
E	A sound working knowledge of the various forms of conditions of contracts used for civil engineering projects.				
1st Review	Supervisor's Signature	Date			
2nd Review	Supervisor's Signature	Date			
3rd Review	Supervisor's Signature	Date			

Please continue on a separate sheet if necessary, stating the Training Objective reference number.



Section 6 – Training Objective CM4

CM4	Training Objective and Range of Elements				
Objective	To demonstrate knowledge and usage of civil law in the context of construction.				
Standard	Activity Details	Date of Assessment			
		A	K	E	B
K	Knowledge of construction and contract law.				
E	Advising on contractual matters and formulating correspondence.				
E	Understanding of disputes resolution.				
E	Understanding the provisions of the standard forms of contract and subcontract commonly in use in the civil engineering industry.				
K	The Health and Safety at Work and Environmental Health Acts.				
1st Review	Supervisor's Signature Date				
2nd Review	Supervisor's Signature Date				
3rd Review	Supervisor's Signature Date				

Please continue on a separate sheet if necessary, stating the Training Objective reference number.



Section 7 – Training Objective CM5

CM5	Training Objective and Range of Elements				
Objective	To demonstrate knowledge and ability in planning and programming.				
Standard	Activity Details	Date of Assessment			
		A	K	E	B
A	Preparation of various types of construction programmes.				
B	Use of the programme for planning the works.				
B	Use of the programme for analysis and preparation of extension of time and disruption claims.				
K	Benchmarking and key performance indicators (KPI).				
1st Review	Supervisor's Signature	Date			
2nd Review	Supervisor's Signature	Date			
3rd Review	Supervisor's Signature	Date			

Please continue on a separate sheet if necessary, stating the Training Objective reference number.



Section 8 – Training Objective CM6

CM6	Training Objective and Range of Elements				
Objective	To demonstrate appreciation and knowledge of construction techniques and uses of technology.				
Standard	Activity Details	Date of Assessment			
		A	K	E	B
K	Construction techniques with particular emphasis upon projects with personal involvement.				
A	Working knowledge of plant, equipment, materials and labour.				
A	Sustainable engineering and environmentally friendly construction.				
E	Practical application of health and safety on site.				
1st Review	Supervisor's Signature	Date			
2nd Review	Supervisor's Signature	Date			
3rd Review	Supervisor's Signature	Date			

Please continue on a separate sheet if necessary, stating the Training Objective reference number.



Section 9 – Training Objective CM7

CM7	Training Objective and Range of Elements				
Objective	To demonstrate the ability to understand and use commercial management and administration skills.				
Standard	Activity Details	Date of Assessment			
		A	K	E	B
B	Preparation of internal reports.				
B	Management, selection and control of subcontracts and finances, including disputes settlements.				
E	Representation of the financial and contractual interests of your employer/ client in progress meetings or the like.				
K	The principles of insurance, including professional indemnity and the handling of insurance claims.				
B	Analysis of the rates and prices, agreement of variations and/or compensation events.				
B	Administration of quality assurance procedures.				
K	Co-ordination of buying, accounts, production control/planning. Supply chain management and procurement techniques, estimating and surveying functions.				
A	A working knowledge of labour costs, employment legislation and working rule agreements.				
1st Review	Supervisor's Signature	Date			
2nd Review	Supervisor's Signature	Date			
3rd Review	Supervisor's Signature	Date			

Please continue on a separate sheet if necessary, stating the Training Objective reference number.



Section 10 – Training Objective CM8

CM8	Training Objective and Range of Elements				
Objective	To demonstrate communication skills.				
Standard	Activity Details	Date of Assessment			
		A	K	E	B
B	Contractual and financial correspondence between various parties.				
B	Management liaison.				
B	Communication skills; oral, written and presentations.				
B	Knowledge of relevant computer systems and software usage.				
1st Review	Supervisor's Signature	Date			
2nd Review	Supervisor's Signature	Date			
3rd Review	Supervisor's Signature	Date			

Please continue on a separate sheet if necessary, stating the Training Objective reference number.