The Course

Welcome to the Construction Industry Academy WorkFace Planning Training Program. This is a comprehensive course in WorkFace Planning theory, practice and methodology. This course focuses on practical approaches to WorkFace Planning implementation, introduces case studies and facilitates analysis of real world examples of WorkFace Planning successes and failures.

This is not an introductory oil and gas training course. We don’t offer assisted exams, and we don’t offer retries on exams until the student passes. This is a comprehensive and rigorous course on the theory and practice of WorkFace Planning, provided to individuals in Construction Supervision, WorkFace Planning, Leadership or Management positions. This course is designed to ensure that students that complete the course material are able to apply their knowledge within WorkFace Planning and Management roles.

Our e-learning platform is designed to be collaborative, and it is expected that students will be active in discussion forums. Therefore, it is recommended that students log in to the site at a minimum of once every two days to stay current with discussions and obtain full participation marks.

Prerequisites

There are no prerequisites for this course. For those planning to apply for WorkFace Planning Certification through the Construction Industry Academy, please ensure that you meet the eligibility criteria. For more information, visit our website at www.cialearning.com.

Course Fees

- Online course (5 weeks) - $1,300.00 + GST

Note: This course price includes a copy of the course textbook. This text will be mailed to you upon registration.

Course Outline

**Week One**

1. Module One: What is WorkFace Planning?

**Week Two**

4. Module Four: Construction Work Packages
5. Module Five: Field Installation Work Packages
6. Module Six: Module Installation Work Packages

Week Three

7. Module Seven: Integration of WorkFace Planning with Quality and Turnover
8. Module Eight: Scheduling Concepts and Integration with WorkFace Planning

Week Four

10. Module Ten: WorkFace Planning Software
11. Module Eleven: Health, Safety and Environmental Considerations

Week Five

12. Module Twelve: Common Problems with WorkFace Planning Implementation

Course Texts


Course Platform

All access to your course materials will be via the EDU 2.0 e-learning platform. Login information will be provided to each student via email prior to the course start date.

The web address of our academic learning platform is http://cialearning.edu20.com

There is a zero tolerance policy for students providing login access to individuals that are not registered in the course. Distributing your login information to other learners will result in your login credentials being revoked and a failing grade assigned in any courses in which the student is registered at that time.

Please be aware that all course notes, group discussions and PowerPoint material is copyright and intended for the sole use of the students registered in the course. Reproduction, sale, posting materials on social media or other file sharing sites, or any other distribution of our course material is strictly prohibited. If you have any questions regarding this policy please contact your course facilitator.

Course Assessment

The pass mark for this course is 70%. Assessments for the online course will consist of participation in discussion forums completed each week, two quizzes, a group assignment and a final exam. Weighting for each graded component of the course will be as follows:
WorkFace Planning Training Program  
(WFPTP-103 Section A11: e-learning) 
Construction Industry Academy

- Quizzes: 10% x 2 = 20%  
- Discussion Postings: 35%  
- Group Assignment: 20%  
- Final Exam: 25%

Reading List

All readings will be from the assigned textbook for this course, along with PowerPoint files that are located within each weekly module. In certain weeks, students will be directed to websites to review material as well. It is expected that you complete the required readings for the week prior to the week beginning for online courses. This will allow you to more actively participate in the discussion postings, and therefore gain a greater understanding of the material through interactions with other students.

Reading Requirements for WorkFace Planning Training Program (WFPTP 103: A11) e-learning

<table>
<thead>
<tr>
<th>Week</th>
<th>Textbook:</th>
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<tbody>
<tr>
<td>Week One</td>
<td>Chapter 1, Chapter 2 (p 21-29), Chapter 3 (p. 53-55 – Value Engineering), PowerPoint Slides</td>
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<tr>
<td>Week Two</td>
<td>Textbook: Chapter 7 (p. 106-112), PowerPoint Slides</td>
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<tr>
<td>Week Three</td>
<td>Textbook: Chapter 7 (p. 113–115), Chapter 8, Chapter 10 (p. 178 – Sunk Costs), Chapter 16 (p. 286-288, 295-297), Chapter 17, PowerPoint Slides</td>
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<tr>
<td>Week Four</td>
<td>Textbook: Chapter 19 (p. 340-346), PowerPoint Slides</td>
</tr>
<tr>
<td>Week Five</td>
<td>Textbook: Chapter 3, Chapter 4, PowerPoint Slides</td>
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Course Videos

Video links will be posted within the weekly modules. Each video provides some insight on a practical application of WorkFace Planning, and should be discussed within your discussion postings each week.

Quizzes

Quizzes will consist of 25 questions each and will be open book. All quizzes are completed online within the e-learning platform for distance education students. You will see assessment links that identify quizzes to be completed within the course modules on the date that they are required to be completed. All quiz scores will be logged and only one attempt at each quiz will be provided.

Quizzes will be administered on the following dates for this cohort:

- November 28, 2013
- December 12, 2013
Quizzes must be completed by 11:59 PM MST of the date required in order to be graded. Late submissions will result in a grade of 0.

**Discussion Postings**

Students are required to actively participate in the discussion platform of the course. A minimum of three substantive discussion posting are required each week within the topics provided. Students that fail to meet this requirement will receive a less than satisfactory score in the discussion participation grades.

Discussion postings for the week are closed each Sunday by 11:59 PM MST and it is required that you have completed your discussion postings by this time. Please make your postings as early as possible in the week to facilitate more thorough and comprehensive discussion.

Discussion postings will be graded by content and application of course material. High marks are given for postings that are thorough in content and reflect upon the course material for the week. Regurgitation of course material will not earn a high grade in the discussion sessions. Your coach will be looking for analytical and practical application of the course material, as well as personal experience and real life applications of WorkFace Planning concepts.

**Group Assignment**

As you are completing this course with a cohort of other students, there is an expectation for group collaboration. One group assignment is required to be completed within this course, and a substantive amount of time will be provided for completion. Groups will be small (2-3 students), and a shared mark will be given for the combined efforts of participants. Participation evaluations will be completed by each student within the group to ensure that everyone within the group is contributing equally.

The details of the group assignment will be released to students in week two of the course, along with group pairings.

The deadline for group assignment submissions for this cohort is December 18, 2013.

**Final Exam**

The final exam for this course will consist of one 50 question exam. The exam is open book, and only one attempt at the final exam is allowed.

The final exam for this course will be held on December 22, 2013.

The final exam must be completed by 11:59 PM MST in order to be graded by your coach. Late submissions will result in a grade of 0.

You will see the link to the final exam within the module for week five. Please do not attempt this exam until the date required.
Course Timeline

This course begins November 18, 2013 and completes December 22, 2013.

Course Deferrals

This course is intensive, as there is a great deal of material to cover in a short period of time. Students should be diligent about keeping up with the required reading. If a student falls behind in their reading, provisions will not be made for extensions unless there are extenuating circumstances.

In the event that a student has extenuating circumstances that prevent them from continuing in the course at a given time, application may be made to the course administrator to have the student reassigned to a later cohort to complete the course.

Course Assistance

This course is facilitated by a course coach, or sometimes two if one is in training, that follows along with students within the work plan, provides real time feedback, and is available via email or within the course platform to answer any questions that you may have. One fear that many students have with distance education is a lack of rigor and interaction. We have tailored this course to mitigate those concerns and engage students in practical and productive learning in the comfort of your home or office. Keep in touch with your coach, and stay active on the discussion boards to get the most out of this course.

Course Facilitators for your Cohort

Dr. Ted Blackmon

Tannis Liviniuk

Contact Information for Course Facilitators

ted@cialearning.com
tannis@cialearning.com

We wish you all the best in your studies and hope you enjoy the course.

Sincerely,

Tannis Liviniuk

Academic Coordinator
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