



CIOB Awarding Organisation

**CIOB Level 3
Diploma in Site Supervisory Studies (QCF)**

Syllabus

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1. PROGRAMME STRUCTURE AND RULES OF COMBINATION

The programme is comprised of 6 units. All six units are mandatory to achieve the qualification. However, exemptions from certain units may be granted for related level 3 qualifications. All requests for exemptions are to be sent to the CIOB awarding body at awardingorg@ciob.org.uk

Examples of exempting qualifications are below:

- Appropriate NVQ
- CITB Health & Safety (SMSTS)

1.1 Entry Requirements

UCAS tariff Score 60-120 **or**
Level 2 S/NVQ or equivalent in related subject **or**
Two years' experience of construction

1.2 Aims of the Programme

The Site Supervisory Studies Diploma develops the knowledge and practical skills to enable candidates to supervise construction projects safely and efficiently.

1.3 Indicative Reading List

Unit 1 - Planning Building Operations

Cooke, B. and Williams, P. (2009) *Construction Planning, Programming and Control: 3rd edn.* Oxford: Blackwell

Unit 2 - Organising and Controlling Building Operations

Harris, F. and McCaffer, R. (2006) *Modern construction management*, 6th edn. Oxford: Blackwell

Unit 3 - Supervising Safety on a construction site

Hughes, Phil and Ferrett Ed (2011) *Introduction to Health and Safety in Construction 5th edn.* Routledge

Health & Safety Executive – www.hse.gov.uk/construction/index.htm

Unit 4 - Maintaining the Dimensional Accuracy of Construction Works

Irvine, W. and MacLennan, F. (2005) *Surveying for Construction*, 5th edn. Oxford: McGraw Hill

Unit 5 - Working with People on a construction site

Forster G. (2003) *Building Organisation and Procedures*, 2nd edn. Pearson

Unit 6 - Developing Skills of Construction Site Teams and Self

Business Link – www.businesslink.gov.uk/bdotg/action/layer?r.s=tl&topicId=1073858787

1.4 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
Planning building Operations	✓	✓	✓	✓	✓		✓
Organising and Controlling Building Operations	✓	✓	✓	✓	✓		✓
Supervising Safety on a construction site	✓	✓	✓		✓	✓	✓
Maintaining the Dimensional Accuracy of Construction Works	✓	✓	✓				
Working with People on a construction site				✓	✓	✓	✓
Developing Skills of Construction Site Teams and Self			✓	✓	✓	✓	

1.5 Programme Rationale

The programme provides an important route into a supervisory role for trades operatives, gangers and apprentices. The learning outcomes include all the basic knowledge and skills to supervise a successful construction project of any size. The programmes provide the underpinning knowledge and understanding for the National Vocational Qualifications (NVQs) in Construction Site Supervision.

1.6 Assessment

The assessment process is set by the awarding organisation defining the requirements learners are expected to meet to demonstrate that a learning outcome has been achieved in order to gain attainment of credit for that unit. Tutor led assessment should be carried out throughout the course. The CIOB set two compulsory assignments based on real project scenarios; these are externally assessed as part of the requirements of Ofqual. A representative sample of Centre set assignments will also be externally verified.

The assessment criteria are based on 3 areas:

1. **Task achievement** – This is a measure of how well the candidate 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 candidate identifies, describes and evaluates the technical aspects of the task
3. **Presentation** – This is a measure of how well the candidate 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. Planning Building Operations

Title	CSS1- Planning Building Operations
Level	3
Credit value	7
Learning Outcomes The Learner will:	Assessment Criteria The Learner can:
1. Understand how to plan building operations.	1.1 Describe the information required to plan building operations. 1.2 Explain the procedures for identifying and remedying incomplete, inaccurate and inapplicable information.
2. Know how to determine methods of working for operations	2.1 Produce a method statement for a given project in standard industry format.
3. Know how to prepare programmes for operations.	3.1 Explain programmes for building operations to operatives and other users of the information. 3.2 Appraise the programme for a given project. 3.3 Produce a sequenced programme in standard industry format for building operations for a given project.
Additional information about the unit	
Unit aim(s):	This unit is designed to meet the needs of Construction Site Supervisors, to provide them with knowledge of how to plan building operations. This knowledge is gained through a mix of classroom learning and the application of this learning in the workplace under supervision . This unit forms part of the level 3 Diploma in Site Supervision.
Unit guided learning hours:	30

2. Organising and Controlling Building Operations

Title	CSS2- Organising and Controlling Building Operations
Level	3
Credit value:	7
Learning Outcomes The Learner will:	Assessment Criteria The Learner can:
1. Know how to maintain administrative systems for building operations.	1.1 Identify the information required to prepare the workplace for operations. 1.2 Explain the organisational communications systems which enable construction sites to meet their objectives.
2. Know how to plan work place layouts.	2.1 Explain schemes required for safe workplace layouts 2.2 Explain how to use work place layout schemes.
3. Be able to monitor the progress of operations.	3.1 Prepare a schedule to obtain materials for the building operations for a given project. 3.2 Explain how the schedule links with the programme of works. 3.3 Produce a work plan for delays through inclement weather for a given project.
4. Be able to contribute to procuring the supply of materials for operations.	4.1 Describe the organisational procurement procedures. 4.2 Calculate the quantities of materials needed for the works for a given project.
5. Know how to monitor the supply of materials for operations.	5.1 Identify materials for use on site for a given project. 5.2 Describe the processes to monitor the use of materials on site. 5.3 Describe methods for efficient utilisation of materials to minimise waste and loss.
6. Know how to monitor the supply of site plant, small tools and equipment.	6.1 Identify the plant and tool requirements for a given project. 6.2 Explain the process for monitoring and recording plant and tool use on site.
7. Know how to monitor the quality of workmanship.	7.1 Explain methods for measuring the quality standard. 7.2 Describe the procedures for monitoring the quality of work. 7.3 Describe the procedures for managing snagging and defects.
8. Understand the organisational and statutory obligations for site occupiers neighbours and the general public.	8.1 Explain the measures that have to be taken to fulfil statutory obligations to site occupiers, neighbours and the general public.
Additional information about the unit	
Unit aim(s):	This unit is designed to meet the needs of construction Site Supervisors, to provide them with knowledge of how to organise and control operations on site. This knowledge is gained through a mix of classroom learning and the application of this learning in the workplace under supervision . This unit forms part of the level 3 Diploma in Site Supervision.
Unit guided learning hours:	30

3. Supervising Health, Safety and Welfare on a Construction Site

Title	CSS3 – Supervising Safety on a construction site
Level	3
Credit value	7
Learning Outcomes The Learner will:	Assessment Criteria The Learner can:
1. Understand the requirements and obligations for a safe and healthy working environment.	1.1 Explain the site health, safety and welfare procedures to ensure a safe and healthy working environment.
2. Know how to plan a safe and healthy working environment.	2.1 Explain the legal obligations of the site manager for Health, Safety and Welfare on site. 2.2 Produce a Health, Safety and Welfare plan for a given project
3. Know how to induct the workforce and visitors regarding safe working.	3.1 Describe the Health, Safety and Welfare procedures for site personnel and visitors. 3.2 Produce an induction for site personnel and visitors
4. Be able to Identify Health, Safety and Welfare risks on site	4.1 Identify Health, Safety and Welfare risks on site for a given project. 4.2 Describe methods to reduce Health, Safety and Welfare risks on site
5. Know how to manage hazards and risks in accordance with current legislation.	5.1 Identify notices and warnings required in accordance with current legislation and organisational requirements. 5.2 Evaluate methods for improving hazard awareness on site
6. Know how to implement health, safety, welfare & environmental protection systems in accordance with organisational and statutory requirements.	6.1 Describe the statutory Health Safety, Welfare and Environmental protection systems. 6.2 Explain the organisational systems for managing compliance with legislative requirements
Additional information about this unit:	
Unit aim(s)	This unit is designed to meet the needs of construction Site Supervisors, to provide them with knowledge of how to supervise safety in the workplace. This knowledge is gained through a mix of classroom learning and the application of this learning in the workplace under supervision. This unit forms part of the level 3 Diploma in Site Supervision.
Unit guided learning hours:	30

4. Maintaining the Dimensional Accuracy of Construction Works

Title	CSSS4 - Maintaining the Dimensional Accuracy of Construction Works
Level	3
Credit value	7
Learning Outcomes The Learner will:	Assessment Criteria The Learner can:
1. Know how to obtain setting out information.	1.1 Identify the roles and responsibilities of the contracting parties for dimensional control. 1.2 Explain the information required for accurate setting out.
2. Know how to check the accuracy of dimensional control.	2.1 Identify permanent and temporary benchmarks and setting out points for a given site. 2.2 Check the setting out points against the setting out information for the works for a given project.
3. Know how to establish lines and levels for the works	3.1 Set out lines and levels for construction operations. 3.2 Determine the lengths of travellers for excavation and concreting. 3.4 Record the lines and levels set out.
4. Be able to manage the setting out information.	4.1 Assess the accuracy of the setting out information in the contract documents against the actual site dimensions for a given project. 4.2 Describe the procedures for rectifying inaccurate or missing setting out information.
Additional information about this unit:	
Unit aim(s)	This unit is designed to meet the needs of construction Site Supervisors, to provide them with knowledge of how to maintain the dimensional accuracy of the works. This knowledge is gained through a mix of classroom learning and the application of this learning in the workplace under supervision. This unit forms part of the level 3 Diploma in Site Supervision.
Unit guided learning hours:	30

5. Working with People on a Construction Site

Title	CSS5 –Working with People on a construction site
Level	3
Credit value	7
Learning Outcomes The Learner will:	Assessment Criteria The Learner can:
1. Understand the selection process for new personnel.	<p>1.1 Define the skills and qualifications requirements for a given post including essential and desirable characteristics.</p> <p>1.2 Describe the organisation recruitment and selection procedures.</p> <p>1.3 Describe the legal requirements for the recruitment process</p>
2. Understand how to maintain professional working relationships with managers, colleagues and teams.	<p>2.1 Identify the characteristics of good working relationships.</p> <p>2.2 Describe professional codes of conduct and ethical frameworks</p> <p>2.3 Describe the particular challenges of managing site teams including subcontractors</p> <p>2.4 Evaluate ways of integrating the work of site teams</p>
3 Understand the characteristics of leadership and people management skills.	<p>3.1 Describe the theories of leadership and management.</p> <p>3.2 Compare different leadership and management styles for managing a given project.</p> <p>3.3 Describe the factors that affect the motivation of teams</p> <p>3.4 Examine methods for managing interpersonal conflict between staff</p>
4 Understand how to establish and maintain relationships with customers and the community.	<p>4.1 Describe organisational policies for maintaining good relationships with customers</p> <p>4.2 Evaluate benchmarks including considerate constructor for engaging members of the community</p>
5. Be able to allocate work to individuals and teams	<p>5.1 Explain the responsibilities of the site supervisor for monitoring the work of others</p> <p>5.2 Describe the principles of setting objectives for teams and individuals</p> <p>5.3 Describe the management systems for monitoring the work of others</p>
Additional information about this unit:	
Unit aim(s)	This unit is designed to meet the needs of Construction Site Supervisors, to provide them with knowledge of how to work with people. This knowledge is gained through a mix of classroom learning and the application of this learning in the workplace under supervision. This unit forms part of the level 3 Diploma in Site Supervision.
Unit guided learning hours:	30

6. Developing Skills of Construction Site Teams and Self

Title	7. CSSS6 – Developing Skills of Construction Site Teams and Self
Level	3
Credit value	7
Learning Outcomes The Learner will:	Assessment Criteria The Learner can:
1. Know how to identify training and development needs for teams and individuals.	<p>1.1 Explain the organisational procedures for identify training and development needs.</p> <p>1.1 Explain the various means of providing training for individuals and teams.</p> <p>1.2 Produce training and development objectives for individuals for a given project.</p>
2. Know how to contribute to the assessment of teams and individuals against training and development objectives.	<p>2.1 Describe how to monitor the performance of teams and individuals against agreed objectives.</p> <p>2.2 Describe the organisational process for supporting professional development activities.</p> <p>2.3 Develop milestones/short term targets to aid individuals and teams reach the agreed objectives for a given project.</p> <p>2.2 Assess the performance of teams and individuals against agreed objectives for a given project.</p>
3. Understand how to develop self within the job role.	<p>3.1 Describe the roles and responsibilities of the site supervisor.</p> <p>3.2 Assess own personal development and training needs against the requirements of the role.</p> <p>3.2 Produce a personal Development Action Plan (DAP) based on identified needs.</p> <p>3.3 Review the results of the development plan in a Personal Development Record (PDR).</p> <p>3.4 Evaluate the outcomes of the training and development activities in the Personal Development Record.</p>
4. Know how to document information concerning site instructions and progress.	<p>4.1 Describe the site information which must be recorded.</p> <p>4.2 Explain the organisation's procedures for recording site instructions.</p> <p>4.3 Evaluate methods for improving systems for recording site progress.</p>
Additional information about this unit:	
Unit aim(s)	This unit is designed to meet the needs of Construction Site Supervisors, to provide them with knowledge of how to develop their personal skills. This knowledge is gained through a mix of classroom learning and the application of this learning in the workplace under supervision. This unit forms part of the level 3 Diploma in Site Supervision.
Unit guided learning hours:	30