



CIOB Awarding Organisation

Centre Approval Guidance

CIOB Level 3 Diploma in Site Supervisory Studies (QCF)
CIOB Level 4 Certificate in Site Management (QCF)
CIOB Level 4 Diploma in Site Management (QCF)

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STATEMENT

It is the responsibility of the Centre involved with the delivery of CIOB Awarding Organisation qualifications to familiarise themselves with our guidance and procedural documentation.

Centres will be required to comply with all the relevant requirements as specified in our current and future documentation to ensure all regulatory conditions are met. New requirements may be issued at any stage as Ofqual has the authority to release new regulatory documents at any point in time. The Awarding Organisation will notify Centre's accordingly of any changes that may affect Approved Centre's.

To ensure you have the most up to date version of the CIOB forms, please contact the Education Team at awardingorg@ciob.org.uk

INFORMATION ABOUT THE CIOB AWARDING ORGANISATION

The Chartered Institute of Building (CIOB) is a nationally recognised Awarding Organisation providing qualifications at Levels 3 and 4 recognised under the Qualifications Credit Framework (QCF). The qualifications awarded by CIOB cover those who are involved in or wish to be involved in Site Supervision or Site Management.

The CIOB has been offering Site Supervision and Site Management courses for many years, achieving its Awarding Organisation status in 2001 and is regulated under the regulatory authority Ofqual. Each year several hundred candidates complete CIOB certificated courses.

This guide is designed to provide information to prospective colleges interested in providing CIOB Site Supervisory and Management courses.

Supplementary guides are available from the CIOB Awarding Organisation as follows:

- Level 3 Syllabus
- Level 4 Syllabus
- Student Handbook
- Code of Practice for Assessment
- Marking Schemes
- Internal Verification Guidance
- External Verification Guidance
- Guidance Notes for Centres and Course Tutors

Details can be found on the CIOB website at: www.ciob.org/content/awarding-body-0

1. CIOB QUALIFICATIONS

The CIOB awards Centre Approval through a submissions process for educational institutions and training companies who intend to offer the following CIOB qualifications:

Level 3 Diploma in Site Supervisory Studies (QCF) (Qualification No: 100/2591/1);
Level 4 Certificate in Site Management (QCF) (Qualification No: 100/2593/5);
Level 4 Diploma in Site Management (QCF) (Qualification No: 100/2594/7);

The Level 3 Site Supervisory and Level 4 Site Management programmes prepare the learner in providing them with the knowledge and understanding for either a supervisory or management role. Our qualifications offer the learner the opportunity for personal growth and engagement in learning.

2.1 Level 3 Diploma in Site Supervisory Studies

This course commenced in 1983. Full accreditation was gained in 2001 under the regulatory authority and ratified by the Construction Industry Council (CIC) in 2002. The course is reviewed on an annual basis and updated as required. The course is validated by the Construction Skills Validation Group, the last validation in *December 2009*.

The Diploma has been designed to meet the learning needs of both potential and actual supervisors working within the construction industry. It provides the underpinning

knowledge for the NVQ Level 3 in Construction Site Supervision awarded by Edexcel. Students working in a supervisory role should be then able to work towards NVQ Level 3. The NVQ Level 3 is acceptable as a qualification to gain the CSCS (Construction Skills Certification Scheme) Gold Card.

The course offers the following units:

- Planning Building Operations - assessment set by CIOB
- Organising and Controlling Operations
- Supervising Health, Safety and Welfare on a Construction Site
- Maintaining the Dimensional Accuracy of Construction Works - assessment set by CIOB
- Working with People on a Construction Site
- Developing Skills of Construction Site Teams and Self

All units are to be completed by candidates, no exemptions are granted. The six units may be taken in any order. To receive the full award the student must successfully complete all units of which each unit has a value of 7 credits. Although units will vary in length a minimum of 180 guided learning hours (30 hours per Unit on average) is required before the certificate is awarded. The expected duration of the course is one year.

There will be a formal evaluation at the end of two specified units for the award of the Diploma. Assignments for Planning Building Operations and Maintaining Lines and Levels, are set by the CIOB. The other four units are to be devised by the centre. Performance is assessed by project work and assignments.

2.2 Level 4 Certificate and Diploma in Site Management

The CIOB site management course initially began in 1976. Full accreditation was achieved in 2001 under the regulatory authority, QCA and ratified by the Construction Industry Council (CIC) in 2002. The course is reviewed on an annual basis and updated as required. The course was revalidated by the Construction Skills Validation Group, in *December 2009*. With the cessation of National Qualifications Framework (NQF) proposed for 2011, the Site Management qualification was transferred to the Qualifications and Credit Framework (QCF), full accreditation under the new framework and the regulators Ofqual was achieved for September 2010 delivery.

In June 2013 Construction Skills CSCS granted approval for candidates, on completion of the CIOB Site Management Qualification, are eligible to apply for the CSCS Black Managers Card for Construction Site Manager - Contracting.

Our Site Management course has been designed to meet the needs of employees training in Site Management or for those already employed in a managerial position. It provides the underpinning knowledge for the NVQ Level 6 Construction Site Management Diploma (QCF). Those students who are working in a management role, and wishing to gain a competency based qualification would then be able to work towards the NVQ Level 6 in Construction Site Management awarded by Edexcel, of which the assessor may use some of the units from the CIOB qualification towards the learner's portfolio of evidence. The NVQ entitles, on completion of the course, for candidates to apply for the CSCS Black Card.

The course offers the following units:

- Project Planning for Construction – *assessment set by CIOB*
- Project Control and Monitoring for Construction
- Managing the Quality of Construction of Construction Site Work - *assessment set by CIOB*
- Managing Health, Safety Welfare and Risk Control within a Construction Site – *assessment set by CIOB*
- Managing Dimensional Control on Construction Sites – *assessment set by CIOB*
- Developing and Managing Self and Construction Personnel
- Improving Managerial Skills within a Construction Environment
- Contractual and Legal Responsibilities within a Construction Environment
- Estimating and Measuring Work within a Construction Environment
- Managing Sub-Contractors within a Construction Environment
- Managing Building Services within a Construction Environment
- Managing Technology of Modern Construction.

All units are to be completed by candidates. There will be formal evaluation at the end of four specified units above, set by the CIOB. The other eight units are to be devised by the centre and are to be approved by the Awarding Organisation.

Any four units, including the Health and Safety unit, must be successfully completed for the award of the Certificate. A further eight units, a total of twelve units, must be successfully completed and will result in the award of the Diploma. All twelve units are mandatory for the full diploma qualification. Learners must complete the Health and Safety unit as a compulsory rule of combination within the first year in order to gain the certificate award. To enable flexibility for the centre this can be achieved at any time within the course. The CIOB will grant Associate membership once the Health and Safety unit and any other three units have been completed.

The learner must study and successfully complete a total of twelve units to gain the full Diploma award. Each unit provides a value of 8 credits. The expected duration of the course is two years; year one in order to gain the certificate and year two for the Diploma.

Although units will vary in length, a minimum of 360 guided learning hours (30 hours per Unit on average) is required before the Diploma can be awarded.

Completion of the Level 4 Diploma in Site Management with requisite experience will entitle the holder to apply for Incorporate Membership of the CIOB and to use the designatory letters ICIOB.

2. WHAT IS CENTRE APPROVAL?

CIOB Centre Approval is designed to meet the learning and quality assurance needs of those providing education, training and skills development. These include colleges of further education, private firms and training providers.

CIOB Centre Approval provides:

- Contemporary and relevant programmes of learning for Site Supervision and Site Management personnel

- Internationally recognised qualifications at Levels 3 and 4
- A system of quality assurance, supported by an annual audit process
- Support and assistance from dedicated staff at the CIOB
- Access to information through the CIOB website

Following CIOB approval, a centre can:

- Externally market, develop and deliver CIOB QCF qualifications at Levels 3 and 4
- Deliver the course subject to satisfactory external verification yearly
- Contact the CIOB for advice and support

3. WHAT IS INVOLVED IN CENTRE APPROVAL?

The CIOB Awarding Organisation requires all centres to be formally approved before they are able to offer a course to learners. Centre Approval is sought through the Submissions Process. The process examines the internal systems, procedures and resources of a centre to determine its suitability for delivering courses. In addition, proposals submitted by a centre are examined for delivering qualifications it wishes to run.

Centres are approved from the commencement of the academic year in which the application is approved. Approval will continue to run throughout unless certification is withdrawn following the application of sanctions. A Centre Agreement must be signed by the Centre once approval has been granted. Approval for centres without student registration for a continual period of 3 years will lapse and will require re-application for CIOB Centre Approval.

Centres on completion of the approval process are provided with a unique ID number which is created on entry in the CIOB Awarding Organisation CRM database.

The CIOB Awarding Organisation is regulated by Ofqual and adheres to regulatory arrangements for the QCF. CIOB approved centres must adhere to the procedures set by the CIOB Awarding Organisation to offer qualifications within the QCF.

3.1. The Centre Agreement

All Centres are required to enter into an agreement with the CIOB Awarding Organisation. This is a formal agreement to be signed by the Centre Principal and the CIOB Responsible Officer. This agreement outlines the necessary requirements in specifying the role and responsibilities of a centre in their dealings with the CIOB Awarding Organisation. The agreement is in keeping with the requirements of the General Conditions of Recognition as issued by the Office of Qualifications and Examinations Regulation (Ofqual) as the regulator of vocational qualifications (other than degrees), examinations and assessments in England, and of vocational qualifications in Northern Ireland.

By signing this agreement the Centre confirms their understanding of the terms and conditions and agrees to adhere to the requirements.

Failure to comply could result in the suspension of certification and/or withdrawal of centre approval.

SUMMARY OF THE CIOB SUBMISSIONS PROCESS

Centres seeking approval are required to make a written submission using the CIOB Approved Centre Application Form.

For a current copy of the application form please contact the Quality Coordinator awardingorg@ciob.org.uk

- The submission covers five main areas:
 - General information
 - Recourses to support the programme
 - The learning process
 - Equality of opportunity
 - Procedures for course organisation and review
- The CIOB Assessors Panel comprises of Members and Fellows of the Institute. An individual Assessor from the Panel will examine the proposal, provide a report of findings and recommendation of approval where the requirements of the Awarding Organisation are met, and summarise the documentation for presentation at the next Awarding Organisation Management Committee (AOMC) meeting for consideration and ratification.
- Where the documentation meets the full requirements of the Awarding Organisation, Initial approval may be granted at this stage by the Panel member prior to ratification from the Awarding Organisation Management Committee.
- The Awarding Organisation Management Committee (AOMC) may also recommend on the decision of the outcome, that the centre should receive a visit by an appointed CIOB External Verifier who will discuss the areas reported on examination, such as quality assurance and course delivery issues with centre staff. This will assist and support the centre in its submission. Where considerable issues over the quality of submissions are determined, the college will be advised to make a re-submission.

Section 10 of this document provides an example of a submissions visit itinerary.

- The examination of documents may also highlight the requirement for further documentation to be requested in order for the centre to meet the full approval criteria. Approval will then be granted on receipt of the subsequent required information being in order. Approval may be also granted with conditions. An allocated timescale to meet these conditions will be issued by the panel member/AOMC.
- When a submission meets the criteria of the CIOB Centre Approval process, approval will be granted for a continuous period subject to meeting satisfactory external verification. A letter of approval/approval with conditions or refusal is sent to the college informing them of the AOMC's decision, and when approved with the relevant course documentation, including set assignments, drawings and the Centre Agreement. Student Registration forms are available from the CIOB Education

Team. The CIOB Approved Centres List is updated on the appropriate web page showing the newly approved centre contact details.

- A newly approved centre will receive a planned visit by an appointed CIOB External Verifier, within the first six months of running, to offer support and to ensure the centre is delivering according to CIOB requirements. (An external verification fee will be incurred for this visit)

5.1 Procedures for Centres

To allow for adequate preparation, a centre is required to issue an expression of interest to the CIOB Awarding Organisation before it expects the programme to begin. Separate submissions will be required from colleges wishing to offer more than one CIOB qualification.

- The centre makes an expression of interest in running the programme(s) to the CIOB Awarding Organisation Quality Coordinator.
- The CIOB Awarding Organisation sends copies of the relevant course specification(s) and submission guidelines to the centre.
- The centre sends copies of the completed submission to the CIOB Awarding Organisation.
- The CIOB Assessor Panel member summarises and considers the application in accordance with the specified requirements. This may result in production of additional documentation from the centre
- Any changes to course provision since the initial submission must be notified to the CIOB Awarding Organisation immediately.

*Centres not running courses for three successive years will be required to seek re-approval.

4. HOW DO I MAKE AN APPLICATION TO BECOME AN APPROVED CENTRE?

The checklist set out below is for Centre Approval of Learning Providers seeking approval to run the Level 3 or 4 qualifications for the first time. It is anticipated that new centres may opt to run either the level 3 or level 4 in the first instance.

When submitting a proposal to become a CIOB Approved Centre, you must provide written detailed evidence of which meets the following criteria listed below in the following checklists:

Part 1: General Information		
Part	Evidence	Provided
1.	Name of Centre.	<input type="checkbox"/>
	Title of proposed course, option streams and proposed start date.	<input type="checkbox"/>
	Name of Department or Faculty.	<input type="checkbox"/>
	Name of Programme Manager.	<input type="checkbox"/>

	Name of the centre Quality Nominee. The single point of accountability for the quality assurance and management for the assessment of units and qualifications. (<i>CIOB must be informed every time new staff are recruited</i>).	<input type="checkbox"/>
	Introductory information on the Centre and Department or Faculty.	<input type="checkbox"/>
	The rationale for offering the course.	<input type="checkbox"/>
	Location of the programme's development within the Centre business plan.	<input type="checkbox"/>

Part 2: Resources to Support the Programme

Part	Evidence	Provided
2.1	Marketing of the programme and evidence of demand.	<input type="checkbox"/>
2.2	Details of the arrangements in place to obtain the learners Unique Learner Number (ULN). Centres are required to have arrangements in place to obtain on behalf of its learners a ULN and a learner record (<i>unless a learner chooses not to have one</i>)	<input type="checkbox"/>
2.3	The administrative arrangements, systems and tracking that are in place to support the assessment of units and the accumulation of transfer of credits. E.g. when a learner provides consent, to access the record of the learners previous achievements in their learner record in order to ensure that opportunities for credit transfer and exemptions are maximised:	<input type="checkbox"/>
a	Methods for recording exemptions, when necessary.	<input type="checkbox"/>
b	Details of the arrangements in place that allow recognition of prior learning (RPL).	<input type="checkbox"/>
c	Details of systems in place to track the progress of learners towards target awards.	<input type="checkbox"/>
d	Details of secure retention and transmission of details of assessment outcomes to the Awarding Organisation. Details of how a centre will hold and transmit securely the details of assessment.	<input type="checkbox"/>
2.4	Evidence of employer or funding organisation involvement in the development of the programme.	<input type="checkbox"/>
2.5	Learning and funding resources accessible through the centre.	<input type="checkbox"/>
2.6	Identification of the course team members facilitating each activity: Curricula Vitae and evidence of Site Supervisory and Management expertise relevant to the programme:	<input type="checkbox"/>
a	Tutors delivering the CIOB QCF qualifications should ideally be educated to Level 6 in a construction related discipline. This could be an honour's degree or a QCF level 6 vocational qualification. The CIOB definition of Construction Management is the broad discipline spanning all aspects building in construction from design to demolition. As a minimum, tutors must hold a level 4 qualification in a construction discipline and have at least 3 years of recent industry experience.	<input type="checkbox"/>
b	A professional development plan of the course team members in relation to site	<input type="checkbox"/>

c	supervisory and management practices. Members of staff who are corporate members or working towards this. <i>(A number of staff should be ideally corporate members of the CIOB or working towards this. This is not a compulsory requirement).</i>	<input type="checkbox"/>
27	The systems in place to assure the quality of the programme's design and to control the quality of its delivery.	<input type="checkbox"/>
2.8	Integration of on-site elements to include practical work, visits, liaison with CIOB Regional Centres and events and in addition to 'problem-solving' activities to ensure real-life applications of course delivery.	<input type="checkbox"/>
2.9	Operations/policies for complaints handling and appeals processes	<input type="checkbox"/>
2.10	The arrangements and procedures in place for when requests for reasonable adjustments are made.	<input type="checkbox"/>
2.11	The arrangements and procedures in place for when requests for special considerations are made.	<input type="checkbox"/>
2.12	Details of where a centre has a partnership arrangement between organisations, centres should provide evidence of documentation on the respective roles and responsibilities of each partner.	<input type="checkbox"/>

Part 3: The Learning Process		
Part	Evidence	Provided
3.1	Teaching and learning strategies to be adopted by the course team.	<input type="checkbox"/>
3.2	Student induction <i>(Combined course induction with CIOB student registration should be completed at this stage).</i>	<input type="checkbox"/>
3.3	The timetable: a The weekly timetable which includes session breaks. b A timetable covering the syllabus for the course duration. c An assignment programme for the course duration (<i>Centre set assignments</i>).	<input type="checkbox"/>
3.4	A detailed specification of the teaching and learning programme for at least the first term. The <i>programme specification</i> should include: <ul style="list-style-type: none"> • Specified learning outcomes • Link each activity to a learning outcome shown on the CIOB course specification • An indication of how each learning outcome addressed will be tested through the assignment programme • Provision of an assignment sample (at least two), together with the assessment criteria, which allow for a variety of forms of evidence. • Identification of the course team member facilitating each activity • Integration of on-site elements to include practical work, visits, liaison with CIOB regional centres and events in addition to 'problem-solving' activities to ensure real life applications of course delivery. 	<input type="checkbox"/>

3.5	A rationale for the external assessment element, together with sample documentation.	<input type="checkbox"/>
3.6	A student handbook which refers to the role of the CIOB, its policies, procedures and contact details.(this document can be presented to the Assessor/EV once the course has been running for 6 months)	<input type="checkbox"/>
3.7	A list of guest speakers, showing how they will be integrated into the programme and supported by the course team.	<input type="checkbox"/>
3.8	Information of centre policies on how they intend to prevent and investigate malpractice, maladministration, plagiarism and conflict of interest.	<input type="checkbox"/>
3.9	Specification of the process that will be followed should the qualifications be withdrawn from the centres delivery programme, and the steps that will be taken to protect the learner's interest in the case of such a withdrawal.	<input type="checkbox"/>

NB: The timetable and syllabus must demonstrate that the proposed course covers the full range of the syllabus and that an appropriate number of hours are devoted to each unit. It is often helpful to show this diagrammatically. Start and finish dates should be provided and the mode of attendance identified.

The Level 3 Diploma in Site Supervisory Studies requires a minimum of **180** hours class contact time. The Level 4 Certificate in Site Management requires a minimum of **120** hours class contact time with a further **240** hours for the Diploma. Additional time may be incorporated in to the timetable.

Part 4: Equality of Opportunity

The CIOB is committed to ensuring that all courses leading to its qualifications are accessible to all students who wish to take them. Centres are required to ensure that there are no unnecessary barriers to access or to learning, that the course content and structure are non-discriminatory and that the special needs of individual students are met, both in terms of learning and of assessment.

The CIOB Assessors Panel will expect to see additional documentation that relates to the equality of opportunity. Centres are advised to use the following checklist to ensure that they can satisfy CIOB requirements in this area.

Part	Evidence	Provided
4.1	A comprehensive written Equal Opportunities Policy.	<input type="checkbox"/>
4.2	An implementation strategy which identifies targets and a timetable for implementation.	<input type="checkbox"/>
4.3	A rationale for ensuring open access within the constraints of entry requirements.	<input type="checkbox"/>
4.4	Evidence of non-discriminatory curriculum content showing whether the options suit under-represented groups.	<input type="checkbox"/>
4.5	Adequate and sufficient facilities to enable access for e.g. wheelchairs.	<input type="checkbox"/>
4.6	Adequate teaching and learning facilities for students with sight, hearing or other impairments.	<input type="checkbox"/>
4.7	Monitoring of take up of the course and learner progression.	<input type="checkbox"/>

4.8	Steps of how the centre would redress any imbalance in enrolment.	<input type="checkbox"/>
4.9	Learner enrolment showing non-discriminatory procedures.	<input type="checkbox"/>
4.10	Whenever the course operates an access policy, outline of support requirements offered to students with non-standard entry requirements.	<input type="checkbox"/>
4.11	Equal opportunity evidencing this is part of the culture of the team and course proposal i.e. there is an awareness of Equal Opportunities issues	<input type="checkbox"/>
4.12	Evidence of split-site teaching, and how students with physical impairments are catered for.	<input type="checkbox"/>
4.13	Whenever the course involves evening sessions, evidence of support/transport arrangements for vulnerable students.	<input type="checkbox"/>
4.14	The balance of teaching on the course showing equality in terms of race, gender, experience, etc.	<input type="checkbox"/>

Part 5: Procedures for Course Organisation and Review		
<p>In order for the programme to operate appropriately, CIOB will need to be provided with evidence which demonstrates proposals for systematic and continuous quality assurance processes in course delivery. The following details will need to be provided at the time of submission:</p>		
Part	Evidence	Provided
5.1	Written procedures and the systems in place to assure the quality of the programme's design, delivery and internal verification (<i>quality management documentation</i>).	<input type="checkbox"/>
5.2	Arrangements for course team meetings, annual review of the programme and student participation.	<input type="checkbox"/>
5.3	The centre must agree to arrangements to provide the Awarding Organisation and their regulators access to premises, people and records, and to cooperate with the Awarding Organisation's monitoring activities.	<input type="checkbox"/>

5. CENTRE RE-APPROVAL

Procedures

This process will come into force when a Centres approval is withdrawn or when a centre has not registered students for a continuous period of 3 years. Further information may be required subject to previous external verification reports where conditions have been outlined. We would request that any changes or updates to Centre procedures and documentation, which have occurred during qualification delivery and not covered through external verification to be notified to the Awarding Organisation.

- CIOB Awarding Organisation will invite the Centre to seek re-approval
- The CIOB Awarding Organisation Education Team (AOET) will be appointed to oversee the re-approval process. The Awarding Organisation Management Committee (AOMC) will monitor this process
- The centre will be required to provide the CIOB Awarding Organisation with the information as detailed below in the checklist:

Centres Seeking Re-Approval Checklist		
Part	Evidence:	Provided:
2	An update on the Centre's quality assurance system	<input type="checkbox"/>
4	Minutes of employer liaison meetings over the five years	<input type="checkbox"/>
4	A report on how the centre's equal opportunities policy has been implemented throughout the delivery of the course	<input type="checkbox"/>
5	A record of the internal validation of the course	<input type="checkbox"/>
5	Minutes of course team meetings held over the five year period of operation	<input type="checkbox"/>
5	Action plans and outcomes arising from the External Verifiers Reports	<input type="checkbox"/>

Re-approval Decision

Following a meeting of the Awarding Organisation Management Committee the decision will be as follows:

- Re-approval for a specific period, according to circumstances
- Time limited conditions for approval may be set
- Recommendations, to be monitored over time, will usually be made for the continued delivery of the course(s)
- In certain circumstances, the Awarding Organisation Management Committee may decide to suspend approval until some or all of the conditions have been met

Please note: Unless the CIOB Assessor requires a visit to the Centre, this will not form a mandatory part of the re-approval process. Centres may also request an advisory visit to

review and provide guidance to the application process; a fee will be incurred for this service.

6. APPROVAL OF LEVEL 3 PROVISION WHEN A CENTRE IS CURRENTLY OFFERING THE LEVEL 4

If a centre, who has been successfully delivering the Site Management programme, wishes to also run the Site Supervisory programme, the approvals process will be carried out via a desk top exercise. This will be subject to the review of previous external verification reports showing that the Centre has run to a satisfactory level.

The centre will be required to provide the CIOB Awarding Organisation with the information as detailed below in the checklist:

Centres Currently Delivering Level 4 and Seeking Approval For Level 3 Checklist		
Part 1	General Information Evidence	Provided
1.1	Name of Centre.	<input type="checkbox"/>
1.2	Option streams and proposed start date.	<input type="checkbox"/>
1.3	Name of department or faculty.	<input type="checkbox"/>
1.4	Name of Programme Manager.	<input type="checkbox"/>
1.5	Rationale for offering the course.	<input type="checkbox"/>
1.6	Location of the programme's development within the Centre business plan.	<input type="checkbox"/>
Part 2	Recourses to Support the programme	
2.1	Marketing of the programme and evidence of demand.	<input type="checkbox"/>
2.2	Evidence of employer or funding organisation involvement in the development of the programme.	<input type="checkbox"/>
2.3	Identification of the course team members facilitating each activity Curricula Vitae and evidence of Site Supervisory expertise relevant to the programme:	<input type="checkbox"/>
a	Tutors delivering the CIOB QCF qualifications should ideally be educated to Level 6 in a construction related discipline. This could be an honour's degree or a QCF level 6 vocational qualification. The CIOB definition of Construction Management is the broad discipline spanning all aspects building in construction from design to demolition. As a minimum, tutors must hold a level 4 qualification in a construction discipline and have at least 3 years of recent industry experience.	<input type="checkbox"/>
b	A plan for the professional development of the course team members in relation to site supervision practice.	<input type="checkbox"/>
c	Members of staff who are corporate members or working towards this. (<i>A number of staff should be ideally corporate members of the CIOB or working towards this. This is not a compulsory requirement</i>).	<input type="checkbox"/>
2.4	Systems in place to assure the quality of the programmes design and to control quality of its delivery.	<input type="checkbox"/>

Part 3		The Learning Process	
3.1	Teaching and learning strategies to be adopted by the course team.		<input type="checkbox"/>
3.2	Student induction process.		<input type="checkbox"/>
3.3	The timetable: The weekly timetable which includes session breaks. A timetable covering the syllabus for the course duration. An assignment programme for the course duration (centre set assignments).		<input type="checkbox"/>
3.4	A detailed specification of the teaching and learning programme for at least the first term: The programme specification should include: <ul style="list-style-type: none"> • Specified learning outcomes • Link each activity to a learning outcome shown on the CIOB course specification • An indication of how each learning outcome addressed will be tested through the assignment programme • Provision of an assignment sample (at least two), together with the assessment criteria, which allow for a variety of forms of evidence • Identification of the course team member facilitating each activity 		<input type="checkbox"/>
3.5	A student handbook which refers to the role of the CIOB, its policies, procedures and contact details.		<input type="checkbox"/>
3.6	A list of guest speakers, showing how they will be integrated into the programme and supported by the course team.		<input type="checkbox"/>
3.7	A rationale for the external assessment element, together with sample documentation.		<input type="checkbox"/>

Part 4		Equality of Opportunity	
This area has been reviewed under the centres Level 4 submission proposal and at annual external verification inspections. The Awarding Organisation however, may request from the centre evidence of updated documentation if required.			

Part 5		Procedures for Course Organisation and Review	
5.1	Systems and written procedures in place to assure the quality of the programmes design, delivery and internal verification (quality management documentation).		<input type="checkbox"/>
5.2	Arrangements for course team meetings, annual review of the programme and student participation.		<input type="checkbox"/>
5.3	The agreed arrangements to provide the Awarding Organisation and their regulators access to premises, people and records, and to cooperate with the Awarding Organisation's monitoring activities.		<input type="checkbox"/>

You may include further documentation of which you consider supportive to your application these should be listed on your application form under additional documents.

9. EXTERNAL VERIFICATION

Following Centre Approval, each centre is assigned an External Verifier who will be responsible for monitoring compliancy with statutory regulations, CIOB quality assurance procedures, assessment criteria and centre resources. An initial visit will usually be made within 6 months of launching a programme. CIOB External Verifiers are trained annually by the CIOB to ensure continual awareness of regulatory requirements and to provide a consistent approach and equality of inspection across all CIOB Approved Centres.

Approved centres will be monitored annually throughout their approval via:

- External verification reports
- Internal CIOB reports to Awarding Organisation Management Committee (ABMC)
- Direct feedback from randomly selected students to the CIOB
- Direct feedback from randomly selected employers to the CIOB
- Direct feedback from CIOB local branch offices to the CIOB

Approved centres will be expected to engage in continuous improvement and to promote to all students potential progression routes through the CIOB. Approved Centres are obliged under the terms of the agreement, to ensure compliancy with any requests for access to premises, records, information, candidates and staff for the purpose of CIOB External Verification.

All records and assessment material must be retained by the Centre for the purposes of monitoring & certification for a period of 5 years.

10. EXAMPLE OF SUBMISSIONS ADVISORY VISIT ITINERARY

An advisory visit may be required in order to assess areas not meeting the criteria within the application. A fee will be incurred for this:

10.30am	Introductory session to meet Course Leaders and discuss general issues of course demand and funding
11.00am	Meeting with local employers who intend to support the course (if required)
11.30am	Private meeting of panel to discuss course submission
12.45pm	Tour of college facilities and lunch
1.45pm	Submissions Panel leader meets with Course Team to discuss submission
3.15pm	Private meeting of panel to make approval decision
3.45pm	Feedback to Course Team
4.15pm	Close

11. FEES

Please refer to our current fees relating to our qualifications and submissions process available on our website at: www.ciob.org/fees/uk

12. APPLICATION FORM FOR CIOB APPROVED CENTRE STATUS

When seeking approval by the CIOB Awarding Organisation to offer the Level 3 CIOB Diploma in Site Supervisory Studies and the Level 4 Certificate/Diploma in Site Management please refer to the course specifications and the CIOB Guidance documentation to Centres in preparing your submission. The application form has been designed to aid you in assembling the required information and supporting documentation.

Submission applications should be sent to:

Quality Coordinator
The CIOB Awarding Organisation
1 Arlington Square
Downshire Way
Bracknell
Berkshire
RG12 1WA

Telephone: 01344 630742
E-mail: awardingorg@ciob.org.uk

Should you require any further information or clarification, please do not hesitate to contact Marita Trevett on + 44 (0)1344 630742