



# BLAR13035 *Building Contract Administration*

## Term 2 - 2023

Profile information current as at 24/04/2024 05:54 am

All details in this unit profile for BLAR13035 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

## General Information

### Overview

This unit covers the administration of construction contracts including: control of extensions of time, variation, site instructions; chain of responsibilities; reporting and quality assurance; management of sub contractors and suppliers; head contract management. It also develops an understanding of contract management including: specification and the preparation of building contracts; the assessment of tenderers and tender negotiation; project planning; worker induction; documentation control and records management; progress reporting; contract inspections; management of variations, extensions of time, breaches of contract; liquidation damages and reporting; project commissioning and defects liability period activities and responsibilities improvement mechanisms and processes.

### Details

Career Level: *Undergraduate*

Unit Level: *Level 3*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

### Pre-requisites or Co-requisites

There are no requisites for this unit.

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

### Offerings For Term 2 - 2023

- Online

### Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

### Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

## Class and Assessment Overview

### Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

### Class Timetable

#### [Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

#### [Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

### Assessment Overview

#### 1. **Written Assessment**

Weighting: 30%

#### 2. **Written Assessment**

Weighting: 35%

#### 3. **Written Assessment**

Weighting: 35%

### Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

## CQUniversity Policies

**All University policies are available on the [CQUniversity Policy site](#).**

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

## Previous Student Feedback

### Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

#### Feedback from Unit evaluation

##### Feedback

The organisation of learning material could be improved

##### Recommendation

The learning materials will be updated by including recent relevant research outcomes.

#### Feedback from Unit evaluation

##### Feedback

The lecturer did a fantastic job. Great experience.

##### Recommendation

All the good practice will continue to sustain the high satisfaction of students.

## Unit Learning Outcomes

### On successful completion of this unit, you will be able to:

1. Describe the role as building professional for clients towards the successful completion of the project.
2. Compare the different types of building contract arrangements.
3. Apply systems and management procedures for the control of contract documentation and cost control.
4. Formulate a tendering process for collecting and analysing tenders.
5. Explain quality management and quality control with regard to contract administration.
6. Explain variation administration, contract scope changes and contract review and evaluate their implications.
7. Conduct a site meeting and site inspection.
8. Explain the administration requirements and procedures of project completion and hand-over.
9. Use effectively a range of appropriate communication modes.

## Alignment of Learning Outcomes, Assessment and Graduate Attributes



### Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes								
	1	2	3	4	5	6	7	8	9
<b>1 - Written Assessment - 30%</b>	•	•	•						•
<b>2 - Written Assessment - 35%</b>					•	•			•
<b>3 - Written Assessment - 35%</b>			•	•	•	•	•	•	•

### Alignment of Graduate Attributes to Learning Outcomes



## Textbooks and Resources

### Textbooks

BLAR13035

#### Supplementary

##### **Aqua Group Guide to - Procurement, Tendering & Contract Administration**

Edition: second (2016)

Authors: Hackett, Mark; Robinson, Ian; Statham, Gary

John Wiley & Sons

New York City , New York , USA

ISBN: 9781118346624

Binding: Paperback

#### Additional Textbook Information

E-book of the textbook is available through CQUniversity library.

### IT Resources

#### You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- MS Teams

## Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)

For further information, see the Assessment Tasks.

## Teaching Contacts

**Bill Zhao** Unit Coordinator

[b.zhao@cqu.edu.au](mailto:b.zhao@cqu.edu.au)

## Schedule

### Week 1 - 10 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
Topic 1: Contractual background	Refer to Moodle for additional information.	

### Week 2 - 17 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
Topic 2: Types of contract arrangements	Refer to Moodle for additional information.	

### Week 3 - 24 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
Topic 3: Traditional lump sum contracts	Refer to Moodle for additional information.	

### Week 4 - 31 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
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Topic 3: Traditional lump sum contracts Refer to Moodle for additional information.

#### Week 5 - 07 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic
Topic 4: The tender period and pre-contract administration	Refer to Moodle for additional information.	<b>Assessment 1</b> Due: Week 5 Tuesday (8 Aug 2023) 11:45 pm AEST

#### Vacation Week - 14 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic
No scheduled study	Enjoy a short break or use the time to catch-up or work on an assessment.	

#### Week 6 - 21 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic
Topic 4: The tender period and pre-contract administration	Refer to Moodle for additional information.	

#### Week 7 - 28 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic
Topic 5: Post contract administration	Refer to Moodle for additional information.	

#### Week 8 - 04 Sep 2023

Module/Topic	Chapter	Events and Submissions/Topic
Topic 5: Post contract administration	Refer to Moodle for additional information.	<b>Assessment 2</b> Due: Week 8 Tuesday (5 Sept 2023) 11:45 pm AEST

#### Week 9 - 11 Sep 2023

Module/Topic	Chapter	Events and Submissions/Topic
Topic 5: Post contract administration	Refer to Moodle for additional information.	

#### Week 10 - 18 Sep 2023

Module/Topic	Chapter	Events and Submissions/Topic
Topic 5: Post contract administration	Refer to Moodle for additional information.	

#### Week 11 - 25 Sep 2023

Module/Topic	Chapter	Events and Submissions/Topic
Topic 6: Project completion	Refer to Moodle for additional information.	

#### Week 12 - 02 Oct 2023

Module/Topic	Chapter	Events and Submissions/Topic
Topic 6: Project completion	Refer to Moodle for additional information.	<b>Assessment 3</b> Due: Week 12 Tuesday (3 Oct 2023) 11:45 pm AEST

#### Review/Exam Week - 09 Oct 2023

Module/Topic	Chapter	Events and Submissions/Topic
Review Period		

#### Exam Week - 16 Oct 2023

Module/Topic	Chapter	Events and Submissions/Topic
There is no examination.		

## Assessment Tasks

# 1 Assessment 1

## Assessment Type

Written Assessment

## Task Description

The assessment has 3 questions.

Q1 Requires students to reflect on the professional team composition.

Q2 Requires students to discuss contract selection.

Q3 Requires students to investigate an appropriate contract procurement strategy.

Your submission must be done via the assessment link in Moodle by uploading your file following the on-screen instructions.

## Assessment Due Date

Week 5 Tuesday (8 Aug 2023) 11:45 pm AEST

## Return Date to Students

Week 6 Tuesday (22 Aug 2023)

## Weighting

30%

## Assessment Criteria

The assessment will be assessed on the following criteria:

- Clarity and succinctness of expression.
- Adequate coverage of topics discussed.
- Use of supporting information where appropriate and associated references.
- Original thought.
- Overall presentation and the ability to communicate using correct spelling, grammar and punctuation.
- Where appropriate the use of graphs, illustrations and other diagrams that visually support the context of your submission.
- Demonstration of the core knowledge associated with this course and appropriate application of this knowledge.

## Referencing Style

- [Harvard \(author-date\)](#)

## Submission

Online

## Submission Instructions

Submit a single PDF file.

## Learning Outcomes Assessed

- Describe the role as building professional for clients towards the successful completion of the project.
- Compare the different types of building contract arrangements.
- Apply systems and management procedures for the control of contract documentation and cost control.
- Use effectively a range of appropriate communication modes.

## Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice

# 2 Assessment 2

## Assessment Type

Written Assessment

## Task Description

This assessment has 3 questions.

Q1 Requires students to discuss building claims.

Q2 Requires students to investigate and report on tendering procedures.

Q3 Requires students to explain project contract administration processes.

Your submission must be done via the assessment link in Moodle by uploading your file following the on-screen instructions.

**Assessment Due Date**

Week 8 Tuesday (5 Sept 2023) 11:45 pm AEST

**Return Date to Students**

Week 10 Tuesday (19 Sept 2023)

**Weighting**

35%

**Assessment Criteria**

The assessment will be assessed on the following criteria:

- Clarity and succinctness of expression.
- Adequate coverage of topics discussed.
- Use of supporting information where appropriate and associated references.
- Original thought.
- Overall presentation and the ability to communicate using correct spelling, grammar and punctuation.
- Where appropriate the use of graphs, illustrations and other diagrams that visually support the context of your submission.
- Demonstration of the core knowledge associated with this course and appropriate application of this knowledge.

**Referencing Style**

- [Harvard \(author-date\)](#)

**Submission**

Online

**Submission Instructions**

Submit a single PDF file.

**Learning Outcomes Assessed**

- Explain quality management and quality control with regard to contract administration.
- Explain variation administration, contract scope changes and contract review and evaluate their implications.
- Use effectively a range of appropriate communication modes.

**Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

## 3 Assessment 3

**Assessment Type**

Written Assessment

**Task Description**

This assessment has 3 questions:

Q1 Requires students to discuss contract administration compliance.

Q2 Requires students to research aspects of project finalisation.

Q3 Requires students to investigate the importance of time on projects.

Your submission must be done via the assessment link in Moodle by uploading your file following the on-screen instructions.

**Assessment Due Date**

Week 12 Tuesday (3 Oct 2023) 11:45 pm AEST

**Return Date to Students**

Exam Week Tuesday (17 Oct 2023)

**Weighting**

35%



## Assessment Criteria

The assessment will be assessed on the following criteria:

- Clarity and succinctness of expression.
- Adequate coverage of topics discussed.
- Use of supporting information where appropriate and associated references.
- Original thought.
- Overall presentation and the ability to communicate using correct spelling, grammar and punctuation.
- Where appropriate the use of graphs, illustrations and other diagrams that visually support the context of your submission.
- Demonstration of the core knowledge associated with this course and appropriate application of this knowledge.

## Referencing Style

- [Harvard \(author-date\)](#)

## Submission

Online

## Submission Instructions

Submit a single PDF file.

## Learning Outcomes Assessed

- Apply systems and management procedures for the control of contract documentation and cost control.
- Formulate a tendering process for collecting and analysing tenders.
- Explain quality management and quality control with regard to contract administration.
- Explain variation administration, contract scope changes and contract review and evaluate their implications.
- Conduct a site meeting and site inspection.
- Explain the administration requirements and procedures of project completion and hand-over.
- Use effectively a range of appropriate communication modes.

## Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

## Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

### What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

### Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

### Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

### What can you do to act with integrity?



#### Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



#### Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



#### Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem