

Specification

CIOB Level 4 Diploma in Public Service Building Control Surveying

The Chartered Institute of Building Awarding Organisation



CIOB Awarding Organisation

Level 4 Diploma in Public Service Building Control Surveying (603/3881/7Ofqual)

Specification

(RQF)

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1. PROGRAMME STRUCTURE AND RULES OF COMBINATION

1.1 Rationale

CIOB Level 4 Diploma in Public Service Building Control Surveying

The CIOB Level 4 Diploma in Public Service Building Control Surveying is designed for new Building Control officers working in the construction sector who are able to deal with domestic extensions and alterations. This qualification develops the learner's knowledge and skills to evaluate applications for compliance, liaise with stakeholders and carry out inspections to domestic construction projects safely and efficiently.

1.2 Progression to other Qualifications

This programme provides the underpinning knowledge and understanding for the BSc (Hons) Degree Building Control Surveying. Learners can progress onto the level 5 Diploma in Public Service Building Control Surveying. Higher education providers may consider these qualifications for exemption from certain modules within their degree programmes. Learners completing the level 5 Diploma can also progress to full chartered membership of the CIOB through the Chartered Membership Programme.

1.3 Programme Rules of Combination

To achieve the level 4 Diploma, learners are required to undertake all six units.

- Unit 4.1 Introduction to Public Service Building Control
- Unit 4.2 Health and Safety Professional Practice in Public Service Building Control
- Unit 4.3 Sustainable Construction Technology in Public Service Building Control Residential Buildings
- Unit 4.4 Customer Relationship Management in Public Service Building Control
- Unit 4.5 Public Service Building Control Finance
- Unit 4.6 BIM and Data Management in Public Service Building Control

Total Qualification Time for the Diploma is 1050 hours; 315 guided learning hours plus 735 personal study hours.

Units need not be undertaken in any specific order.

1.4 Unit Exemptions

Exemptions may be granted for related qualifications. All requests for exemptions must be sent to the CIOB Awarding Organisation, addressed to the Associate Director of Education, via awardingorg@ciob.org.uk.

Requests for exemptions should be accompanied by a transcript of the units studied and relevant unit descriptors. These will be reviewed by the CIOB's Chief External Verifier.

Exemptions will be granted for full units only, with no exemption granted for part of a unit. Qualifications used to support an exemption application must be valid and have been achieved within the past five years.

Exemptions will be granted for a maximum of one third of the qualification, (two units from the six required for the diploma).

Applicants have the right to appeal an exemption decision via the independent CIOB Grievance and Appeals Panel. Requests should be addressed to the CIOB Legal Secretary, via awardingorg@ciob.org.uk.

1.5 Entry Requirements

A minimum of three A-levels at grade C or higher (or equivalent)

or

A qualification at Level 3 S/NVQ in construction or a related discipline

or

Three years' relevant or related discipline experience

1.6 Unit and Assessment Grades

The tutor will award a grade for the achievement of each unit (fail, pass, merit and distinction). Unit grades apply to overall performance in units including assignments, practical exercises and course work.

Indicative marking descriptors for differentiating between levels of achievement when marking assignments are provided below (Section 1.9).

1.7 Grading

The overall grade for a CIOB qualification is calculated using a points system. Each unit grade attracts points as follows:

Distinction	3 points
Merit	2 points
Pass	1 point
Fail	0 points
Unit Exemption	1 point

1.8 Assessment

The assignments and exams are set by the approved provider and must be submitted for approval to the CIOB Awarding Organisation prior to being distributed to learners. The CIOB provides guidance and advice on the design and delivery of assessments.

All completed assessments are marked internally, internally verified and subject to external verification.

The assessment criteria cover three areas:

- 1. **Task achievement** This is a measure of how well the learner answers the task question/questions and the identification of the important aspects of the task.
- 2. **Technical content** This is a measure of how well the learner identifies, describes and evaluates the technical aspects of the task.
- 3. **Presentation** This is a measure of how well the learner presents the assignment and includes the quality of the structure and paragraphing, the quality and relevance of visual or graphical content and the referencing used for quoted sources.

1.9 Level 4 Diploma in Public Service Building Control Surveying Indicative Marking Descriptors

*Please note that the bands below describe indicative characteristics only. An overall holistic approach is required when assessing a learner's work and assigning a

grade.

Grade	Task Achievement	Inclusion of Relevant Technical Knowledge	Presentation/Coherence
	The Relevance of the Response	in Content	
Distinction			
70% +	The work demonstrates a comprehensive understanding of the task. All relevant information is included. The main issues are effectively identified and analysed. There is evaluation and some analysis of solutions to issues relevant to the task. The response shows control of content within the word count	The work demonstrates a strong understanding of a wide range of technical issues relevant to the task. There is analysis of the advantages/disadvantages of possible choices, risks and potential outcomes.	The work is appropriately structured, and the argument is developed coherently. There is a recognised form of source referencing which, supports the points in the task. Paragraphing and titling are used effectively to assist the reader. The use of visual/graphical information is clear and effective in assisting the reader. The graphical information is relevant to the task and is accurate.
Merit			
60-69%	The work demonstrates a clear understanding of the main issues relevant to the task. The issues are explained effectively and potential solutions identified. There is some attempt to analyse the merits of the solutions to the task. The task is broadly achieved within the word count, if relevant the assignment.	The work demonstrates an understanding of the key technical issues of the task. There is clear description of relevant technical aspects with some attempt to evaluate the merits of these as appropriate to the task.	Demonstrates an awareness of presentation and an attempt to present the information with clarity and coherence. There is referencing of sources and use of paragraphing and titling to assist the reader. There is use of clear graphical information to support the assignment which has broad relevance to the task. There may be some limited inaccuracies/omissions in these.
Pass			
40-59%	The work demonstrates an understanding of the task. The main points are identified, and the task is achieved. There is no attempt to evaluate or analyse the solutions. There may be some inaccuracies, omissions and irrelevant content. There may be lack of control in relation to the word count.	The work demonstrates an understanding of the main technical issues which are identified. This may be limited to description with little evidence of evaluation. There may be some omissions and inaccuracies in the detail. There may be some irrelevant details.	There is an attempt to structure the information. There is evidence of paragraphing and titling which is not always appropriate. Some basic graphical information may be included which is of some assistance to the reader. There may be some omissions or inaccuracies. The work is generally coherent but there may be occasional lapses in coherence and structure.
Fail			
0-39%	The work shows a poor understanding of the task. Frequent inaccuracies. Failure to identify important aspects of the task. Much of the information is irrelevant to the task. There may be evidence of copy and paste from external sources. The response may be limited to lists of words with no attempt to explain the relevance/merits of these to the task. The assignment may fall short of the word count.	The work demonstrates a lack of understanding of the technical aspects. There are omissions of important technical information. Errors are evident in the technical content. There is no attempt to explain the relevance of the technical content to the task.	Lacks structure and may be limited to lists of points which are not developed. Disorganised in structure causing difficulty for the reader to understand the points. The response is illegible or incoherent in places. No referencing of external sources. The graphical illustrations are of poor quality or absent. They may be irrelevant. There may be errors and a lack of clarity causing difficulty for the reader to understand.

1.10 Calculating Overall Qualification Grade

To calculate the overall qualification grade, the individual unit grades should be added together and compared to the table below:

1.10.1 CIOB Level 4 in Public Service Building Control Surveying Points and Grading

Learners must pass 6 units of the programme.

Total Points for all 6 Units	Overall Grade
18	
17	Distinction
16	Diotilionoli -
15 Refer to internal moderation procedures	
14 Defeate internal mediantics are addition	
14 Refer to internal moderation procedures	
12	Merit
11	werit
10 Refer to internal moderation procedures	
To record to internal medication procedures	
9 Refer to internal moderation procedures	
8	Pass
7	Pass
6 Refer to internal moderation procedures	
5 Refer to internal moderation procedures	
4	
3	Refer/Fail
2	
1	
0	

1.11 Indicative Reading List

General

Planning Portal

https://www.planningportal.co.uk

Legislation.gov.uk

http://www.legislation.gov.uk

Town & Country Planning Act 1990

http://www.legislation.gov.uk/ukpga/1990/8/contents

Policy Planning System

https://www.gov.uk/government/policies/planning-system

Central government information on the planning act

https://www.gov.uk/government/publications/2010-to-2015-government-policy-planning-reform/2010-to-2015-government-policy-planning-reform

The Approved Documents England

https://www.labc.co.uk/guidance/technical-guidance

The Approved Documents Wales

https://www.labc.co.uk/guidance/technical-guidance-wales

Unit 4.1 - Introduction to Public Service Building Control

Building Regulations (2010)

https://www.legislation.gov.uk/uksi/2010/2214/contents/made

The Approved Documents England

https://www.gov.uk/government/collections/approved-documents

The Approved Documents Wales

https://www.gov.wales/building-regulations-approved-documents

DLUHC website

https://www.gov.uk/government/organisations/department-for-levelling-up-housing-and-communities

The Building Act 1984

http://www.legislation.gov.uk/ukpga/1984/55

Sustainable and Secure Buildings Act 2004

http://www.legislation.gov.uk/ukpga/2004/22/contents

Climate Change and Sustainable Energy Act 2006

http://www.legislation.gov.uk/ukpga/2006/19/contents

LABC Rainbow Regs

https://www.members.labc.co.uk/guidance/resource-library/labc-rainbow-regs-31-building-regulations-2010

The Building Regulations &c. (Amendment) Regulations 2014

http://www.legislation.gov.uk/uksi/2014/579/contents/made

The Building (Approved Inspectors etc.) Regulations 2010 http://www.legislation.gov.uk/uksi/2010/2215/contents/made

What are the building regulations?

https://www.labc.co.uk/advice-building-projects/homeowners/what-are-building-regulations

Do I need a building regulations application (specific projects)...?

https://www.labc.co.uk/homeowners/do-i-need-building-regulations-application-specific-projects

Morton, R. and Ross, A. (2007). Construction UK: Introduction to the industry. (2nd ed.). Oxford: Blackwell.

Unit 4.2 - Health and Safety Professional Practice in Public Service Building Control

The Construction (Design and Management) Regulations 2015 https://www.legislation.gov.uk/uksi/2015/51/contents/made

Health and Safety Executive (HSE). (2015). Construction (Design and Management) Regulations 2015 L153, Guidance on Regulations. London: HSE Books. https://www.hse.gov.uk/pubns/books/l153.htm

Hughes, P., and Ferrett, E. (2015). Introduction to Health and Safety in Construction: for the NEBOSH National Certificate in Construction Health and Safety (5th ed.). London: Routledge.

Barber, J. (2002). Health and Safety in Construction: Guidance for Construction Professionals. London: Thomas Telford.

Unit 4.3 – Sustainable Construction Technology in Public Service Building Control - Residential Buildings

Chudley, R., Greeno, R. and Kovac, K. (2024). Chudley and Greeno's Building Construction Handbook. (13th ed.). London: Routledge.

Chudley, R., Greeno, R., Hurst, M. and Topliss, S. (2012).

Advanced construction technology. (5th ed.). Harlow: Pearson.

The Global eSustainability Initiative (GeSI). (2008). SMART 2020: Enabling the low carbon economy in the information age. Report. The Climate Group.

https://gesi.org/research/smart-2020-enabling-the-low-carbon-economy-in-the-information-age

Sustainability East. Guide: Sustainable Construction – Simple ways to make it happen. BRE Environmental Consultancy.

https://bregroup.com/projects-reports/guide-sustainable-construction-simple-ways-to-make-it-happen

Burton, S. (2012). Handbook of Sustainable Refurbishment: Housing (1st ed.). Abingdon: Routledge.

The Approved Documents England

https://www.gov.uk/government/collections/approved-documents

The Approved Documents Wales

https://www.gov.wales/building-regulations-approved-documents

The Building Act 1984

http://www.legislation.gov.uk/ukpga/1984/55

Sustainable and Secure Buildings Act 2004

http://www.legislation.gov.uk/ukpga/2004/22/contents

Climate Change and Sustainable Energy Act 2006

http://www.legislation.gov.uk/ukpga/2006/19/contents

LABC Rainbow Regs

https://www.members.labc.co.uk/guidance/resource-library/labc-rainbow-regs-31-building-regulations-2010

Unit 4.4 – Customer Relationship Management in Public Service Building Control

Competent Persons Schemes

https://www.gov.uk/building-regulations-competent-person-schemes

Competent person scheme – current schemes and how schemes are authorised

https://www.gov.uk/guidance/competent-person-scheme-current-schemes-and-how-schemes-are-authorised#how-schemes-are-authorised

The Party Wall etc. Act 1996

http://www.legislation.gov.uk/ukpga/1996/40

Water Act 2003

http://www.legislation.gov.uk/ukpga/2003/37

Unit 4.5 – Public Service Building Control Finance

The Building (Local Authority Charges) Regulations 2010 http://www.legislation.gov.uk/uksi/2010/404/contents/made

Local Authority Building Control Accounting Guidance for England and Wales (Fully Revised Second Edition 2010)

https://www.cipfa.org/policy-and-guidance/publications/l/local-authority-building-control-accounting-guidance-for-england-and-wales-pdf

LABC Rainbow Regs

https://www.members.labc.co.uk/guidance/resource-library/labc-rainbow-regs-31-building-regulations-2010

Kirkham, R. J. et al. (2014). Ferry and Brandon's cost planning of buildings. (9th ed.). Chichester: Wiley Blackwell.

Unit 4.6 – BIM and Data Management in Public Service Building Control

Anderson, J. (2020). Basics Architecture 03: Architectural Design. London: Bloomsbury Publishing.

Gregory, R. (2008). Key contemporary buildings: plans, sections and elevations. London: Laurence King.

Berge, B. (2009). The Ecology of Building Materials. (2nd ed.). London: Routledge.

Allen, E., Rand, P. (2016). Architectural Detailing: Function, Constructability, Aesthetics. (3rd ed.). Hoboken, New Jersey: Wiley.

BIM Resource Self Study Activity:

https://www.nationalbimlibrary.com/en-gb/bim-explained

https://www.nationalbimlibrary.com/content/pdfs/bim for the terrified.pdf

http://www.bimplus.co.uk/education/download-your-free-copy-popular-bim-guide

http://www.bimplus.co.uk/people/back-basics-what-how-and-why-bim-and-fm

http://www.bimplus.co.uk/people/bim-am-i-speaking-different-language

https://constructionmanagement.co.uk/courses/cpd-a-guide-to-level-2-bim

https://constructionmanagement.co.uk/courses/cpd-better-definition-with-bim

https://constructionmanagement.co.uk/category/bim-digital

https://www.designingbuildings.co.uk/wiki/Step-by-step guide to using BIM on projects

http://www.bimplus.co.uk/management/bluff1ers-gui3de-pa2s-1192

https://www.theb1m.com/BIM-For-Beginners

1.12 Knowledge and Skills Matrix

Specialist Knowledge & Skills			Transferable Skills					
Unit Title		Subject Knowledge & Understanding	Specialist Skills	Application of IT Skills	Presentation Skills	Communication Skills	People Management Skills	Project Management Skills
4.1	Introduction to Public Service Building Control	✓	✓	✓	✓	✓		✓
4.2	Health and Safety Professional Practice in Public Service Building Control	✓	✓	✓		✓		✓
4.3	Sustainable Construction Technology in Public Service Building Control - Residential Buildings	√	✓	✓		√		√
1 1 1	Customer Relationship Management in Public Service Building Control	✓	✓	✓	✓	✓	✓	✓
4.5	Public Service Building Control Finance	✓	✓	✓		√	✓	✓
4.6	BIM and Data Management in Public Service Building Control	✓		✓		✓	✓	✓

2. UNITS

Unit 4.1 – Introduction to Public Service Building Control

Unit Title	Introduction to Public Service Building Control	
Level	4	
Unit Reference Number	Y/617/3603	
Credit Value	18	
Unit Guided Learning Hours	54	
Unit Personal Study Hours	126	
Total Qualification Time	180	
Learning Outcomes The learner will:	Assessment Criteria The Learner can:	
Understand how the roles and responsibilities of other construction professionals, including Public Service Building Control, impact on the Building Control compliance of a development.	Describe the impact construction professionals have on Public Service Building Control compliance.	
Be able to interpret the Building Regulation framework.	2.1 Apply the Public Service Building Control Regulatory Framework to a range of building works.	
Understand the importance of collaborative communication for effective delivery of Public Service Building Control.	3.1 Evaluate how collaboration with other stakeholders can improve outcomes including public protection.	

Unit Information:

This unit is designed for existing or potential Public Service Building Control surveyors, giving them the knowledge and skills required to understand the Regulatory Framework within England & Wales.

This knowledge is gained through a mix of classroom learning, directed study time, tutor led virtual classrooms and experiential learning from the workplace.

This unit is assessed by a combination of written assignment and exam.

Unit 4.2 – Health and Safety Professional Practice in Public Service Building Control

Unit Title	Health and Safety Professional Practice in Public Service Building Control	
Level	4	
Unit Reference Number	D/617/3604	
Credit Value	18	
Unit Guided Learning Hours	54	
Unit Personal Study Hours	126	
Total Qualification Time	180	
Learning Outcomes The learner will:	Assessment Criteria The Learner can:	
Understand Health and Safety requirements, statutory processes and associated legislation that are relevant to Public Service Building Control.	1.1 Explain the Health and Safety obligations that relate to Public Service Building Control of all parties involved in works under current legislation.	
Be able to identify how the Construction Design Management Regulations and their application to organisations are applied and enforced for construction projects.	2.1 Describe how the enforcement of Health and Safety legislation ensures safe building sites.	

Unit Information:

This unit is designed for existing or potential Public Service Building Control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce English and Welsh Building Regulations effectively.

The unit aims to develop knowledge and understanding of the Health and Safety at Work Act and Construction Design Management Regulation requirements of the built environment within the specific discipline of Public Service Building Control.

This knowledge is gained through a mix of classroom learning, directed study time, tutor led virtual classrooms and experiential learning from the workplace.

This unit is assessed by a written assignment.

Unit 4.3 – Sustainable Construction Technology in Public Service Building Control - Residential Buildings

Unit Title	Sustainable Construction Technology in Public Service Building Control - Residential Buildings		
Level	4		
Unit Reference Number	H/617/3605		
Credit Value	19		
Unit Guided Learning Hours	57		
Unit Personal Study Hours	133		
Total Qualification Time	190		
Learning Outcomes The learner will:	Assessment Criteria The Learner can:		
Understand the performance			
characteristics of construction materials and components for modern and traditional construction works.	1.1 Assess to what extent construction materials and components meet the minimum requirements of the Building Regulations for a given project.		
characteristics of construction materials and components for modern and	materials and components meet the minimum requirements of the Building		

Unit Information:

This unit is designed for existing or potential Public Service Building Control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce English and Welsh Building Regulations effectively.

The unit aims to develop knowledge and understanding of low-rise construction and to provide an introduction to common construction materials and environmental interactions.

This knowledge is gained through a mix of classroom learning, directed study time, tutor led virtual classrooms and experiential learning from the workplace.

This unit is assessed by a combination of written assignment and exam.

Unit 4.4 – Customer Relationship Management in Public Service Building Control

Unit Title	Customer Relationship Management in Public Service Building Control	
Level	4	
Unit Reference Number	M/617/3607	
Credit Value	16	
Unit Guided Learning Hours	48	
Unit Personal Study Hours	112	
Total Qualification Time	160	
Learning Outcomes The learner will:	Assessment Criteria The Learner can:	
Understand the importance of marketing Public Service Building Control.	1.1 Evaluate alternative approaches used to promote the Public Service Building Control service.	
Understand how to communicate appropriately with different stakeholders.	2.1 Produce a plan evaluation report using language appropriate for a defined audience.2.2 Describe the information that should be included in promotional materials to different audiences.	

Unit Information:

This unit is designed for existing or potential Public Service Building Control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce English and Welsh Building Regulations effectively.

The principal aim of this unit is to introduce the way customer relationships can impact on successful building outcomes.

This knowledge is gained through a mix of classroom learning, directed study time, tutor led virtual classrooms and experiential learning from the workplace.

This unit is assessed by a written assignment.

Unit 4.5 – Public Service Building Control Finance

Unit Title	Public Service Building Control Finance	
Level	4	
Unit Reference Number	K/617/3606	
Credit Value	16	
Unit Guided Learning Hours	48	
Unit Personal Study Hours	112	
Total Qualification Time	160	
Learning Outcomes The learner will:	Assessment Criteria The Learner can:	
Understand the different costs attributable to construction work on domestic projects.	1.1 Identify how accurate quotations are generated for the construction of domestic projects within a given region or county area.	
Be able to calculate charges for the development, interpretation and consistent application of the Regulations relating to local authority charging for building projects.	2.1 Identify from drawings the likely cost of controllable work.2.2 Evaluate the factors taken into account to determine the cost of undertaking the Public Service Building Control service.	

Unit Information:

This unit is designed for existing or potential Public Service Building Control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce English & Welsh Building Regulations effectively.

The unit aims to develop knowledge and understanding of the financial implications for Public Service Building Control teams both in the setting of charges and awareness of building costs.

This knowledge is gained through a mix of classroom learning, directed study time, tutor led virtual classrooms and experiential learning from the workplace.

This unit is assessed by a written assignment.

Unit 4.6 – BIM and Data Management in Public Service Building Control

Unit Title	BIM and Data Management in Public Service Building Control		
Level	4		
Unit Reference Number	T/617/3608		
Credit Value	18		
Unit Guided Learning Hours	54		
Unit Personal Study Hours	126		
Total Qualification Time	180		
Learning Outcomes The learner will:	Assessment Criteria The Learner can:		
Be able to assess industry standard information contained within scaled drawings for compliance with Building Regulations.	1.1 Understand the information conveyed within technical drawings.1.2 Create scaled annotated solutions to show Building Regulation compliance.		
Understand the implications that a BIM enabled project would have on Public Service Building Control function.	2.1 Evaluate Public Service Building Control efficiencies that can be implemented by using BIM.		
3. Explain the security implications of electronic data.	 3.1 Explain the security processes in your organisation that control compliance with the following: General Data Protection Regulations (GDPR) legislation Commercially sensitive information Copyright legislation Storage and retention of data 		
Unit Information:			

This unit is designed for existing or potential Public Service Building Control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce English & Welsh Building Regulations effectively.

The principal aim of this unit is to introduce the student to the latest digital infrastructure around us and the way it is affecting all businesses including the wider construction sector.

This knowledge is gained through a mix of classroom learning, directed study time, tutor led virtual classrooms and experiential learning from the workplace.

This unit is assessed by a written assignment.