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| **Module and title:** | Introduction to Construction Management | **Module leader:** | Dr. Raqib Abu Salia |
| **Assignment No. and type:** | Group Presentation, 1,000 words  Report, 2,500 words | **Assessment weighting:** | 30%  70% |
| **Submission time and date:** | **Group Presentation: Monday 31st October 2022 before 23:59**  **Report: Monday 7th November 2022 before 11:59pm** | **Target feedback time and date:** | 3 weeks from the date of final submission |

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| **Assignment task** |
| This assignment involves preparing a group presentation and a report that demonstrates your engagement and learning with key areas of study on the module.  Summary of Part 1 (Presentation) – Prepare a Power point presentation on the Importance of Effective Communication and Management Techniques in Construction Management.  Summary of Part 2 (Report) – Write a Report on the Role of Construction Manager in Construction Management. |

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| **This assignment has been designed to provide you with an opportunity to demonstrate your achievement of the following module learning outcomes:** | |
| LO 1 | Knowledge of principles of construction management and understand effective management techniques. |
| LO 2 | Understanding of the roles, responsibilities, enforcement, penalties for non-compliance and required documentation in construction management. |
| LO 3 | Understanding of the implications of poor health and safety performance and the benefits of addressing poor health and safety for construction. |
| LO 4 | Understanding of the importance of effective communication in managerial positions. |

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| **Assignment task(s) requirements:** |
| Part 1: Group Presentation – Importance of Effective Communication and Management Techniques.  Part 2: Individual Assignment - Write a Report on the role of a construction manager. |

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| **How your work will be assessed** |
| **Part 1 Group Presentation**  Prepare a power point presentation. Include: what effective communication is, what management is, features of management techniques, importance of effective communication and management techniques and the effects of poor communication.  Each group should consist of not more than 3 students.  Each group will be given 10 minutes to make a presentation to the class.  Each member of the group is required to speak during the presentation and answer questions emanating from the lecturer and colleagues.  Only the group leader is required to upload the full power point presentation.  The other 2 group members are required to upload only the **cover page** of the presentation.  **Part 2 Report**  Write a report on the role of the construction manager. Discuss the roles, responsibilities, management techniques, behaviour and ethics, health and safety at the workplace (2,500 words).  Using publicly available materials, journals and the recommended core texts, address the following areas;   1. Define and describe a construction manager 2. Provide a detailed background of a construction manager. 3. Discuss 3 roles and responsibilities construction managers play in construction management. 4. Outline the management techniques employed by construction managers. 5. Discuss 3 advantages of effective management techniques. 6. Discuss 3 disadvantages of poor management techniques. 7. Discuss 3 challenges facing construction managers at their workplaces. 8. Provide an overview of the behaviours of construction managers at the workplace. 9. Discuss the ethics guiding construction management. 10. Provide an overview of health and safety in construction sites. Present details of; 11. Work at height regulations 12. Manual handling operations regulations 13. Construction manager’s role in the management of health and safety at the workplace.   You must reference all sources and information used in the report using the Harvard Referencing Guide.  See attached grid for assessment criteria. |

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| **Referencing and research requirements** |
| Please reference your work according to the Harvard style; you can access guidance on this here: <https://www.bathspa.ac.uk/library/researching-and-referencing/>  And the GBS Harvard Style Referencing: a quick guide available, located at the top of the Moodle page |

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| **How your work will be assessed** |
| Your work will be assessed on the extent to which it demonstrates your achievement of the stated learning outcomes for this assignment (see above) and against other key criteria, as defined in the University’s institutional grading descriptors. If it is appropriate to the format of your assignment and your subject area, a proportion of your marks will also depend upon your use of academic referencing conventions.  This assignment will be marked according to the grading descriptors for Level 3. |

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| **Submission details** |
| This assignment should be submitted electronically via Moodle (module tutors will discuss this process with you during class time).   * Please ensure that your work has been saved in an appropriate file format (Microsoft Word, Excel or PowerPoint, or PDF are the most widely used; Google Docs is also accepted). Your file must also contain at least 20 words of text, consist of fewer than 400 pages and be less than 40MB in size * You can submit your work as many times as you like before the submission date. If you do submit your work more than once, your earlier submission will be replaced by the most recent version. * Once you have submitted your work, you will receive a digital receipt as proof of submission, which will be sent to your forwarded e-mail address (provided you have set this up). Please keep this receipt for future reference, along with the original electronic copy of your assignment. * You are reminded of the University’s regulations on academic misconduct, which can be viewed on the University website: https://www.uos.ac.uk/sites/default/files/Academic-Misconduct-Policy.pdf. In submitting your assignment, you are acknowledging that you have read and understood these regulations |

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| **Submission date and time** |
| Part 1 – Group Presentation should be submitted to Moodle **before 23:59pm on Monday 24th October 2022.**  Part 2 – Individual Report should be submitted to Moodle **before 23:59pm on Monday 7th October 2022.**    You should submit all work for summative assessments by the above deadline. Work submitted up to three working days after the deadline will be accepted and marked, but the mark will be capped at the pass mark (40%) unless there is a valid reason for the late submission (i.e., having been granted an extension to the deadline or a deferral under the terms of the Extenuating Circumstances Policy).    Work submitted more than three working days after the deadline without a valid reason will not be accepted and will be recorded as 0% RN (refer, no work submitted).    For more information, please refer to: <https://www.bathspa.ac.uk/about-us/governance/policies/mitigating-circumstances/>  Feedback and marks for this assignment will be available in three weeks from the deadline. |

**Module Reading List**

**Core Texts:**

Construction Health & Safety Awareness (15th ed.). (2020). Construction Industry Training Board (CITB)

Green, B. (2020) The Real Face of Construction: Socio-economic analysis of the true value of the Built Environment. Chartered Institute of Building

**Further Reading:**

Cartlidge, D. (2020) Construction Project Manager’s Pocket Book. 2nd ed. Oxon: Routledge

March, C, (2017) Construction Management: Theory and Practice. Oxon: Routledge

Sherrat, F. (2015) Introduction into Construction Management. Oxon: Routledge

Netscher, P. (2017) Construction Management: From Project Concept to Completion. Subiaco: Planet Publications

Powell, G. (2016) Construction Contract Preparation and Management: From concept to completion. 2nd ed. London: Palgrave

**Recommended Journals:**

International Journal of Construction Management

**Recommended Websites:**

Health and Safety Executive. Available <https://www.hse.gov.uk/construction/> last accessed [accessed Oct 2021]

**Please see marking criteria below**

**Assignment Brief: Part 2 - Report Academic Year 2022/2023**

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| **Criteria** | **Scales**  **1st: 70%-100%** | **2:1 60%-69%** | **2:2 50%-59%** | **3rd: 40%-49%** | **35%-39%** | **20%-34%** | **>20%** |
| **Criteria 1 (20%)**  Detail background of a construction manager has been described and explained. The roles and responsibilities of a construction manager has been outlined and discussed. | Student has an excellent understanding of a construction manager and has described 3 roles and responsibilities of a construction manager. | Student has a good understanding of a construction manager and has described 3 roles and responsibilities of a construction manager. | Student has displayed some understanding of a construction manager and has described 3 roles and responsibilities of a construction manager. | Student has displayed basic understanding of a construction manager and has described 3 roles and responsibilities of a construction manager. | Student has a poor understanding of a construction manager and has described some roles and responsibilities of a construction manager. | Student has a very poor understanding of a construction manager and has described some roles and responsibilities of a construction manager. | Student has no understanding of a construction manager and has not described the roles and responsibilities of a construction manager. |
| **Criteria 2 (20%)**  Outline the management techniques employed by construction managers and discuss the challenges facing them at their workplaces. | Student has an excellent knowledge of the management techniques employed by construction managers and discussed 3 advantages of effective management techniques, 3 disadvantages of poor management techniques and 3 challenges construction managers face at the workplace. | Student has a good knowledge of the management techniques employed by construction managers and discussed 3 advantages of effective management techniques, 3 disadvantages of poor management techniques and 3 challenges construction managers face at the workplace. | Student has displayed some knowledge of the management techniques employed by construction managers and discussed 3 advantages of effective management techniques, 3 disadvantages of poor management techniques and 3 challenges construction managers face at the workplace. | Student has a basic understanding of the management techniques employed by construction managers and discussed 2 advantages of effective management techniques, 2 disadvantages of poor management techniques and 2 challenges construction managers face at the workplace. | Student has a poor understanding of the management techniques employed by construction managers and discussed 2 advantages of effective management techniques, 2 disadvantages of poor management techniques and 2 challenges facing construction managers at the workplace. | Student has a very poor understanding of the management techniques employed by construction managers and discuss 1 advantages of effective management techniques, 1 disadvantages of poor management techniques and 1 challenges facing construction managers at the workplace. | Student does not make reference to the management techniques employed by construction managers and has not discussed any advantages of effective management techniques, disadvantages of poor management techniques and the challenges facing construction managers at the workplace. |
| **Criteria 3 (20%)**  Provide an overview of the behaviours and ethics guiding construction managers and discuss health and safety in construction. Present details of work at height regulations, manual handling operations regulations and the role of construction managers in ensuring health and safety | Student has an excellent understanding of the behaviours and ethics guiding construction managers and discussed health and safety in construction. Presented details of work at height regulations, manual handling regulations, health and safety at work regulation and has discussed 3 principles guiding construction managers | Student has a good understanding of the behaviours and ethics guiding construction managers and discussed health and safety in construction. Presented details of work at height regulations, manual handling regulations, health and safety at work regulation and has discussed 3 principles guiding construction managers | Student has some understanding of the behaviours and ethics guiding construction managers and discussed health and safety in construction. Presented details of work at height regulations, manual handling regulations, health and safety at work regulation and has discussed 3 principles guiding construction managers | Student has a basic understanding of the behaviours and ethics guiding construction managers and discussed health and safety in construction. Presented details of work at height regulations, manual handling regulations, health and safety at work regulation and has discussed 2 principles guiding construction managers | Student has a poor understanding of the behaviours and ethics guiding construction managers and discussed health and safety in construction. Presented some details of work at height regulations, manual handling regulations, health and safety at work regulation and has discussed some principles guiding construction managers | Student has a very poor understanding of the behaviours and ethics guiding construction managers and has not discussed health and safety in construction, no details of work at height regulations, manual handling regulations, health and safety at work regulation and has not discussed any principles guiding construction managers | Student has not made reference to the behaviours and ethics guiding construction managers and has not discussed health and safety in construction. Has not Presented details of work at height regulations, manual handling regulations, health and safety at work regulation and has not discussed any principles guiding construction managers |
| **Criteria 4 (20%)**  Reading and Referencing.  Illustration of a wide range of sources which are formatted according to Harvard referencing style. | Insightful and effective use of a carefully selected range of relevant reading. Consistently accurate application of referencing. | Consistent engagement with a wide range of relevant reading. Consistently accurate application of referencing | Engagement with an appropriate range of reading beyond essential texts. Referencing my show minor inaccuracies or inconsistencies. | Evidence of reading, largely confined to essential texts, but mainly reliant on taught elements. Referencing may show inaccuracies and/or inconsistencies. | Poor engagement with essential texts and no evidence of wider reading. Heavily reliant on taught elements. Inconsistent and weak use of referencing. | Limited evidence of reading and/or reliance on inappropriate sources. Limited engagement with taught elements. Very poor use of referencing. | No evidence of reading or engagement with taught elements.  Absent or incoherent referencing. |
| **Criteria 5 (20%)**  Presentation of work, essay is well structured, formatted and designed. | Exemplary presentation of work that is fluent and flawless throughout. | Well-formed presentation of work that is coherently structures and clearly expressed throughout. | Work is structured in a largely coherent manner and is for the most part clearly expressed. | Ordered presentation in which relevant ideas/ concepts are reasonably expressed. | Work is loosely and at times incoherently structured. Information and ideas are poorly expressed. | Work is poorly presented in a disjointed manner. Information and ideas are poorly expressed, with weak English and/or inappropriate style. | Work is extremely disorganised, with much of the content confusingly expressed. Very poor English and/or very inappropriate style. |