

**Formal Training Scheme to Associate Membership  
CORE OBJECTIVES (BUD)**

| <b>1. Introduction</b>  | <b>Code</b> | <b>ES initials and Date of Assessment</b> |          |          |          |
|---|-------------|---|----------|----------|----------|
|   |             | <b>G</b>                                  | <b>K</b> | <b>E</b> | <b>C</b> |
| <b>1.1 Have a working appreciation of the history, activities, structure, Management System, Quality Assurance System and personnel &amp; welfare policies of the Company</b><br><br>- conversant with all relevant data and charts | <b>E</b>    |   |          |          |          |
| <b>1.2 Be able to use computer applications on the production of day-to-day reports</b>   | <b>E</b>    |   |          |          |          |
| <b>1.3 Have a working appreciation of your responsibilities with respect to site safety by being familiar with current legislation</b><br><br>- read the safety regulations   | <b>E</b>    |   |          |          |          |

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| <b>2. Producing Work</b>   | <b>Code</b> | <b>ES initials and Date of Assessment</b> |          |          |          |
|--|-------------|---|----------|----------|----------|
|  |             | <b>G</b>                                  | <b>K</b> | <b>E</b> | <b>C</b> |
| <b>2.1 Have a good working appreciation on:-</b><br><ul style="list-style-type: none"> <li>- how all parties to a contract exercise their duties and responsibilities</li> <li>- the practical application of the various documents forming a particular contract</li> <li>- the procedure of procurement of contracts</li> <li>- the process of design</li> </ul> | <b>K</b>    |   |          |          |          |
| <b>2.2 Have a working appreciation of the procedure for the issue and/or receipt, registration and filing of work instructions and/or drawings and amendments</b>  | <b>E</b>    |   |          |          |          |
| <b>2.3 Be able to keep accurate daily records of events and instructions</b>   | <b>C</b>    |   |          |          |          |
| <b>2.4 Be able to read and co-ordinate drawings and/or implement work instructions by being involved on a day-to-day basis in this process</b>   | <b>C</b>    |   |          |          |          |
| <b>2.5 Demonstrate your competence by the quality of work related to the dimensional control and accuracy of the work which you are implementing</b>   | <b>E</b>    |   |          |          |          |
| <b>2.6 Have a working appreciation of the use and performance of equipment and/or plant used in implementing a solution of the works</b>   | <b>K</b>    |   |          |          |          |

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|   |      | G                                  | K | E | C |
| 2.7 Be able to plan, programme and progress work by programming a section of work and being involved in progress monitoring and reporting   | E    |                                    |   |   |   |
| 2.8 Be able to:<br><br>- record or independently check work done for payment purposes   | E    |                                    |   |   |   |
| 2.9 Have a good appreciation of the sources and availability of material, plant and equipment, manpower and sub-contractors used in a construction project  | E    |                                    |   |   |   |
| 2.10 Have a critical approach to safety matters in the implementation process and in the observance of safe working practices<br><br>- appreciate good safety practices relevant to your work by reference to company safety manual | E    |                                    |   |   |   |
| 2.11 Have a sound working appreciation of :<br><br>- the principles of quality control related to meeting a designated specification  | E    |                                    |   |   |   |
| 2.12 Have a good understanding of and be able to implement Site Quality Assurance Systems   | E    |                                    |   |   |   |

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|  |      | G                                  | K | E | C |
| <p><b>2.13 Be able to supervise project personnel and sub-contractors in your responsible areas/zone/block</b></p> <ul style="list-style-type: none"> <li>- demonstrate your ability by the smoothness of your work</li> <li>- appreciate the role of various parties</li> </ul> | C    |                                    |   |   |   |
| <p><b>2.14 Be able to co-ordinate with the Client/Consultant/Sub-Contractor</b></p> <ul style="list-style-type: none"> <li>- demonstrate your ability by the smoothness of your work</li> </ul>  | C    |                                    |   |   |   |
| <p><b>2.15 Be able to co-ordinate the interface of building services installations and builder's work</b></p>  | K    |                                    |   |   |   |
| <p><b>2.16 Be able to ensure all incoming and outgoing documents are properly circulated and action</b></p> <ul style="list-style-type: none"> <li>- demonstrate your ability by the smoothness of your work and understanding of Document Management System</li> </ul>          | K    |                                    |   |   |   |
| <p><b>2.17 Appreciate engineering fundamentals including general falsework, formwork and temporary work</b></p>  | E    |                                    |   |   |   |
| <p><b>2.18 Appreciate the procedures for foundation construction and geotechnical engineering works</b></p>  | G    |                                    |   |   |   |

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| 3. Planning Work  | Code | ES initials and Date of Assessment |   |   |   |
|---|------|------------------------------------|---|---|---|
|   |      | G                                  | K | E | C |
| 3.1 Have experience in identifying and defining a problem.  | E    |                                    |   |   |   |
| 3.2 General knowledge of national and International Standards, Codes of Practice, Technical Memorandum, etc related to building engineering work. | E    |                                    |   |   |   |
| 3.3 Be able to produce the solution to a general problem  | E    |                                    |   |   |   |
| - be able to draw together all the relevant data and analytical work appropriate to your sector of the building industry                          |      |                                    |   |   |   |
| - be able to produce a preferred solution   | E    |                                    |   |   |   |
| 3.4 Be able to present or suggest a solution to a given general problem   | E    |                                    |   |   |   |
| - produce documentation on the solution containing diagrams, sketches, charts, etc.   |      |                                    |   |   |   |
| AND/OR  |      |                                    |   |   |   |
| - produce general arrangement and detailed drawings using scales and drawing sizes appropriate to the information to be conveyed                  |      |                                    |   |   |   |
| 3.5 Appreciate the way technical specifications are an essential part of the solution of a problem  | E    |                                    |   |   |   |
| 3.6 Have experience of costing the solutions to problems with the assistance from cost estimator by reviewing                                     | K    |                                    |   |   |   |
| - cost estimates  |      |                                    |   |   |   |
| - cost benefit analysis   |      |                                    |   |   |   |
| - life cycle costing  |      |                                    |   |   |   |

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|  |      | G                                  | K | E | C |
| 3.7 Be thoroughly familiar with the requirements for safety problem solving by being familiar with the Regulations applying to your work   | E    |                                    |   |   |   |
| 3.8 Appreciate the way to produce programming in different stages<br><br>- understand the works procedure for deciding programming methods | E    |                                    |   |   |   |
| 3.9 Have experience of method statement production and programming in different stages   | E    |                                    |   |   |   |
| 3.10 Demonstrate the ability of resources planning   | E    |                                    |   |   |   |
| 3.11 Appreciate the general environmental considerations in a building project   | K    |                                    |   |   |   |

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| 4. Pre-Contract Work  | Code | ES initials and<br>Date of Assessment |   |   |   |
|---|------|---------------------------------------|---|---|---|
|   |      | G                                     | K | E | C |
| 4.1 Have a good understanding of the Company's tendering process  | E    |                                       |   |   |   |
| 4.2 Understand the tendering process, presentation and assessment | K    |                                       |   |   |   |
| 4.3 Knowledge of budgeting for a building project                 | K    |                                       |   |   |   |

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| <b>5. Post-Contract Work</b>  | <b>Code</b> | <b>ES initials and Date of Assessment</b> |          |          |          |
|---|-------------|---|----------|----------|----------|
|   |             | <b>G</b>                                  | <b>K</b> | <b>E</b> | <b>C</b> |
| <b>5.1 Have a working knowledge of the system and concept to be applied in the post-contract stage</b>                                | <b>E</b>    |   |          |          |          |
| <b>5.2 Be able to participate in the post-contract work of your project and be able to check work done for claims/charges/payment</b> | <b>E</b>    |   |          |          |          |
| <b>5.3 Understanding the budgeting review of a building project at interim and/or final stages</b>                                    | <b>E</b>    |   |          |          |          |