



THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE

Department of Quantity Surveying

QSV 506 – Professional Practice and Procedure

COURSE PARTICULARS

Course Code: QSV 506

Course Title: Professional Practice and Procedure

No. of Units: 3

Course Duration: Two hours of theory and one hour of tutorials per week for 15 weeks.

Status: Compulsory

Course Email Address: qsv506@futa.edu.ng

Course Webpage: <http://www.qsv.futa.edu.ng/courseschedule.php?coursecode=QSV%20506>

Prerequisite: NIL

COURSE INSTRUCTOR

Mr O. T. Ibronke

Room 3, QSV STAFF OFFICES,

Dept. of Quantity Surveying,

Federal University of Technology, Akure, Nigeria.

Phone: +2348038359339

Email: otibironke@futa.edu.ng

COURSE DESCRIPTION

This course is descriptive, the course in professional practice and procedure is designed primarily for students in quantity surveying and allied disciplines. The focus is to impart useful skills on the students in order to enhance their theory of quantity surveying and prepare them for professional practice after graduating from University. Topics to be covered include educational requirements and professional training for quantity surveyors, status of the Nigerian Institute of Quantity Surveyors and the role of quantity surveying registration board of Nigeria. The role of quantity surveyor during the construction period as it affects valuation, preliminaries, fluctuations, variations, prime cost sum and provisional sum, principles of fee calculation. Negotiation of fee and consultancy agreement, Joint Consultative Council of Professionals in the construction industry.

COURSE OBJECTIVES

The objectives of this course are to:

- introduce students to the various reports prepared by a registered quantity surveyor either in practising quantity surveying office or other offices that require quantity surveyor; and
- provide students with the necessary theoretical base and practical skills to enable them think analytically within a multi-disciplinary field.

COURSE LEARNING OUTCOMES / COMPETENCIES

Upon successful completion of this course, the student will be able to:

(Knowledge based)

- explain educational requirements and professional training to become a registered quantity surveyor;
- classify and explain the status of Nigerian Institute of Quantity Surveying and Quantity Surveying Registration Board of Nigeria;
- describe the roles of quantity surveyor during construction period as it affects valuation, preliminaries, fluctuation, etc;

(Skills)

- prepare the following report:
 - interim valuation of work done;
 - valuation of preliminaries;
 - financial statement;
 - financial report;
- calculate the professional fee for all the members of design team

GRADING SYSTEM FOR THE COURSE

This course will be graded as follows:

Class Attendance	5%
Assignments	15%
Test(s)	20%
<u>Final Examination</u>	<u>60%</u>
<u>TOTAL</u>	<u>100%</u>

GENERAL INSTRUCTIONS

Attendance: It is expected that every student will be in class for lectures and also participate in all tutorial exercises. Attendance records will be kept and used to determine each person's qualification to sit for the final examination. In case of illness or other unavoidable cause of absence, the student must communicate as soon as possible with the instructor, indicating the reason for the absence.

Academic Integrity: Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances are prohibited. You are not allowed to make copies of another person's work and submit it as your own; that is plagiarism. All cases of academic dishonesty will be reported to the University Management for appropriate sanctions in accordance with the guidelines for handling students' misconduct as spelt out in the Students' Handbook.

Assignments and Group Work: Students are expected to submit assignments as scheduled. Failure to submit an assignment as at when due will earn you zero for that assignment. Only under extenuating circumstances, for which a student has notified the instructor in advance, will late submission of assignments be permitted.

Code of Conduct in Lecture Room: Students should turn off their cell phones during lectures. Students are prohibited from engaging in other activities (such as texting, watching videos, etc.) during lectures. Food and drinks are not permitted in the lecture room.

READING LIST

³Cartlidge, D. (2006). *New Aspects of Quantity Surveying Practice*. 2nd Edition. Elsevier, Oxford. 323p.

⁴Ibironke, O. T. (2005). *Essentials of Quantity Surveying*. Timlab Quanticost, Birnin Kebbi, Nigeria. 120p.

¹Jagboro, G. O. (1989). *Principles and Practice of Quantity Surveying*. Fancy, Lagos. 116p.

¹Seeley, I. H. (1984). *Quantity Surveying Practice*. Macmillan, London. 318p.

³Ramus, J., Birchall, S. and Griffiths, P. (2006). *Contract Practice for Surveyors*, 4th Edition. Elsevier, Oxford. 427p.

¹Willis, A. J., & Willis, C. J. (1981). *Practice and Procedure for the Quantity Surveyors*, 8th Edition. Granada, London. 239p.

Legend

- 1- Available in the University Library
- 2- Available in School Libraries
- 3- Available on the Internet.
- 4- Available as Personal Collection
- 5- Available in local bookshops.

COURSE OUTLINE

Week	Topic	Remarks
1	Introduction and Course Overview Surveyors and their Functions	During this first class, the expectation of the students from the course will also be documented. The student is expected to know a number of surveyors available and their diverse functions
2 & 3	Appointment of Quantity Surveyors <ul style="list-style-type: none"> • Responsibility for Appointment • Payment of Fees • Method of Payment • Financial Stability of Client • Amount of Charges 	Students will be taught about the various ways in a quantity surveyors obtain their commission, their fees and what to look for in a prospective client.
4 & 5	Duties of Quantity Surveyors <ul style="list-style-type: none"> • History of Quantity Surveying • Employment of Quantity Surveyors • Services offered by Quantity Surveyors 	Students will be taught the various places quantity surveyors could get jobs and kind of services they provide.
6	Duties of Contractor's Quantity Surveyor	Students are taught what job those quantity surveyors with contractor does.
7 & 8	Preparation of Interim Valuation <ul style="list-style-type: none"> • Builder's work • Preliminaries • Materials on site • Retention • Variation • Fluctuation 	Students will be taught and requested to prepare a typical interim valuation.
		MID-SEMESTER TEST
9 & 10	Financial Statements and Report <ul style="list-style-type: none"> • Contract Sum • Contingency • Variations • Claims • Fluctuation 	Students will be taught and requested to prepare a typical financial statements while financial report will be given as an assignment.

11 & 12	<p>Terms of Consultancy Services Agreement</p> <ul style="list-style-type: none"> • Source of Commission • Standard Form of Agreement • Memorandum of Agreement • Reimbursable Expenses • Care, Diligence and Responsibility • Ownership of Documents 	<p>Students will be taught on how to comport themselves while carrying out their duties in a professional world.</p>
13 & 14	<p>Methods of Fees Calculation</p> <ul style="list-style-type: none"> • Scope of Services • Payment Stages • Example 1 – Multi-Storey Office Complex • Example 2 – Multifarious Project (Housing Estate) 	<p>Fees and its calculation are very important to quantity surveyors. Students will be taught on how to calculate fees for all the professionals involved in construction works.</p>
15	<p>REVISION</p>	<p>This is the week preceding the final examination. At this time, evaluation will be done to assess how far the students' expectations for the course have been met.</p>