



PRACTICAL TRAINING 3

JANUARY 2014

ABSTRACT

From the 16th December 2013 to the 31st January 2014, I worked for the Quantity Surveying Team of the Sugar Investment Trust, Mauritius. The report was compiled to show the experience gained during the training. It was to be submitted to the Construction and Economic Management Department of the University of Cape Town following the end of the training period.

Course Code
CON3023X

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TERMS OF REFERENCE

From the 16th December 2013 to the 31st January 2014, I worked for the Quantity Surveying Team of the Sugar Investment Trust, Mauritius. The report was compiled to show the experience gained during the training. It was to be submitted to the Construction and Economic Management Department of the University of Cape Town following the end of the training period.

The Construction and Economic Management department instructions were as follows:

1. 160 hours (4 weeks) of approved experience employed in any of the built environment disciplines (construction; engineering; housing; property development and management; quantity surveying; relevant local authority, provincial and national government departments.
2. Provide information with regards to activities performed during training
3. Describe tasks carried out
4. Describe benefits of the training
5. The report should be submitted by March 2014.

Having completed the 3 weeks required for CON 1007X and only 2 weeks for CON2013X, I still had 6 weeks to complete in total, another 2 weeks for CON 2013X and 4 weeks for CON3023X.

Therefore I worked for seven weeks in total during the summer vacation to complete my training and the report below is for both training.

1. INTRODUCTION

1.1. Subject and Motivation for Report

This report is on a 6 weeks practical training at the in house Quantity Surveying department at the Sugar Investment trust, Mauritius. The report showcase knowledge, skills and experience gained during the training and how this will help me in my career.

1.2 Objectives of Report

The objectives of this report are therefore to:

- Provide a log of detailed activities carried out during the training.
- Provide information to show how some skills and experience were gained throughout the training.

1.3 Plan of Development

The report begins with an introduction as to why it was necessary and to what purpose it serves. It then focuses on various tasks carried out daily. And to end with, skills and experience gained during the course of the training period are discussed.

2. TASKS CARRIED OUT

2.1 Week 1

During the first week of work, I was introduced to the project that they were currently busy with. They were at the tendering stage of a property development called “Aurea – Living Harmony”. This project consisted of 4 stages where fully furnished flats would be built and sold to clients. The block of flats had different theme and had different interiors. The first stage of this particular project was to build a show house so that potential investors/buyers could have a look at. A bit of background information about the Sugar Investment Trust would be useful at this stage. Basically they own hectares and hectares of sugar cane fields in Mauritius but recently the price of sugar going down in the international market, the company decided to use some of its land in ideally situated locations for property development for the working class. The locations of these flats were within a few kilometres of one of the major cities in Mauritius. And since it was a big project and they were planning to make more development in the future, they decided to open a department for quantity surveying. Having found out about the background of the company, I was then sent straight in the quantity surveyors world. I had a look at the drawings and spend the day understanding the show house. The latter had six apartments and they had different themes as mentioned above. During the course of the week, I also prepared addendum and send it to sub contractors. The addendum was for the gas installation and after sending each addendum, I had to call the sub contractors to make sure that he received it and submit his bill of quantities within the deadline.

2.2 Week 2

In the second week, I was given a number of drawings to measure. I had to measure the tiling and skirting for the show house. This proved to be particular difficult because instead of measuring tiling by square metres, I had to measure it by number. So it took me more than one day to do this work. The reason why the tiling had to be measured again was because there was a huge discrepancy between the one that they measured at the office and the one that was received from the interior designers. Most of the week was spent measuring the tiling but during that period I also measured the finishes in the bathroom. It was part of the work that tenders had to be done soon. After the tiling

and finishes were measured, I had to compile a summary for what I measured. It turned out that the amount I got in my measurement was closer to the one they previously measured at the office.

2.3 Week 3

The third week of training was more focused on helping the Team Leader. I assisted the latter in the preparation of technical and financial evaluation report. Basically what I had to do was to look at the technical requirements for the component that was being built on site and see if the sub contractors had the necessary skills, experience and equipment to do the job. Then we had to look at their financial statements to see if they could undertake such a job to cover for all the expenses. A decision was later taken as to which sub contractor will get the job. This week was shorter than usual due to the public holidays for New Year.

2.4 Week 4

Week 4 started by evaluating tender offers that were received the week before. The tenders were for the fencing of the show house and it was just making sure that they priced everything correctly and the tender offers were reasonable. I then made a summary of the offers and submitted it to my team leader. I also had to look tenders for the solar farm that they were going to build on the project. This part was fascinating because it gave the opportunity to have a look at the latest technology used for supplying electricity to that project. Furthermore after looking at the tenders, I compiled a summary for the team leader. One of my colleagues helped me take some measurements on auto cad during this week. I helped him measure the brickwork and columns using auto cad.

2.5 Week 5

During this week, I assisted in the compilation of contract documents. My job was to overview the preparation of a contract document between the client which was SIT and the contractor for the design and, supply, installation, testing, commissioning and maintenance of solar firms for the Aurea development. The contract documents included: form of contract agreement, letter of acceptance, letter of intent, technical proposal, instruction to tenderers, particular conditions of contract, general condition of contract, technical specification, form of performance security, declaration of insurance, BOQ (base proposal and alternative proposal) and drawings. After all these documents were put together, the contract was sent to the team leader. I also carried out some works concerning filing of documents for the show house.

2.6 Week 6

In the sixth week, I compiled memorandum of agreement for consultancy services for interior design for the show house. The memorandum consisted of technical, financial proposals, bid documents and

insurance and program of work. After this, I put together letter of acceptance, addendums and tender correspondences. I had to call each company to make sure that they received the addendums and reply within the time frame.

2.7 Week 7

For the last week of the training, I created an invitation to tender to selected subcontractors concerning sanitary fixtures for the show residence and sent then to the contractors. I also measured some items like doors and windows. I helped in the measurement of sanitary fixtures as well. I then did some filling and handed over my work to the team leader.

3. BENEFITS OF TRAINING

3.1 Skills Gained

3.1.1 Measurement

I measured many items during the training period: tiling, columns, brickwork, and finishes among many more. Measuring was the activity that I did the most during these weeks. I think that I was exposed to different type of measurement and this greatly helped improving my measuring skills.

3.1.2 Communication

During the course of the training I interacted with many people. So I gained a lot from talking to all these people and developed my skill concerning talking in a professional work environment.

3.1.3 Preparation of tenders

I was greatly exposed to the tendering process during my training. I find out the different ways to send out tenders and how to evaluate them. This was an interesting aspect of this work since I was never exposed to such work before.

3.1.4 Working part of a team

The team that I worked with consisted of a team leader and four quantity surveyors. It was very important to have a good communication between us so that we can all be on the same wavelength and work efficiently together.

3.1.5 Professionalism

Working on a big project where millions of rupees are involved, someone has to be very professional and there is no room for mistakes. Therefore every piece of work leaving the office had to be cross checked and made sure that it was completed within a reasonable time and in a professional way.

3.2 Knowledge and Experience Gained

3.2.1 Measuring process

I had the opportunity to measure works over a million rupees and this make you realise how important your job is. This means that you have to be very careful while measuring. At first this put under a lot of pressure but if you are confident in what you are doing and have the proper knowledge, you can do a great job. This immense project definitely gave me that extra confidence and helped measuring under pressure.

3.2.2 Tender evaluation

Learning about the tender process was very fascinating as up to now, I only learnt about it in lectures and on paper but actually being part of that process I more complex and I now have a better understanding. This will be of major importance going forward with my career.

3.2.3 Negotiations

During the training period, I had the chance to attend a few meetings. I was also working with one of the senior quantity surveyors and as soon as there was a discrepancy between the quotations from the contractor to ours, there was a lengthy negotiation and I learnt that the faster you solve an issue the more money you will save.

3.2.4 Communication skills

I find out that the better you communicate in this industry, the more problem you can avoid. Being in a team of six people and dealing with many sub contractors, I think definitely improved my communication skills.

3.2.5 Team player

The project that I worked on was really big and is definitely not a one man job. Therefore being part of a team where everyone is up to the same speed is very important. I had to catch up to my colleagues and start working as quickly as they did if I did not want to be left behind. This proved to be difficult in the beginning but once you get used to the environment and comfortable with everyone, I was able to work as efficiently as them.

4. EMPLOYER LETTER



Sugar Investment Trust

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Ref: SPDL/Testimonial/YS/01

31 January 2014

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

This to certify that Yudish Sumputh has been on training from 16 December 2013 to 31 January 2014 at the Sugar Investment Trust, Mauritius.

During his time here, he has been working within our in house Quantity Surveying Department. He has been instrumental in the tendering stage of our Integrated Property Development Project, Aurea – Living Harmony whereby he has been given the opportunity to perform the under mentioned duties which he has carried out with much diligence:

1. Preparation of addendum for tenderers.
2. Measurement of tiling and skirting.
3. Measurement of finishes
4. Assisted the Team leader in preparation of technical and financial evaluation report
5. Use of Auto Cad for measurement.
6. Assisted in the compilation of contract documents.
7. Assisted in the preparation of memorandum of agreements for consultants.
8. Filing of documents regarding the Aurea Show Residence project.
9. Assisted in preparation of tender for supply and delivery of tiling.
10. Assisted in preparation of tender for supply and delivery of sanitary wares.

He proved to be a conscientious, efficient and hard working person. Besides, he has also demonstrated excellent interpersonal and communication skills, willingness to assist co-workers and the ability to complete his tasks under pressure in a timely and professional manner. In addition, he had an overall regular attendance record.

Should you have any queries, please feel free to contact the undersigned.

Yours faithfully,


Dinesh Dabee
Quantity Surveyor

Email: ddabee@sit.mu

Yours faithfully,


Rakesh Kesobrawa
Team Leader – HR