



**EC  
ITB\***

# **Estimating Methodology and Practice**

[www.ecitb.org.uk](http://www.ecitb.org.uk)

## Course Overview:

The Estimating Methodology and Principles course is delivered in an exclusive partnership between the Engineering Construction Industry Training Board and Kingsfield Academy. The course has been designed to provide an introduction to estimating methodology and practice and to working as an estimator in the Engineering Construction Industry.

## Target Audience:

The course is designed for both those new to the estimating role as well as for those with some experience but requiring a broader perspective. It has also been found to be beneficial for the development of staff working in another capacity but requiring a working knowledge of estimating (project management, discipline engineers etc.) and especially for graduate training schemes.

## Course Structure:

The course is designed to give the learner an overview of the principles and practices of estimating and how the role is linked to all activities company wide, demanding of the practitioner a range of inter-personal skills as well as all of the technical abilities associated with preparing an estimate. The course is delivered over 3 consecutive days for groups of 8 to 10 learners. The course can be held in-house for a group of learners from a single company or at a centrally located, hired venue, to facilitate an event comprising a group drawn from multiple companies.

When learners leave the course they should be able to:

- Contribute to the preparation Estimates of all classes
- Produce a cash flow for an estimate
- Describe the methodology for whole life costing
- Appreciate the different types of IT used to produce an estimate
- Operate an estimate documentation and version control system
- Apply scaling factors, to existing estimates, such as size and location
- Understand the principles involved in the production of economic evaluations using NPV and other methodologies.

- Work effectively in a team producing an estimate
- Recognise issues of ethical concern
- Reflect upon performance and produce a personal development plan

## Course Content:

- Definitions and terminology
- Estimate structure – direct/indirect/other costs
- Classes of estimate, methodology and accuracy levels
- Factored estimates – in depth data and techniques
- Work breakdown structures
- Contingency and risk, overhead and profit.
- Locations factors – productivity, wage rates and currency conversion.
- Escalation
- Project evaluation, whole life costing and cash flow
- IT appreciation and in-house data-bases
- Estimate documentation and change control
- Technical work practices/job procedures
- Benchmarking
- Estimate audits
- Life cycle costing/economic evaluation
- General topics - ethics; duty of care; confidentiality; career development; communication; conflict resolution; effective working relationships/team-building

## Course Pre-Requisites:

The learner must have a good working knowledge of excel spreadsheets and individual computer facilities/laptops with excel installed for the course exercises are required.

ECITB grants are available to Member Companies.

**To book a course, or a course place, and to confirm grant availability, please discuss your requirements, in the first instance, with your ECITB Account Manager.**



**Engineering Construction Industry Training Board**

Blue Court, Church Lane,

Kings Langley, WD4 8JP

+44 (0) 01923 260000

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