

DIPLOMA in COMMERCIAL MANAGEMENT



○ **The Chartered Institution of Civil Engineering Surveyors** is a qualifying body for civil engineering surveyors, specialists who play a key role in the £multimillion construction industry. Members may be employed in professional practice, with consulting engineers or working with civil contractors, local or national government, public utilities or specialist sub-contractors. The Institution offers two career streams: civil engineering commercial management (quantity surveying) or geospatial engineering (land surveying). Our distance learning course enables **QS stream** applicants without an accredited degree to meet the academic requirements for Graduate Membership. When you have qualified as a Member and have significant experience in civil engineering you can *also* apply for Membership of the **Institution of Civil Engineers**.

Awarding Body: The Chartered Institution of Civil Engineering Surveyors

You can join the Institution as a Student Member free of charge when you enrol – we will send you the application form. For Membership information apply to Paul Brown, Professional Development & Membership Manager, The Chartered Institution of Civil Engineering Surveyors, Dominion House, Sibson Road SALE M33 7PP Tel 0161 972 3100 www.cices.org

Estimated Study Time: 400 hours

As this is a postgraduate level course, we suggest that you aim to spread your studies over at least two years part-time.

Entry Requirements: Non-accredited Degree, HNC/D or Certificate in Commercial Management.

There are several routes to becoming a Member of the Chartered ICES: by *accredited* degree, HNC/D, NVQ or other qualifications. Although non-accredited degrees/HNDs are excellent qualifications, they do not cover the specialism of civil engineering commercial management in the depth required by CICES. The **Diploma in Commercial Management** provides the top-up needed. When you have obtained the Diploma you can upgrade to Graduate Member (free until the following 1st March).

Mature entry

If you are a trainee Quantity Surveyor without an HNC or Degree, please see details of our

Certificate course. In this case, you must first register as an Student or Affiliate Member. Mature candidates with significant relevant experience who do not have an accredited degree or equivalent may apply direct for Member Review.) For full details of entry routes please refer to the latest edition of Institution's publication: *Guide to Membership*.

Modules

Module 1: Civil Engineering Construction

Module 2: Civil Engineering Contract Administration

Module 3: Civil Engineering Management

For each Module, there is written continuous assessment followed by a Final Assignment which is sent to you for completion by a prescribed date. You can take the Modules in any order, one at a time or together. The Final Assignment is available on request at one month's notice. You must complete 75% of the coursework before the Final Assignment.

Course includes

- Course manual for each Module
- One or more recommended textbooks
- Tutor-Marked Assignments
- 2-year service contract (renewable if required)

Final Assignment Fee (not included in the course price and payable only when you apply for assessment): Single Module £65
Three Modules: £185

Diploma in Commercial Management

○ COURSE PROVIDER – GREENFIELDS

Course Tutor: Hamish Mitchell FRICS FCIInstCES FInstRE. Hamish is a frequent contributor to *Civil Engineering Surveyor* and is the author of *The Method of Measurement for Highway Works* (MMHW). He is an experienced examiner, lecturer and training consultant.

Course content & prescribed reading

Module 1: Civil Engineering

Construction (Estd 100 hours)

Subjects: Civil Engineering construction; Earth science

Essential text supplied: *Elements of Soil Mechanics* (G N & I G Smith)

Course Manual including 9 Tutor-Marked Assignments

Module 2: Civil Engineering Contracts

Administration (Estd 150 hours)

Subjects: Contract administration; Conditions of contract; Methods of valuation and measurement; Dispute resolution procedure

Essential texts supplied: *Civil Engineering Contracts* (Seeley); *Dispute Resolution Procedures* (Campbell)

Course Manual including 14 Tutor-Marked Assignments.

Other recommended texts: *Civil Engineering Construction Contracts* (O'Reilly); *CESMM Explained* (Spain); *Writing Specifications for Construction* (Cox).

Module 3 Civil Engineering Management

(Estd 150 hours)

Subjects: Marketing; Management; Production; Commercial; Human resources.

Essential texts supplied: *Management for the Construction Industry* (Lavender), *Modern Construction Management* (Harris & McCaffer), *Planning & Programming in Construction* (CIOB), *Civil Engineering Claims* (Powell-Smith & Stevenson)

Course manual including 10 Tutor-Marked Assignments

○ PRICES £325 per module or full course £895

By instalments (UK only):

- Single Module: Deposit £135 and 4 monthly payments of £50 (course price £335)
- Full course: Deposit £310 and 6 monthly payments of £100 (course price £910)

Invoices: We will invoice your employers on receipt of a written order. Invoices are payable within 30 days **Overseas clients - add post & packing as follows:** Single module: £25 Three modules: £55.00



TO ENROL

Complete the enclosed enrolment form and send with payment (or deposit and completed Bankers Standing Order form) to:

The Distance Learning Partnership

FREEPOST SEA9262 West Horsley
LEATHERHEAD KT24 6BR

Or telephone: 01483 28 5626 for credit card payment.

Or online enrolment via our website www.distancelearningpartnership.co.uk

Overseas clients:

PO Box 52 East Horsley GREAT BRITAIN
KT24 6YQ



The Distance Learning Partnership is a member of the **Association of British Correspondence Colleges** to whose Code of Ethics we subscribe.