



# **Blue List**

## **Civil Engineering Commercial Training Courses**

**From SURCO, the information business of the Chartered Institution of CIVIL ENGINEERING SURVEYORS**

SURCO Limited • Chartered Institution of CIVIL ENGINEERING SURVEYORS  
Dominion House • Sibson Road • Sale • Cheshire M33 7PP • United Kingdom  
t: +44 (0)161 972 3100 • f: +44 (0)161 972 3118 • e: [training@cices.org](mailto:training@cices.org) • w: [www.cices.org](http://www.cices.org) • w: [www.surco.uk.com](http://www.surco.uk.com)

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## THE SURCO TRAINING BLUE LIST

SURCO workshops can be presented singly or in combination. Many of the modules listed in the Blue List can be presented individually or in combination with others to form themed training.

For example, STM3 *Identifying and Evaluating Change* can be presented in conjunction with STM22 *Delay, Disruption and Extension of Time*. Put together, one after the other, the two day themed workshop *Change and its Consequences* results.

This can be done with many other modules in either two or three day combinations. Four or five day combinations are possible but not recommended.

Details of themed workshops that are team tutored can be found in the SURCO Training Green List.

Similarly, some of the modules can be expanded or restructured to suit a client's needs. For example, STM2 *Commercial Awareness*, can be expanded to include a second day entitled *Commercial Management* which covers aspects of competitive tendering and financial management of the construction phase of a project. Other combinations are possible.

It is important that potential clients looking for training opportunities to satisfy either their own business needs or the professional aspirations of their employees discuss their requirements with us at an early stage.

Unlike other training organisations, SURCO can offer you the benefit of advice from academics, theorists and, most importantly, those with extensive workplace experience.

## COURSE INFORMATION

Two day courses are approximately 12 hours duration.  
One day courses are approximately 6 hours duration.  
Half day courses are approximately 4 hours duration.  
Courses generally start at 9am.

Some of the modules require delegates to supply equipment or documentation. Please refer to each course synopsis for further details.

Civil engineering standard methods of measurement will be provided for use on the day for appropriate measurement courses. Copies of SMM7, the standard method of measurement for building works, are to be supplied by the delegate.

**Contact SURCO Training now to discuss your training needs  
+44 (0)161 972 3100 • [training@cices.org](mailto:training@cices.org)**

## THE INDUSTRIAL MARKETPLACE

### STM1

Duration 1 day  
Maximum delegates 16

### AIMS

To give early career construction personnel an introduction to the financial and legal basis of civil engineering contracts, and their financial and legal management.

### COVERS

- Procurement
- Technical, commercial and contract matters
- The tender process
- Identification of risk

## COMMERCIAL AWARENESS

### STM2

Duration 2 days  
Maximum delegates 16

### AIMS

To provide an introduction to the legal and financial matters that surround a construction project.

### COVERS

- The structure of the industry
- Return on capital employed
- Contractual matters
- Dispute resolution options
- Good practice
- Pre-contract competitive tendering
- Post-contract internal accounts
- Financial statements

## COMMERCIAL AWARENESS: LEGAL AND FINANCIAL ISSUES

### STM2A

Duration 1 day  
Maximum delegates 16

### AIMS

To provide an introduction to the legal and financial matters that surround a construction project.

### COVERS

- The structure of the industry
- Return on capital employed
- Contractual matters
- Dispute resolution options
- Good practice

## COMMERCIAL AWARENESS: COMPETITIVE TENDERING AND CONTRACT MANAGEMENT

### STM2B

Duration 1 day  
Maximum delegates 16

### AIMS

To provide an introduction to the legal and financial matters that surround a construction project.

### COVERS

- Pre-contract competitive tendering
- Post-contract internal accounts
- Financial statements

## RECOGNISING AND EVALUATING CHANGE AND THE IMPORTANCE OF RECORDS

### STM3

Duration 1 day  
Maximum delegates 16

### AIMS

To familiarise construction personnel with the principle of change in work requirements, ordered variations, procedures for dealing with change and the importance of recording the effects and consequences for payment and restitution of time lost.

### COVERS

- The tender basics
- Cause of change
- Recovery process
- Entitlements
- Records

## PROCUREMENT IN THE UK AND EUROPE

### STM4

Duration 1 day  
Maximum delegates 16

### AIMS

To familiarise construction personnel with some of the procurement processes for civil engineering work in the UK and Europe.

### COVERS

- Market opportunities (public and private sector)
- Pre-qualification
- Types of project
- The Bidding process
- Submission and acceptance

## ENGAGING AND MANAGING SUBCONTRACTORS

### STM5

Duration 1 day  
Maximum delegates 16

### AIMS

To familiarise construction personnel with the process of employing and managing domestic subcontractors.

### COVERS

- Procuring subcontractors
- The subcontract
- The subcontractor on site
- Subcontractor payment
- Dispute resolution
- Completion

## THE ESTIMATING PROCESS

### STM6

Duration 1 day  
Maximum delegates 16

### AIMS

To give early career construction personnel an introduction to the preparation of tenders.

### COVERS

- The decision to tender
- Tender documents
- Management of the process
- Risk appreciation
- The pricing process
- Tender deliverables
- Turning an estimate into a tender

## FINANCIAL CONTROLS REPORTING AND FORECASTING

### STM7

Duration 1 day  
Maximum delegates 16

### AIMS

To promote an understanding of the need for financial control on civil engineering projects, regular periodic cost/value reconciliations (their preparation and significance) and the process of financial forecasting.

### COVERS

- Final reporting as an essential part of the decision making process
- Recording cost
- Allowance reconciliation
- Forecasting

## CONTRACT LAW, DUTY OF CARE AND DISPUTE RESOLUTION

### STM9

Duration 1 day  
Maximum delegates 16

### AIMS

To familiarise engineers and quantity surveyors with some aspects of contract law, the formation of contracts, the dispute resolution process, duty of care and the law relating to nuisance.

### COVERS

- Basic principles of contract
- Standard forms of contract
- Performance and payment
- Breach of contract and remedies
- Basic principles of public, private and statutory nuisance

## ASPECTS OF THE LAW OF TORT

### STM10

Duration 1 day  
Maximum delegates 16

### AIMS

To familiarise construction personnel with common law, generally, and in matters of nuisance, negligence and economic loss.

### COVERS

- The basics of English law
- What is tort?
- The tort of nuisance
- The tort of negligence
- The tort of misrepresentation
- Architects and engineers

## THE CDM REGULATIONS

### STM11

Duration 1 day  
Maximum delegates 16

### AIMS

To give an appreciation of why we need these regulations and how they interact with other health and safety legislation. To explain the importance of identifying and dealing with hazards at the earliest possible stage. To explain the duties of all those involved, the importance of good management systems and the need for audit trails.

### COVERS

- The philosophy behind the CDM Regulations 2007
- Associated legislation
- The regulations and the code of practice
- Duty holder's responsibilities
- Information packs
- Health and safety plan
- Health and safety file
- Good management practices
- Hazard identification, elimination and risk reduction

## ENVIRONMENTAL LAW AND THE WASTE MANAGEMENT REGULATIONS

### STM12

Duration 1 day  
Maximum 15 delegates

### AIMS

To give practical guidance on complying with the environmental legislation that applies when planning and managing a construction project.

### COVERS

- Prevention of pollution
- Work at construction and demolition sites and depots
- Liability
- Statutory nuisance
- Emissions to air
- Noise and vibration
- Water
- Waste
- Contaminated land
- Site waste management plans

## HEALTH AND SAFETY AT WORK

### STM13

Duration half day  
Optional 1 day  
Maximum delegates 16

### AIMS

To promote a culture of health and safety in the workplace.

### COVERS

- Basic health and safety requirements contained in the various statutory provisions

## IDENTIFYING, CLASSIFYING AND ACCOMMODATING RISK

### STM14

Duration 1 day  
Maximum delegates 16

### AIMS

To promote an understanding of structured commercial risk management and to develop a knowledge of risk identification, classification and accommodation.

### COVERS

- Risk identification
- Risk classification
- Decision analysis
- Simple workplace assessments

## INDEMNITY AND INSURANCE

### STM15

Duration 1 day  
Maximum delegates 16

### AIMS

To familiarise construction personnel with the principles of indemnity, types of insurance and insurance inclusions in standard forms of construction contract.

### COVERS

- Historical developments
- The insurance market
- Insurable interest
- Insurance law
- Construction contracts
- Mandatory requirements
- Other cover
- Incidents and accidents
- Indemnities and bonds

## CIVIL ENGINEERING STANDARD METHOD OF MEASUREMENT THEORY

### STM16

Duration 1 day  
Maximum delegates 16

### AIMS

To introduce an understanding of CESMM3, its principles and use. (See STM29, STM32, STM32A and STM32B for courses involving taking off/measurement.)

### COVERS

- Background
- Principles of CESMM3
- Bill of quantities
- Classes

## METHOD OF MEASUREMENT FOR HIGHWAY WORKS

### STM17

Duration 1 day  
Maximum delegates 16

### AIMS

To give civil engineers and quantity surveyors an understanding of the MMHW, its principles and use.

### COVERS

- Background
- Principles of the MMHW
- Bill of quantities
- Selected matters

## ICE CONDITIONS OF CONTRACT (6TH & 7TH EDITIONS)

### STM18

Duration 1 day  
Maximum delegates 16

#### AIMS

To give early and mid-career construction personnel an appreciation of the rights and duties of all parties to ICE contracts and to provide an understanding of the claims and dispute resolution procedures.

#### COVERS

- The contract
- Rights and obligations of the parties
- Contract administration
- Claims and disputes

## NEW ENGINEERING CONTRACT

### STM19

Duration 1 day  
Maximum delegates 16

#### AIMS

To introduce delegates to the NEC2 (ECC) and NEC3 forms of contract and familiarise them with the principles of mutual trust and co-operation, and the structure and workings of the contract and core clauses.

#### COVERS

- The 'solutions' philosophy
- History (editions 1, 2 and 3)
- The structure
- Primary and secondary options
- Option z – supplementary clauses
- Partnering and option x12
- Core clauses

## DELAY, DISRUPTION AND EXTENSION OF TIME

### STM22

Duration 1 day  
Maximum delegates 16

#### AIMS

To promote an understanding of the provisions for extensions of time and liquidated damages under the ICE forms of contract and review the common causes of delay and disruption, and the difficulties of demonstrating cause and effect.

#### COVERS

- Periods of completion
- Failure to complete on time
- Doctrine of prevention
- Extension of time provisions
- Time and money – two separate issues

## PLANNING, PROGRAMMING AND RESOURCE MANAGEMENT

### STM23

Duration 1 day  
Maximum delegates 16

#### AIMS

To promote and foster an understanding of the importance of planning and programming in the tender and site management process and consider planning techniques and project management systems.

#### COVERS

- Planning concepts
- Network analysis
- Critical path
- Resource demand
- Method statements
- Programmes

## COMMERCIAL TRAINING FOR FOREMEN

### STM24

Duration 1 day  
Maximum delegates 16

#### AIMS

To give foremen and section foremen an insight into some corporate, contractual, legal and commercial issues in both construction companies and on site.

#### COVERS

- Why do we go contracting?
- Contractual relationships
- Legal issues; duty of care, health and safety, environmental issues, insurances and nuisances
- Commercial issues and reporting

## ICE CONDITIONS OF CONTRACT: GROUND INVESTIGATION VERSION (2ND EDITION)

### STM25

Duration 1 day  
Maximum delegates 16

#### AIMS

To promote an understanding of this specialist form of contract.

#### COVERS

- Project procurement
- Technical, commercial and contractual basics
- The tender process
- Risk identification

## INSOLVENCY LAW

### STM26

Duration 1 day  
Maximum delegates 16

#### AIMS

To promote an understanding of insolvency law and to highlight the vulnerability of employers, contractors and subcontractors when insolvency occurs.

#### COVERS

- Effect of insolvency on contracts
- Security of performance
- Reviewable transactions
- Management of risk

## INTERNATIONAL CONDITIONS OF CONTRACT

### STM27

Duration 1 day  
Maximum delegates 16

#### AIMS

To give delegates an introduction to the different 1999 FIDIC forms and provide an overview of the Red, Yellow and Silver books. To look at the provisions in respect of progress meetings, programming, claims and disputes.

#### COVERS

- Background to FIDIC
- Overview
- General provisions
- Progress
- Claims
- Disputes

## STANDARD FORMS OF SUBCONTRACT

### STM28

Duration 1 day  
Maximum delegates 16

#### AIMS

To give early career construction personnel an introduction to civil engineering and NEC subcontracts.

#### COVERS

- The nature and scope of subcontracting
- Overview of the standard forms
- Subcontractors and the law
- Subcontract management under the standard forms
- Typical issues in subcontracting

## A REINTRODUCTION TO MEASUREMENT (CIVIL OR BUILDING OPTION)

### STM29

Duration 1 day  
Optional 2 days  
Maximum delegates 10

#### AIMS

To provide familiarisation with the principles of taking off, recording dimensions and the presentation of bills of quantities. (See also STM32, STM32A, and STM32B.)

#### COVERS

- CESMM/SMM philosophy
- Terminology — excavation works
- The weighted technique for average ground levels
- Interpolation
- Cut and fill lines
- Centreline girths
- Entries to dimension paper
- Development of descriptions
- Taking off
- Billing measured items

## MENTORING

### STM30

Duration half day  
Optional 1 day  
Maximum 16 delegates

#### AIMS

To define the objects of mentoring and introduce the mentoring process to companies with development schemes. Mentoring is an important part of the ICES professional development philosophy.

#### COVERS

- What is a mentor?
- What is mentoring?
- Characteristics of a good mentor
- What's in it for the mentee?
- What does the mentor do?
- Common problems

## AN INTRODUCTION TO CONSTRUCTION TECHNOLOGY FOR NON-COGNATE SURVEYORS

### STM31

Duration 1 day  
Maximum delegates 16

#### AIMS

To give those who have changed career direction an insight into basic construction technology issues.

#### COVERS

- The functions of buildings
- Loads and stresses to be carried
- Building styles
- Shape and cost
- Design and buildability
- Extending structural capability
- Preliminary site work
- The construction process

## AN INTRODUCTION TO QUANTITY SURVEYING MEASUREMENT

### STM32

Duration 2 days  
Maximum delegates 10

#### AIMS

To familiarise construction personnel with the principles of taking off, recording dimensions and the presentation of bills of quantities. This course is designed for those with no or little experience in the use of CESMM3 or SMM7. Both methods of measurement are introduced.

#### COVERS

- CESMM/SMM philosophy
- Standard terminology — excavation works
- The weighted technique for average ground levels
- Interpolation
- Cut and fill lines
- Centreline girths
- Entries to dimension paper
- Development of descriptions
- Taking off
- Billing measured items

## CIVIL ENGINEERING MEASUREMENT

### STM32A

Duration 1 day  
Maximum delegates 10

#### AIMS

To familiarise construction personnel with the principles of taking-off, recording dimensions and the presentation of bills of quantities. This course is designed for those with no or little experience in the use of CESMM3.

#### COVERS

- CESMM3 philosophy
- Standard terminology — excavation works
- The weighted technique for average ground levels
- Interpolation
- Cut and fill lines
- Centreline girths
- Entries to dimension paper
- Development of descriptions
- Measure and bill earthworks and concrete

## BUILDING MEASUREMENT

### STM32B

Duration 1 day  
Maximum delegates 10

#### AIMS

To familiarise construction personnel with the principles of taking-off, recording dimensions and the presentation of bills of quantities. This course is designed for those with no or little experience in the use of SMM7.

#### COVERS

- SMM7 philosophy
- Standard terminology — excavation works
- The weighted technique for average ground levels
- Interpolation
- Cut and fill lines
- Centreline girths
- Entries to dimension paper
- Development of descriptions
- Measure and bill earthworks and concrete

## AN INTRODUCTION TO CONSTRUCTION TECHNOLOGY AND CIVIL ENGINEERING MEASUREMENT

### STM33

Duration 2 days  
Maximum delegates 12

#### AIMS

To give those who have changed career direction an insight into basic construction technology and civil engineering measurement.

#### COVERS

- The functions of buildings
- Building style, shape and cost
- Loads and stresses
- Design and buildability
- Extending structural capability
- Preliminary site work
- The construction process
- Centreline girths
- Entries to dimension paper
- Development of descriptions
- Measurement and billing



Full information on all our courses is available on the website [www.surco.uk.com](http://www.surco.uk.com)