LEARNING CONTRACT

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PROJECT DETAIL:

Family home of Ms Grey: 9 Hafnant, Winchwen, Swansea SA1 7LG

The property is a 1960's brick cavity semi-detached bungalow, within a generous corner plot in a quiet residential cul-de-sac. It has been tenanted for approximately 4 years but maintenance has become an issue in recent months. The client would like advice and assistance with respect to the following:

- A full building survey outlining all defects & maintenance required and prioritised accordingly.
- Determine the suitability of the garden to obtain outline planning permission for backland development prior to marketing.

The project detail would require the following to be achieved:

1. Carry out a building survey of the property.
2. Compile a building survey report.
3. Carry out a measured survey of the property.
4. Complete AutoCAD drawings.
5. Obtain location plan and block plan of site.
6. Complete relevant planning application forms etc.
7. Bound proposals for client's consideration.
8. Prepare cover letter to client.

Objectives:

1. Improve knowledge of this construction type and familiarise myself with materials and defects.
   Improve my ability to communicate any defects to a lay-person using the correct terminology.

2. Improve my ability to set out a professional report clearly.
3. Learn how to hand-sketch layouts and elevations of a building, obtain and apply accurate measured dimensions on the sketches using a Leica disto and tape measure, including check measurements.
4. Learn to identify sources of information.
5. Improve my AutoCAD skills.
6. Better understand the planning process, level of information required and appreciate planning policy guidelines.
7. Appreciate the importance of a comprehensive level of information to be able to achieve a successful project.
8. Understand the relationship between client and surveyor/designer, improve communication skills and develop a better understanding of clients wishes.

Resource strategies:
The whole process will be a huge learning curve. I will be working with another student, and my work over seen by Building Surveyor/Director of Heritage and Design Ltd. I will also be able to meet with my University assigned mentor Gavin Traylor for additional discussion and advice.

Proposed target dates:

- **Stage 1:** Work will entail producing a building survey and measured survey of the property and the plot size and producing any additional information that might influence the decision-making process, i.e.: cost for maintenance or unforeseen work. It is expected this will be complete by **30 December 2019.**
- **Stage 2:** AutoCAD drawings of existing house and plot – confirmation of garden being big enough to consider selling with outline planning permission for an additional dwelling. **28 February 2020.**
- **Stage 3:** Complete planning permission paperwork and draft letter for client. **30 March 2020**.

Evidence/Proof:

The production of the report, drawings, planning application forms and client letter will be overseen by the company director along with regular meetings either on site or office where a professional discussion will take place about the project to date. The final pieces of work will be available for the University either as a hard copy or published on Heritage and Design Ltd website as further verification of works undertaken. Throughout the work-based project small pieces of reflective work will be submitted at regular intervals outlining the learning in terms of positive and negative. Entries into my Continuous Professional Diary (CPD) will be updated regularly to further reflect on this learning curve.

Evaluation:

Evaluation can be done as a continuous learning method after each section is complete, feedback from mentor at the work-based project and the University mentor will discuss progress at regular intervals and once the work has been marked as a final submission it can be evaluated and reflected on again.