

# Practical Training Report 2014



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**University of Cape Town**

**Construction Economics  
and Management**

**Bsc (Hons) Quantity  
Surveying**

**CON4035X**

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## 1. INTRODUCTION

### 1.1 Subject of report

This report describes the nature and duration of the practical training obtained in the workplace during 2013 and 2014.

### 1.2 Background to investigation

The Department of Construction Economics and management requires all students to complete 160hours of practical training each year, during vacation or part-time during term time. The aim of practical training is to supplement theoretical learning with practical exposure to work situations in the built environment.

### 1.3 Objectives of report

The objectives of this report are therefore to:

- Describe lessons and/or skills learnt during practical training
- Evaluate lessons and skills learnt with specific reference to course/degree outcomes
- Describe observations concerning technical or management issues that arose during practical training
- Compose a detailed weekly diary of work experience during practical training
- Draw conclusions on the lessons and work experience received during practical training

### 1.4 Limitations and scope of report

Although other lessons and skills were learnt throughout my honours year, with regards to course content, the focus of this report is limited to matters that involve practical training and skills and lessons learnt in the workplace.

### 1.5 Plan of development

The report begins with a brief description of Talani Quantity Surveyors, the quantity surveying company where practical training was received. It then focuses on the lessons and skills learnt during the workplace experience before attention is paid to the weekly occurrences that took place during practical training. Conclusions and reflections are then made on these experiences.

## 2. TALANI QUANTITY SURVEYORS

### 2.1 Background to the company

Talani Quantity surveyors is a quantity surveying company, established in march 2011, which provides independent, professional property and construction cost advice service to built environment clients. Talani has wide-ranging investment banking and property knowledge which allows for value-added cost management and cost advisory services.

Talani has offices in both Cape Town and Johannesburg and is involved in numerous projects around South Africa. This quantity surveying company provides services to the public and private sector as well as large corporations and SME enterprises.

### 2.2 Personal Experience – CON4035X

During the November 2013 – January 2014 as well as June 2014 – July 2014 vacation, I scheduled to work at a company called Talani Quantity Surveyors. During these two vacations I truly got to experience the real working world and it was the best working experience I had throughout my UCT career.

The week I started at Talani I was very afraid that I did not know enough as a new UCT graduate and therefore I was very shy and withdrawn around the office. Luckily, I had a friend who worked there already and therefore it was easier to make other friends, as he introduced me around.

The first week in the office I was given standard quantity surveying work to do, which involved working on WinQS, measurement software, which I was not familiar with at all. The work involved measuring ironmongery for a project one of the senior quantity surveyors were busy with, and as timid as I was about my knowledge, I found myself working very well amongst the other students and even answering questions that they did not know, which gave me quite a confidence boost.

During this week I got a feel for the company as well as the people working there, as everyone was extremely friendly and welcoming. The only rule I was told was the cake rule, which meant that if you are celebrating any event or achievement in your life, you were to bring cake for the entire office. This seemed like a pretty great rule until I realized I had to bring cake three times in the first month as I celebrated passing, graduation and my first pay cheque.

In my second week at Talani I started working on a project which I would be busy with for the rest of my time at Talani quantity surveyors. The work included asset valuations for the Western Cape government and involved measuring and valuing all government building around South Africa. This kind of work was very time consuming and tedious as I was doing the same work every day for over four

weeks. Regardless of this, I enjoyed the work and found the content fascinating and eye-opening.

With asset valuations I had to use WinQS again, which allowed me to learn how to use the software, as well as getting my work done as required. This was great bonus for me as I knew that I would be using WinQs throughout my honours degree, which gave me a real advantage going into the year. I found that WinQs was rather simple to use and I picked up the basics very quickly, allowing me to complete my work with ease and precision.

During my four weeks of asset valuations I was tasked with measuring off google earth, pricing on WinQs, and valuing on SPM. During this time I learnt the value of work ethic, as Talani was working alongside GAPP architects. This meant that Talani was measuring the buildings GAPP were giving us and therefore we had to work at the same speed as GAPP in order to handle the work load, as there were thousands of buildings to be measured.

Over the weeks I got to get to know the entire office, as everyone was very open and friendly and really wanted to get to know you too. I also spent a few hours a week working on traditional quantity surveying work by helping out the other students and junior quantity surveyors. These few hours taught me a lot about the real working world and how serious and professional you really need to be, as these are not projects that will be looked at for marks and then discarded, but rather projects that are actually being built and therefore real cost advice and measurement is needed.

### **3. CONCLUSION**

In conclusion the practical training I received at Talani Quantity Surveyors was eye-opening and very self-fulfilling. The work experience allowed me to grow as a potential junior quantity surveyor and expand my knowledge on quantity surveying as a whole.

I am very appreciative of the fact that I was able to receive my full practical training at Talani quantity surveyors as they taught me a great deal about the quantity surveying business as well as gaining friendships and professional relationships that I will continue to maintain throughout my career.

This work experience has allowed me to experience the true nature of the construction industry and exposure to the problems that come with the job. This has allowed me to grow and learn from these incidences and therefore develop skills that can help me deal with these kinds of problems in the future.

## 4. ANNEXURE A – Submission declaration

### SUBMISSION DECLARATION

#### Summary of Submission

I hereby declare that I have checked on PeopleSoft that I am **correctly registered** for the appropriate practical training courses for 2014.

Herewith the summary of the hours worked as part of my 2014 practical training submission:

(Indicate whether hours/days/weeks)

CON1007X	—
CON2013X	—
CON3023X	—
CON4035X	160
TOTAL	160

I further declare that I have read the 2014 course handout for the practical training requirements for the Department of Construction Economics and Management, understand the contents and acknowledge what my obligations for 2014 are. By ticking the checklist, I confirm that I have adhered to the minimum submission requirements applicable for 2014.

<input checked="" type="checkbox"/> Report	<input checked="" type="checkbox"/> Employer letter(s)	<input checked="" type="checkbox"/> Com Build Blog
<input checked="" type="checkbox"/> e-portfolio	<input checked="" type="checkbox"/> Com Build questionnaire	<input checked="" type="checkbox"/> Fund raising
<input checked="" type="checkbox"/> URL submission	<input checked="" type="checkbox"/> Submission declaration	<input checked="" type="checkbox"/> Com Build Letter

#### Plagiarism Declaration

1. I know that plagiarism is wrong. Plagiarism is to use another's work and pretend that it is one's own.
2. Where I have made use of referencing, I have used the Harvard convention for citation and referencing. Each contribution to, and quotation in, this report from the work(s) of other people has been attributed, and has been cited and reference.
3. This report is my own work.
4. I have not allowed, and will not allow, anyone to copy my work with the intention of passing it off as his or her own work.
5. I acknowledge that copying someone else's report or part of it, is wrong and declare that this submission comprises my own work.

Signature: \_\_\_\_\_

Date 21/10/14

Full Name of Student Jayde Bolton

Student Number BLTJAY001

## 5. ANNEXURE B – Employer letter



CRFS/bm

20 January 2014

**TO WHOM IT MAY CONCERN**

**EMPLOYMENT: JAYDE BOLTON**

We confirm that Jayde Bolton was employed at Talani Quantity Surveyors (Pty) Ltd from 3 December 2013 to 22 January 2014. She did not work during the Christmas and New Year week due to our office end of year closure.

She was mainly employed in our asset management division carrying out measurement, valuations and data analysis.

Yours faithfully

**CRF Steffen**  
**Director**  
For Talani Quantity Surveyors (Pty) Ltd

**6. ANNEXURE C – Log book for June period**



**Talani Quantity Surveyors (PTY) LTD**  
**Employee Transactions Report**  
 For Office: CPT - Talani QS - CT  
 Current Period End: 31/01/2014  
 From: 01/01/2014 To: 05/11/2014

Date	Client name	Client	Task	Act/Ovh	Hours	Amount	Narration
<b>JAD001</b>	Jade Bolton		<b>Category: STAFF</b>				<b>Service Line: Unassigned</b>
			<b>Office: Talani QS - CT</b>				<b>Sub ServiceLine : Unassigned</b>
30/06/2014	WCG PAM: Building Audit (SLA) - Data Analysis	C1355	USS005	Sundry & general tasks	8.00	1 280.00	Measuring Metro-North Cape Town
01/07/2014	WCG PAM: Building Audit (SLA) - Data Analysis	C1355	USS005	Sundry & general tasks	8.00	1 280.00	Measuring Metro- North Cape Town
03/07/2014	WCG PAM: Building Audit (SLA) - Data Analysis	C1355	USS005	Sundry & general tasks	4.00	640.00	Measuring Metro- North Cape Town
04/07/2014	WCG PAM: Building Audit (SLA) - Data Analysis	C1355	USS005	Sundry & general tasks	4.50	720.00	Measuring Metro-north Goodwood
04/07/2014	WCG PAM: Building Audit (SLA) - Data Analysis	C1355	USS005	Sundry & general tasks	3.00	480.00	Measuring Metro- North Cape Town
07/07/2014	WCG PAM: Building Audit (SLA) - Data Analysis	C1355	USS005	Sundry & general tasks	8.00	1 280.00	data capturing
08/07/2014	WCG PAM: Building Audit (SLA) - Data Analysis	C1355	USS005	Sundry & general tasks	8.00	1 280.00	data capturing
09/07/2014	WCG PAM: Building Audit (SLA) - Data Analysis	C1355	USS005	Sundry & general tasks	8.00	1 280.00	metro north - cape town valuation
10/07/2014	WCG PAM: Building Audit (SLA) - Data Analysis	C1355	USS005	Sundry & general tasks	8.50	1 360.00	metro south - wynberg valuation
11/07/2014	WCG PAM: Building Audit (SLA) - Data Analysis	C1355	USS005	Sundry & general tasks	9.50	1 520.00	metro central - cape town data capturing
12/07/2014	WCG PAM: Building Audit (SLA) - Data Analysis	C1355	USS005	Sundry & general tasks	5.50	880.00	metro central - cape town data capturing
14/07/2014	WCG PAM: Building Audit (SLA) - Data Analysis	C1355	USS005	Sundry & general tasks	11.00	1 760.00	cape winelands - stellenbosch precinct data c
15/07/2014	WCG PAM: Building Audit (SLA) - Data Analysis	C1355	USS005	Sundry & general tasks	8.00	1 280.00	khayelitsha precinct data capturing
16/07/2014				Seminars & Training	7.00	0.00	winqs workshop[
16/07/2014	WCG PAM: Building Audit (SLA) - Data Analysis	C1355	USS005	Sundry & general tasks	3.00	480.00	
17/07/2014	WCG PAM: Building Audit (SLA) - Data Analysis	C1355	USS005	Sundry & general tasks	3.50	560.00	metro north - cape town valuations
17/07/2014	WCG PAM: Building Audit (SLA) - Data Analysis	C1355	USS005	Sundry & general tasks	6.00	960.00	data capturing - khayelitsha
18/07/2014	WCG PAM: Building Audit (SLA) - Data Analysis	C1355	USS005	Sundry & general tasks	11.50	1 840.00	metro north - cape town valuations
19/07/2014	WCG PAM: Building Audit (SLA) - Data Analysis	C1355	USS005	Sundry & general tasks	4.00	640.00	metro north - cape town valuations
20/07/2014	WCG PAM: Building Audit (SLA) - Data Analysis	C1355	USS005	Sundry & general tasks	2.00	320.00	metro north - cape town valuations
					<b>131.00</b>	<b>19 840.00</b>	
<b>Grand Total:</b>					<b>131.00</b>	<b>19 840.00</b>	

Report Selections:

Employee: JAD001  
 From Date: 01/01/2014  
 To Date: 05/11/2014