

Pearson BTEC Level 3 National in Construction

Unit 3: Tendering and Estimating



Sample Assessment Materials (SAMs)

*For use with Extended Diploma in Construction and
the Built Environment*

First teaching from September 2016

Issue 2

Edexcel, BTEC and LCCI qualifications

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Changes to rubrics

The rubrics in this Sample Assessment Material have been updated to provide clarity on the rules under which the task should be taken. Centres should read the Instructions for Teachers and Instructions for Learners sections carefully to understand the full detail of the changes. These changes have been summarised below for ease of reference:

Summary of Sample Assessment Material changes

Summary of changes made between previous issues and this current issue	Page number
<p>5th paragraph</p> <p>The paragraph on centres timetabling the supervised assessment period has been removed and replaced with wording on Pearson defining the supervised assessment period. This is to increase the rigour of the task by ensuring all learners must take it in the same timeframe.</p> <p>Maintaining Security bullets</p> <p>Bullets have been added to give teachers more information on how to maintain security for the task, including arrangements for supervised assessment, and for how the learners' work must be kept securely. These bullet points have been added to clarify supervising requirements for supervised assessment time.</p>	Page 2

Pearson BTEC Level 3 Nationals

Write your name here		Level 3
Surname	Forename	
Learner Registration Number	Centre Number	
<input type="text"/>	<input type="text"/>	
Construction and the Built Environment		Part S
Unit 3: Tendering and Estimating		Marks <input type="text"/>
Extended Diploma Sample assessment material for first teaching September 2017		Supervised hours 12

Instructions

- This booklet contains material for the completion of the set task under supervised conditions.
- This booklet is specific to each series and this material must be issued only to learners who have been entered to take the task in the relevant series.
- This booklet must be kept securely until the start of the 12-hour supervised assessment period.
- This booklet must be issued to learners during the period of 2 weeks specified by Pearson.

Information

- The total mark for this paper is 63.
- Materials allowed in the supervised assessment:
 - Calculator
 - Estimating Data booklet



Paper reference

XXXX/XX

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Instructions for teachers/tutors and/or invigilators

This booklet must be given to learners in its entirety as soon as it is received.

Centres must issue this booklet at the appropriate time and advise learners of the timetabled sessions.

Learners must have a calculator and the estimating data booklet to complete the set task.

During any break, materials must be kept securely.

The supervised assessment will take place in a period specified by Pearson. Centres should schedule all learners at the same time or supervise cohorts to ensure there is no opportunity for collusion.

Teachers/tutors should note that:

- Learners should not be given any direct guidance or prepared materials.
- Learners should not be given any support in writing or editing notes.
- All work must be completed independently by the learner.

Learners must not bring anything into the supervised environment or take anything out without your approval.

Centres are responsible for putting in place appropriate checks to ensure that only permitted material is introduced into the supervised environment.

Learners are not allowed to access a computer during the supervised assessment period.

Maintaining security:

- During supervised assessment sessions, the assessment areas must only be accessible to the individual learner and to named members of staff.
- Learners can only access their work under supervision.
- Any work learners produce under supervision must be kept secure.
- Only permitted materials for the set task can be brought into the supervised environment.
- During any permitted break and at the end of the session materials must be kept securely and no items removed from the supervised environment.
- Learners are not permitted to have access to the internet or other resources during the supervised assessment period.

- After the session the teacher/tutor or invigilator will confirm that all learner work had been completed independently as part of the authentication submitted to Pearson.

The set task is a formal external assessment and must be conducted with reference to the instructions in this task booklet and the Instructions for Conducting External Assessments (ICEA) document to ensure that the preparatory period is conducted correctly so that learners have completed their preparation validly and independently.

Outcomes for Submission

Each learner must submit the following on completion of the supervised assessment period:

A completed task booklet.

Each learner must complete an authentication sheet.

Instructions for learners

Read the set task information carefully.

In this booklet you will be asked to carry out specific (written) activities using the information and your own research on this topic.

You must have a calculator and the estimating data booklet to complete the set task.

Plan your time carefully to allow for the preparation and completion of all the activities.

You will complete the activities in the set task under supervision and your work will be kept securely during any breaks taken.

You must work independently throughout the supervised assessment period and must not share your work with other learners.

Your teacher/tutor/invigilator may clarify the wording that appears in this task but cannot provide any guidance in completion of the task.

This task must be completed under supervision in timetabled sessions provided by your centre. It is likely that you will be given more than one timetabled session to complete these tasks.

Outcomes for submission

You must submit the following on completion of the supervised assessment period:

A completed task booklet.

You must complete a declaration that the work you submit is your own.

Set task brief

Scenario

You are an estimator working for the regional construction company Nicol Brown Construction Ltd, with an annual turnover of £30 million. You are to produce the estimate for a project using traditional methods.

Project

The project is for 20 new units on an existing industrial estate, located on the edge of a market town.

The project consists of industrial buildings on reinforced concrete raft foundations, with a structural steel frame covered with a profiled steel cladding system. There are brick cavity walls below to a height of 2 m, and internal fair-faced block walls. Mains gas, electricity and water services will be supplied to the building to meet the needs of potential future installations. The interiors will be left for fitting out to suit the needs of future occupiers.

Nicol Brown Construction Ltd company profile

Your company is a regional contractor with an annual turnover of £30 million, employing 350 staff and operatives. The company directly employs the key trades, including bricklayers, carpenters, ground-workers and general construction operatives, but subcontracts other trades and installations.

Your company is based in the town of Toleigh and is currently operating at 65% capacity.

The company was established in 1949. A cautious attitude to commercial risk has, over the years, facilitated a steady, generally uninterrupted growth rate. The company is in a relatively strong position for its size with a net worth of £11 million.

The company wants to go through a period of rapid expansion as the present directors wish to retire in a few years' time and sell their majority shareholdings for the best possible price. They feel that a doubling of turnover within a period of five years is a realistic target. They are therefore willing to increase their exposure to some commercial risk but are still generally risk averse.

Recent tendering activity

- Your company has tendered for six contracts in the last two months.
- A new local authority primary school in Toleigh – £5.3 million – unsuccessful tender.
- A residential development of 55 dwellings for South Riding Housing association, 25 miles from Toleigh – £6.6 million – unsuccessful tender.

- A new factory for a manufacturer of electronic products, 15 miles from Toleigh – £4.3 million – successful tender.
- An apartment block refurbishment in London for a private client, 100 miles from Toleigh – £4.1 million – unsuccessful tender.
- New retail units in Toleigh for a pension fund – £3.2 million – unsuccessful tender.
- A new cruise terminal in Liverpool, 125 miles from Toleigh for a local consortium – £18 million – unsuccessful tender.

In all of the tenders, the company had submitted fully committed bids and the directors had made adjustments to the tender sum in an effort to increase their chance of submitting a successful bid. When the company was unsuccessful, the winning tender was between 1% and 3.5% lower than their bid.

Commercial intelligence

The company has contacted key suppliers in the area and has discovered that there are three other companies tendering for the project. By networking, talking to suppliers, reading press notices and subscribing to a contract information service, the company has found out the following information about the competition.

Contractor A is a company based in the same town as the new development. They are thought to have a turnover of around £10 million, achieved via a small number of relatively large projects. Your company has relatively little experience of tendering against this company but you have heard that they have a reputation for 'buying' work, i.e. submitting very low bids when they near the end of current contracts. You believe that they are currently working on two £5 million contracts. One of these has just commenced and the other is four months from completion.

Contractor B is a national contractor with a turnover of £1.1 billion. The company has a regional office within 20 miles of the proposed site. The company generally works on larger projects in the major cities but the economic climate has resulted in them bidding for projects from £5 million upwards. They appear to have been winning tenders with very competitive pricing but have a reputation for submitting contractual claims whenever they identify a legal loophole.

Contractor C is one of your regular competitors and they are always competitive on tenders for industrial buildings. They have, however, been successful on a number of tenders recently and are thought to be working close to full capacity. The company has a turnover of £25 million and is based five miles from the proposed site.

Economic climate/market conditions

The construction market has been depressed for the past two years. Construction firms have been generally working at 80% capacity. In the last quarter, key economic indicators have provided evidence of economic growth, and both tender levels and supplier prices have started to rise.

Tender documents

The tender is to be produced using the bill of quantities provided.

The tender and contract information

The tender is for the construction of 20 new industrial units in Marketown.

Form of contract – JCT16 Standard Building Contract With Quantities (SBC/Q)

Method of measurement – NRM 2

Client – ABC Industrial Developments Ltd

Contract period – 40 weeks

Commencement date – 15th January 2018

Fixed price contract – without fluctuations

Rectification (defects liability) period – 12 months

Retention percentage – 5%

Contract bond – 10%

Interim certificates – monthly

Public liability insurance – £5 million

Client information

The client, ABC Industrial Developments Ltd, is a newly established development company formed 15 months ago. No accounts are available as the final filing date for the first set of annual accounts is not for another six months. The company has issued share capital of £100,000 but any other assets or funding is not known. This is the company's first project that has gone out to tender, although they have other projects at different stages of design in their portfolio and are in the process of acquiring more land. It is likely that the client will need to find savings should the tender exceed their budget.

Site visit report

- The site visit report included the following information.
- The site is a greenfield site and has not previously been developed.

- The site is open, rectangular in shape and will need fencing to all four sides. The total site perimeter is 360 m.
- There is a local primary school within 200 m of the site. The site is en route from a local housing estate to the local secondary school.
- The area has been in decline and there is evidence of social deprivation and antisocial behaviour, including vandalism and graffiti. Fly tipping has occurred on the site over a period of time.
- Access to the site is good, with good on-street parking.
- There are three mature trees on the site.
- A tipping facility has been located within 4 miles of the site. Charges are: general waste £25.00 per load and good quality cover material (subsoil) £10.00 per load.
- Temporary services will need to be brought in from the main services in the road.
- There is adequate space for site storage and accommodation.
- The site is located in Marketown, 15 miles from your company headquarters in Toleigh.

Borehole report

Depth (m)	Description
0	Ground level
0.200	Topsoil
0.450	Soft clay
0.750	Firm sandy clay
1.250	Stiff sandy clay
1.850	Rock

Groundwater was present from a depth of 1.200 m

Set task

You must complete ALL activities in the set task.

You need to produce tendering and estimating documentation to support the submission of a tender for the construction of 20 new industrial units.

It is recommended that you spend 30 minutes of your supervised assessment period reading the set task brief and the activities you are to complete. You may make notes and/or highlight information to use in the completion of your activities.

Activity 1: Commercial risk report

Produce a report for your commercial director that details the potential commercial risks the project may expose your company to, with justification of your recommended tendering strategy.

You are advised to spend 1 hour and 45 minutes on this activity.

Total for Activity 1 = 12 marks

Activity 2: Unit rates and measured work completion

You should refer to the estimating data book for this activity.

Complete the following in this task booklet:

- Build up the unit rates on the calculation sheets provided on pages 16 to 25.
- Complete the missing items of the bill of quantities on pages 32 and 33.
- Complete the measured work sections of the Bills of Quantities on pages 32 to 34

You are advised to spend 5 hours and 30 minutes on this activity.

Total for Activity 2 = 26 marks

Activity 3: Estimated total cost

You should refer to the estimating data book for this activity.

Complete the following in this task booklet:

- ◇ Complete the preliminaries calculation sheets on pages 27 and 28 then complete the pricing of the remaining sections of the bills and quantities on pages 31 and 35
- ◇ Complete the final summary of the bill of quantities on page 36 to arrive at an estimated total cost.

You are advised to spend 2 hours on this activity.

Total for Activity 3 = 9 marks

Activity 4: Report to justify the tender sum and full completion of the bill of quantities

Produce a report for the tender adjudication committee that considers all information in the set task brief to recommend and justify a tender sum.

The report should be accompanied by a completed final section of the bill of quantities on page 34, with a proposed allowance for overheads and profit, and director adjustment, to give the final total.

You are advised to spend 2 hours and 15 minutes on this activity.

Total for Activity 4 = 16 marks

Activity 1: Commercial risk report

Produce a report for your commercial director that details the potential commercial risks the project may expose your company to, with justification of your recommended tendering strategy.

You are advised to spend 1 hour and 45 minutes on this activity.

12 marks

A large rectangular box containing horizontal dotted lines for writing the report.

A large rectangular area with a double-line border and rounded corners, containing 25 horizontal dotted lines for writing.

Lined writing area for activity 1.

Total for Activity 1 = 12 marks

Activity 2: Unit rates and measured work completion

You will need to use the estimating data booklet to:

- ◇ build up the unit rates using the calculation sheets provided on pages 16 to 25
- ◇ complete the missing items in the bill of quantities on pages 32 and 33
- ◇ complete the measured work sections in the Bills of Quantities on pages 32 to 34.

You are advised to spend 5 hours and 30 minutes on this activity.

26 marks

Proposed 20 No industrial units for ABC Industrial Developments Ltd

Estimating – unit rate calculation sheet

Item (e)	Description	Unit of measurement
	Remaining excavated topsoil on-site in temporary spoil heaps	m ³
	Total	£

Proposed 20No industrial units for ABC Industrial Developments Ltd

Estimating – unit rate calculation sheet

Item (g)	Description	Unit of measurement
	Imported hardcore fill in level beds exceeding 50 mm not exceeding 500 mm, overall thickness 375 mm	m ³
Total		£

Proposed 20No industrial units for ABC Industrial Developments Ltd

Estimating – unit rate calculation sheet

Item (h)	Description	Unit of measurement
	Damp-proof membrane, 2000 g Visqueen, over 500 mm wide, horizontal	m ²
	Total	£

Proposed 20No industrial units for ABC Industrial Developments Ltd

Estimating – unit rate calculation sheet

Item (a)	Description	Unit of measurement
	High tensile steel reinforcement, 12 mm diameter, straight	t
Total		£

Proposed 20No industrial units for ABC Industrial Developments Ltd

Estimating – unit rate calculation sheet

Item (c)	Description	Unit of measurement
	Mesh reinforcement ref A252, weight 3.95 kg/m ² with 300 mm side and end laps	m ²
Total		£

Proposed 20No industrial units for ABC Industrial Developments Ltd

Estimating – unit rate calculation sheet

Item (e)	Description	Unit of measurement
	Facing brickwork in type A facings, in external skins of cavity walls, ½ brick thick in coloured mortar type 1	m ²
	Total	£

Proposed 20No industrial units for ABC Industrial Developments Ltd

Estimating – unit rate calculation sheet

Item (i)	Description	Unit of measurement
	75 mm cavity wall insulation built in as the work proceeds	m ³
	Total	£

Total for Activity 2 = 26 marks

Activity 3: Estimated total cost

You will need to use the estimating data booklet to:

- use the preliminaries calculation sheets on pages 27 and 28 to complete the pricing of the remaining sections of the bills and quantities on pages 31 and 35
- complete the final summary of the bill of quantities on page 36 to arrive at an estimated total cost.

You are advised to spend 2 hours on this activity.

9 marks

Preliminaries calculation sheets- for use with activity 3

Proposed 20No industrial units for ABC Industrial Developments Ltd		
Estimating – preliminaries calculation sheet		
Item (a)	Description	
	Site management and supervision	
Time- or value-related costs		
	Total	£

Proposed 20No industrial units for ABC Industrial Developments Ltd

Estimating – preliminaries calculation sheet

Item (b)

Description

Site accommodation, welfare facilities and storage

Set-up costs

Time- or value-related costs

Clearance/removal/final costs

		Total	£
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Bill of quantities

For

20No Industrial Units

Industry Close
Marketown
Shire County
MN99 77SC

For

ABC Industrial Developments Ltd

Maned and Gouldy
Quantity Surveyors
Measurement House
Standard Form Way
Newrulesville
NV12 6ZZ

Item	Description	Quantity	Unit	Unit rate	Total	
					£	p
	Preliminaries					
(a)	Site management and supervision	Item				
(b)	Site accommodation, welfare facilities and storage	Item				
(c)	Temporary electricity supply	Item			2,500.00	
(d)	Temporary fencing and gates	Item			8,010.00	
(e)	Site security	Item			20,360.00	
(f)	Fixed price contract	Item			115,384.00	
(g)	Allow the provisional sum of £10,000 for temporary site roads and car parking	Item			10,000.00	
(h)	Allow the provisional sum of £20,000 for employer's accommodation	Item			20,000.00	
(i)	Allow the provisional sum of £25,000 for insurances	Item			25,000.00	
(j)	Allow the provisional sum of £27,000 for scaffolding	Item			27,000.00	
(k)	Allow the provisional sum of £24,000 for mobile cranes	Item			24,000.00	
(l)	Allow the provisional sum of £6,000 for the provision of a contract bond	Item			6,000.00	
				To final summary	£	

Item	Description	Quantity	Unit	Unit rate	Total	
					£	p
(a)	5.2 Removing trees girth 1.500 to 3.000 m	3	No	125.47	376.41	
(b)	5.5 Removing topsoil to a depth of 150 mm	7421	m ²	0.48	3,562.08	
(c)	5.6 Bulk excavation to reduce levels not exceeding 2 m deep	2226	m ³			
(d)	5.9 Disposal of excavated material off site	3012	m ³	3.60	10,843.20	
(e)	5.10 Retaining excavated topsoil on-site in temporary spoil heaps	300	m ³			
(f)	5.12 Sand blinding in bed not exceeding 50 mm thick, finished thickness 40 mm	240	m ³	39.45	9,468.00	
(g)	5.12 Imported hardcore fill in level beds exceeding 50 mm not exceeding 500 mm, overall thickness 375 mm	2250	m ³			
(h)	5.16 Damp-proof membrane, 2000 g Visqueen, over 500 mm wide, horizontal	6243	m ²			
(i)	11.2 Reinforced in-situ concrete, C40P, in structures, horizontal, not exceeding 300 mm thick	1650	m ³			
(j)	11.9 Surface finishes to in-situ concrete, power floating to top surface	6000	m ²	0.34	2040.00	
(k)	11.13 Formwork to sides of foundations and bases 275 mm wide	680	m	7.20	4,896.00	
	Measured work			To collection	£	

Item	Description	Quantity	Unit	Unit rate	Total	
					£	p
(a)	11.33 High tensile steel reinforcement, 12 mm diameter, straight	4	t			
(b)	11.33 High tensile steel reinforcement, 10 mm diameter, in links	2	t	1826.43	3652.86	
(c)	11.37 Mesh reinforcement ref A252, weight 3.95 kg/m ² with 300 mm side and end laps	5965	m ²			
(d)	11.37 Mesh reinforcement ref B503, weight 5.93 kg/m ² in strips 600 mm wide with 300 mm end laps	432	m ²	11.84	5114.88	
(e)	14.1 Facing brickwork in type A facings, in external skins of cavity walls, ½ brick thick in coloured mortar type 1.	1488	m ²			
(f)	14.1 100 mm fair faced blockwork pointed one side in skins of cavity walls in sand lime mortar (1:1:6)	1441	m ²			
(g)	14.1 225 mm fair faced blockwork walls pointed both sides	1530	m ²	39.77	60,848.10	
(h)	14.14 Forming 75 mm cavities with 200 mm long double triangular stainless steel wall ties at 900 mm horizontal and 450 mm vertical spacing	1473	m ²	3.36	4,949.28	
(i)	14.15 75 mm cavity wall insulation built in as the work proceeds	1473	m ²			
(j)	14.16 Pitch polymer DPC horizontal single layer less than 300 mm wide	1040	m	4.01	4,222.40	
	Measured work			To collection	£	

Item	Description	Quantity	Unit	Unit rate	Total £ p
	<p>Collection</p> <p>From page 32</p> <p>From page 33</p>				
	Measured work			To final summary	£

Item	Description	Quantity	Unit	Unit rate	Total	
					£	p
	Prime cost and provisional sums					
(a)	Include the provisional sum of £300,000 for external works and drainage	Item			300,000.00	
(b)	Include the provisional sum of £450,000 for structural steelwork	Item			450,000.00	
(c)	Include the provisional sum of £400,000 for external cladding	Item			400,000.00	
(d)	Include the provisional sum of £160,000 for industrial door installations	Item			160,000.00	
(e)	Include the provisional sum of £60,000 for external personnel doors	Item			60,000.00	
(f)	Include the provisional sum of £1,500 for internal works	Item			1,500.00	
(g)	Include the provisional sum of £400,000 for contingencies	Item			400,000.00	
(h)	Include the prime cost (PC) sum of £300,000 for mechanical and electrical installations by a nominated subcontractor	Item			300,000.00	
(i)	Add for main contractor's profit	%				
(j)	Add for attendance	Item			1,000.00	
				To final summary	£	

Item	Description	Quantity	Unit	Unit rate	Total	
					£	p
	Final summary					
	Preliminaries from page 31					
	Measured work from page 34					
	Prime cost and provisional sums from page 35					
	<i>Sub total (estimated total cost)</i>					
	Add overheads and profit		Item			
	<i>Sub total</i>					
	Director's adjustment		+/-			
	<i>Final total (carried to form of tender)</i>				£	

Total for Activity 3 = 9 marks

Activity 4: Report to justify the tender sum and full completion of the bill of quantities

Produce a report for the tender adjudication committee that considers all information in the set task brief to recommend and justify a tender sum.

The report should be accompanied by a completed final section of the bill of quantities on page 36, with a proposed allowance for overheads and profit, and director adjustment, to give the final total.

You are advised to spend 2 hours and 15 minutes on this activity.

16 marks

Large rectangular area with horizontal dotted lines for writing the report.

A large rectangular area with a double-line border and rounded corners, containing 25 horizontal dotted lines for writing.

A large rectangular area with a double-line border and rounded corners, containing 25 horizontal dotted lines for writing.

Lined writing area for activity 4.

Total for Activity 4 = 16 marks

END OF PAPER **TOTAL FOR PAPER = 63 MARKS**

Unit 3: Tendering and Estimating – sample marking grid

General marking guidance

- All learners must receive the same treatment. Examiners must mark the first learner in exactly the same way as they mark the last.
- Marking grids should be applied positively. Learners must be rewarded for what they have shown they can do, rather than be penalised for omissions.
- Examiners should mark according to the marking grid, not according to their perception of where the grade boundaries may lie.
- All marks on the marking grid should be used appropriately.
- All the marks on the marking grid are designed to be awarded. Examiners should always award full marks if deserved. Examiners should be prepared to award zero marks if the learner's response is not rewardable according to the marking grid.
- Where judgement is required, a marking grid will provide the principles by which marks will be awarded.
- When examiners are in doubt regarding the application of the marking grid to a learner's response, a senior examiner should be consulted.

Specific Marking guidance

The marking grids have been designed to assess learner work holistically. Rows within the grids identify the assessment focus/outcome being targeted. When using a marking grid, the 'best fit' approach should be used.

- Examiners should first make a holistic judgement on which band most closely matches the learner response and place it within that band. Learners will be placed in the band that best describes their answer.
- The mark awarded within the band will be decided based on the quality of the answer in response to the assessment focus/outcome and will be modified according to how securely all bullet points are displayed at that band.
- Marks will be awarded towards the top or bottom of that band depending on how they have evidenced each of the descriptor bullet points.
- Emphasis of awarding marks for Activities 2 and 3 will focus on holistic marking of the application of estimating methodology.

Assessment focus	Sub task	Band 0	Band 1	Band 2	Band 3	Band 4
Activity 1: Commercial risk report		0	1-3 The impact and/or influence of the factors on commercial risk is attempted but is limited in its appropriateness to the scenario. Shows limited consideration of key commercial risk factors. Considers a few commercial risk factors that support the tender strategy recommendation made.	4-6 The impact and/or influence of the factors on commercial risk is appropriately applied, with some links to the scenario. Shows some consideration of the relative magnitude or importance of key commercial risk factors. Considers a limited range of partially relevant commercial risk factors that justify and support the tender strategy recommendation made.	7-9 The impact and influence of the factors on commercial risk is appropriately applied, with clear links to the scenario. Shows some consideration of both the relative magnitude and importance of key commercial risk factors. Considers a range of mostly relevant commercial risk factors that justify and support the tender strategy recommendation made.	10-12 The impact and influence of the factors on commercial risk is appropriately applied, with detailed links to the scenario. Shows comprehensive consideration of both the relative magnitude and importance of key commercial risk factors. Considers a broad range of fully relevant commercial risk factors that fully justify and support the tender strategy recommendation made.
	Commercial risk	No rewardable material.	Attempts to use limited appropriate technical language for reports.	Attempts to use some appropriate technical language for reports.	Uses appropriate technical language and tone for reports.	Uses appropriate technical language and tone throughout for reports.
	Communication skills	No rewardable material.				

Assessment focus	Sub task	Band 0	Band 1	Band 2	Band 3	Band 4
Activity 2: Unit rates and measured work completion		0	1-5	6-10	11-15	16-20
	Building up the unit rates	No rewardable material.	<p>Some calculations are attempted.</p> <p>Limited or inappropriate selection and use of data to build up unit rates, leading to many inaccuracies.</p> <p>Limited application of coverage rates to calculate quantities of materials required in unit rates.</p> <p>Limited application of estimating methodologies to build up unit rates, with many errors.</p>	<p>Most calculations are attempted.</p> <p>Some appropriate selection and use of data to build up unit rates, with some inaccuracies.</p> <p>Some accurate application of coverage rates to calculate quantities of materials required in unit rates.</p> <p>Some application of estimating methodologies to build up unit rates, with some errors.</p>	<p>Most calculations are completed.</p> <p>Mostly selects and uses the correct data to comprehensively build up unit rates, leading to a few inaccuracies.</p> <p>Mostly accurate application of coverage rates to calculate quantities of materials required in unit rates.</p> <p>Mostly correct application of estimating methodologies to build up unit rates, with few errors.</p>	<p>All calculations are completed.</p> <p>Consistently selects and uses the correct data to comprehensively build up unit rates, leading to minimal inaccuracies.</p> <p>Consistent and accurate application of coverage rates to calculate quantities of materials required in unit rates.</p> <p>Consistently correct application of estimating methodologies to build up unit rates, with minimal errors.</p>

	0	1-2	3-4	5-6	
Measured work section completion	No rewardable material.	<p>Insertion of some unit rates and calculations are attempted.</p> <p>Limited application of unit rates to produce an inaccurate final cost of measured works.</p>	<p>Insertion of most unit rates and calculations are attempted.</p> <p>Some application of unit rates to produce a final cost of measured works that contains some inaccuracies.</p>	<p>Insertion of all unit rates and calculations are completed.</p> <p>Applies unit rates to produce a final cost of measured works, with minimal inaccuracies.</p>	

	Band 0	Band 1	Band 2	Band 3
Assessment focus				
Activity 3: Estimated total cost	<p>0</p> <p>No rewardable material.</p>	<p>1-3</p> <p>Most calculations are attempted.</p> <p>Pricing of the preliminary items shows limited application of appropriate data or methodologies.</p> <p>Completion of the estimated total cost using the bill of quantities shows many inaccuracies.</p>	<p>4-6</p> <p>All calculations are attempted.</p> <p>Pricing of the preliminary items shows some application of appropriate data and methodologies.</p> <p>Completion of the estimated total cost using the bill of quantities shows some inaccuracies.</p>	<p>7-9</p> <p>All calculations are completed.</p> <p>Pricing of the preliminary items shows correct application of appropriate data and methodologies.</p> <p>Completion of the estimated total cost using the bill of quantities shows minimal inaccuracies.</p>

Assessment focus	Sub task	Band 0	Band 1	Band 2	Band 3	Band 4
Activity 4: Report to justify the tender sum and full completion of the bill of quantities	Justification of tender sum for adjudication and full completion of the bills of quantities	0	1-4 Recommended tender sum shows limited justification or consideration of risk factors. Limited consideration and/or understanding of issues from: <ul style="list-style-type: none"> • commercial intelligence • current workload • attitude to risk • organisation aspirations. Recommendations are limited in relevance to the scenario, with little consideration of risks or lack of relevance for tender adjudication/settlement. An incomplete attempt of the bill of quantities.	5-8 Recommended tender sum shows some justification and consideration of relevant risk factors. Some consideration and understanding of issues from: <ul style="list-style-type: none"> • commercial intelligence • current workload • attitude to risk • organisation aspirations. Some recommendations are relevant to the scenario, with some consideration of risks or relevance for tender adjudication/settlement. Completes the remaining sections of the bill of quantities.	9-12 Recommended tender sum is mostly justified, taking into account many of the relevant risk factors. Shows a mostly developed understanding of the conflicting and complex issues from: <ul style="list-style-type: none"> • commercial intelligence • current workload • attitude to risk • organisation aspirations. Recommendations are mostly relevant to the scenario, with some justification of risks and relevance for tender adjudication/settlement. Completes the remaining sections of the bill of quantities.	13-16 Recommended tender sum is fully justified and takes into account most of the relevant risk factors. Shows a fully developed understanding of conflicting and complex issues from: <ul style="list-style-type: none"> • levels of competition • commercial intelligence • current workload • attitude to risk • organisation aspirations. Recommendations are relevant to the scenario, with full justification of risks and relevance for tender adjudication/settlement. Completes the remaining sections of the bill of quantities.

	Communication skills	No	Attempts to use limited appropriate technical language for reports.	Attempts to use some appropriate technical language for reports.	Uses appropriate technical language and tone for reports.	Uses appropriate technical language and tone throughout for reports.
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