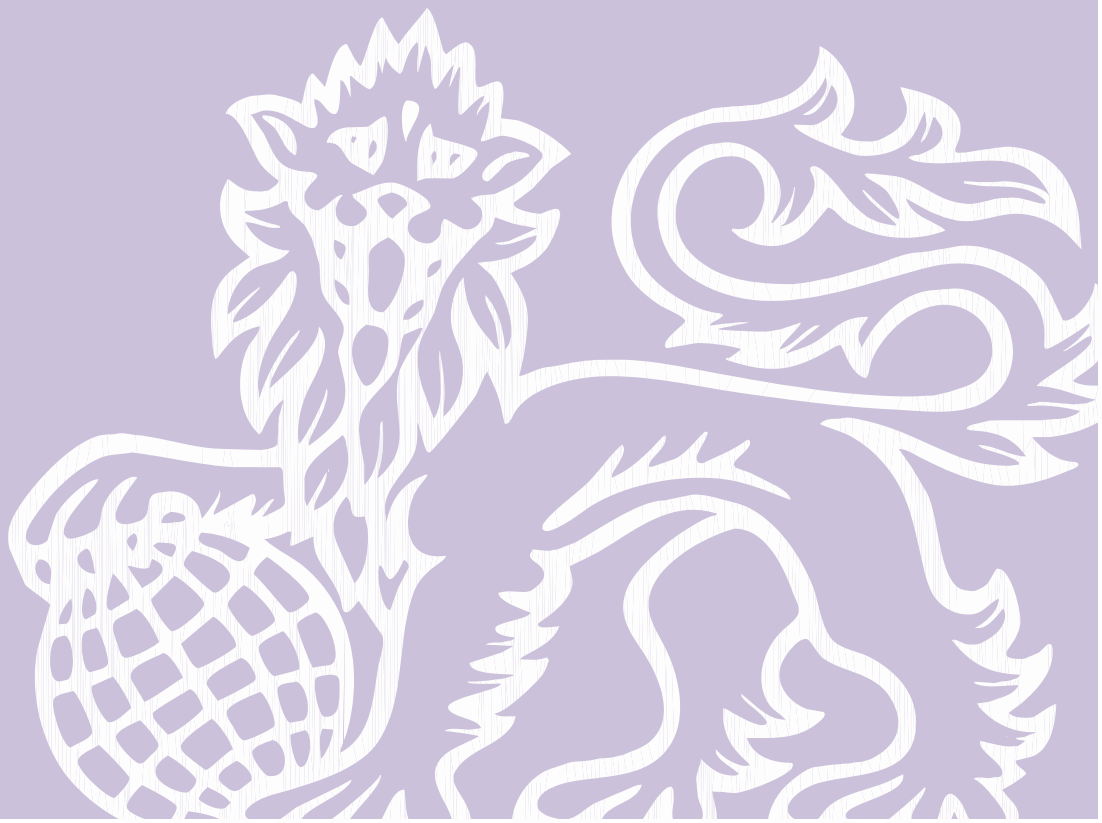
THE CHARTERED INSTITUTE OF BUILDING AWARDING BODY

Syllabus

LEVEL 3 CERTIFICATE IN SUPERVISING CONSTRUCTION WORKS TO EXISTING BUILDINGS AND STRUCTURES

LEVEL 3 DIPLOMA IN CONSTRUCTION SITE SUPERVISORY STUDIES



Level 3 Certificate in Supervising Construction Works to Existing Buildings and Structures (QAN: 601/7174/1)

and

Level 3 Diploma in Construction Site Supervisory Studies (QAN: 501/1798/1 Ofqual) (COO/0296/3 Qual Wales)

Syllabus (RQF)

1st September 2015

CONTENTS

1. QUALIFICATION STRUCTURE AND RULES OF COMBINATION

1.1 Aims of the Certificate Qualification

The CIOB Level 3 Certificate in Supervising Construction Works to Existing Buildings and Structures is aimed for those who work in the area of conservation to develop the knowledge and skills to enable learners to supervise work on a construction project of any type and size when dealing with existing buildings and structures safely and efficiently.

1.1.1 Aims of the Diploma Qualification

The CIOB Level 3 Diploma in Site Supervisory Studies develops knowledge and skills to enable learners to supervise work on construction projects safely and efficiently.

1.2 Programme Rationale

Our qualifications provide an important route into a supervisory role for experienced building craft operatives. The learning outcomes include all the necessary knowledge and skills to assist in supervising a team working on a construction project of any type and size.

The Diploma qualification provides the underpinning knowledge and understanding for the National Vocational Qualifications (NVQs) in Construction Site Supervision.

The Certificate qualification comprises of 2 units in total. The Diploma qualification comprises 7 units in total. Learners are required to undertake the Health and Safety Unit, unless exemption applies, to achieve a qualification. All units may also be studied individually for Unit Certification.

Exemptions from certain units may be granted for related level 3 qualifications. All requests for exemptions are to be sent for consideration by the CIOB Awarding Organisation to awardingorg@ciob.org.uk.

1.3 Certificate Qualification Rules of Combination

To achieve the CIOB Level 3 Certificate in Supervising Construction Works to Existing Buildings and Structures, learners are required to undertake:

- Unit 3 – Supervising Health, Safety, Welfare and Environment of Construction Works
- Unit 6 – Supervising Construction Works to Existing Buildings and Structures.

1.3.1 Diploma Qualification Rules of Combination

To achieve the CIOB Level 3 Diploma in Site Supervisory Studies, learners are required to undertake:

- Unit 3 – Supervising Health, Safety, Welfare and Environment of Construction Works and
- Any five of the remaining six units.

Candidates may choose to undertake all seven units of the Diploma in which case all seven will be listed on the Diploma transcript.

All units may also be studied individually for Unit Certification. Units need not be undertaken in any specific order.

1.4 Qualifications Unit Exemptions

The following qualifications offer exemption from Unit 3 - Supervising Health, Safety, Welfare and Environment of Construction Works:

- CITB Site Safety Supervisory Training Scheme (SSSTS) Site Safety Plus
- CITB Site Management Safety Training Scheme (SMSTS) Site Safety Plus

This certification must be valid for the duration of the CIOB Site Supervisory Studies course.
A copy of the CITB Site Safety Plus certificate should be attached to the CIOB Registration Form. In cases where the expiration date occurs during the CIOB programme, the renewed CITB Site Safety Plus certificate must be presented with the CIOB Certificate Claims Form at the end of the programme.
Other exemptions may be granted for related level 3 qualifications. All requests for exemptions must be sent to the CIOB awarding organisation, addressed to the Head of Education, via awardingorg@ciob.org.uk.

Requests for exemptions should be accompanied by a transcript of the modules studied and relevant module 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 three years.
Exemptions will be granted for a maximum of one third of the qualification, (two units from the six available).

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

1.5 Certificate Indicative Entry Requirements:

UCAS tariff Score 24 – 120
or
Level 2 S/NVQ in related subject
or
Two years' experience within areas of general responsibility supervising works

1.5.1 Diploma Indicative Entry Requirements

UCAS tariff Score 60-120 (current) / 24-48 (2017 onwards)
or
Level 2 S/NVQ in a related subject
or
Two years' relevant construction experience

1.6 Assessment and Grading

The assessment process is set by the Awarding Organisation (CIOB), defining the requirements learners are expected to meet to demonstrate that a learning outcome has been achieved. All learning outcomes must be achieved in order to gain attainment of credit for that unit. The course is continuously assessed through centre-devised and externally-set assignments.

All centre-devised assignment briefs must be approved by the Awarding Organisation (CIOB) prior to issue to candidates. Requests for approval should be sent to the Quality Coordinator at awardingorg@ciob.org.uk.

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

1.6.1 Assessment Criteria

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.

Whilst the units of this qualification are not formally graded you may wish to use the following marking descriptors for the benefit of feedback to learners:

1.7 Level 3 Diploma 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 to their course work.

Grade	Task Achievement The Relevance of the Response	Inclusion of Relevant Technical Knowledge in Content	Presentation/Coherence
Distinction			
70 +	The work demonstrates a comprehensive understanding of the task. All relevant information is included. The main issues are effectively identified and managed. The response deals with all the issues relevant to the task. The response shows control of content within the word count.	The work demonstrates an understanding of a range of technical issues relevant to the task. There is identification of the t important issues in terms of risk. There is an identification of the advantages/disadvantages of possible choices and potential outcomes.	The work is appropriately structured and the descriptions are 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 accurate.
Merit			
56 - 69	The work demonstrates an understanding of the main issues relevant to the task. The issues are explained and potential solutions identified. There is some attempt to identify the merits of the solutions to the task. The task is broadly achieved within the word count if relevant to assignment.	The work demonstrates an understanding of the technical issues of the task. There is a description of the technical aspects with some attempt to identify the merits of these 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 inaccuracies/omissions in these.
Pass			
40 - 55	The work demonstrates some understanding of the task. Most aspects of the task are achieved. The main points are identified. There may be some inaccuracies, omissions and irrelevant content. There may be some shortfall or lack of control in relation to the word count.	The work demonstrates an understanding of the technical issues which are identified. This may be limited to short descriptions. 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.
Referral*			
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 cut 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 falls 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.

Last update: V4 – 17.07.12RT/Updated V5 - 27.06.13

1.7.1 Mark and Grades

Marks Gained	Grade
70 + Marks	**Distinction**
56 – 69 Marks	**Merit**
40 – 55 Marks	**Pass**
0 – 39 Marks	**Referral***

***Referral – Assignments falling into the referral band are subject to internal moderation

NB: This document is for tutor guidance. When applying marks to learners assignments these must be based on the given descriptors above. Grades will not appear on either the Certificate or the transcript for the level 3 qualification but are held within the CIOB database student record.

1.8 Indicative Reading List

Unit 1 - Planning Construction Works

Baldwin, A. and Bordoli, D. (2014) *A Handbook for Project Planning and Scheduling* Chichester: Wiley Blackwell

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

Unit 2 - Organising and Controlling Construction Works

Harris, F. and McCaffer, R. (2013) *Modern Construction Management*, 7th edn. Oxford: Blackwell

Clough R., Sears, S.K. and Sears, G. (2015) *Construction Project Management: A Practical Guide to Field Construction Management,* 6th edn. Oxford: Wiley-Blackwell

Unit 3 - Supervising Health, Safety, Welfare and Environment of Construction Works

Hughes, P (2015) *Introduction to Health and Safety in Construction* 5th edn. Abingdon: Taylor and Francis

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

Unit 4 - Maintaining the Dimensional Accuracy of Construction Works

Irvine, W. and MacLennan, F. (2006) *Surveying for Construction,* 5th edn. Oxford: McGraw Hill

Kavanagh, B. and Slattery, D. (2014) *Surveying with Construction Applications*, 8th edn. Pearson: Harlow

Unit 5 - Working with People on a Construction Site

Forster, G. (2014) *Building Organisation and Procedures*, 2nd edn. Abingdon: Routledge

Steels, H.M. (2011) *Initial Professional Development for Civil Engineers* London: ICE Publishing

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

Unit 6 – Supervising Construction Works to Existing Buildings and Structures

G Forster, CONSTRUCTION SITE STUDIES: Production, Administration and Personnel Publisher: Longman ISBN No 0-582-01971-0

William Irvine SURVEYING FOR CONSTRUCTION, Publisher: McGraw-Hill, ISBN No 0-07-707998-1

Unit 7 – Supervising the Construction of New Buildings and Structures

G Forster, CONSTRUCTION SITE STUDIES: Production, Administration and Personnel Publisher: Longman ISBN No 0-582-01971-0

William Irvine SURVEYING FOR CONSTRUCTION, Publisher: McGraw-Hill, ISBN No 0-07-707998-1

1.9 Knowledge and Skills Matrix

Specialist Knowledge			Transferable Skills				
Unit Title	**Subject Knowledge & Understanding**	**Specialist Skills**	**Application of IT Skills**	**Presentation Skills**	**Communication Skills**	**People Management Skills**	**Project Management Skills**
Unit 1 - Planning Construction Works	✓	✓	✓	✓	✓		✓
Unit 2 - Organising and Controlling Construction Works	✓	✓	✓	✓	✓		✓
Unit 3 - Supervising Health, Safety, Welfare and Environment of Construction Works	✓	✓	✓		✓	✓	✓
Unit 4 - Maintaining the Dimensional Accuracy of Construction Works	✓	✓	✓				
Unit 5 - Working with People on a Construction Site				✓	✓	✓	✓
Unit 6 - Supervising Construction Works to Existing Buildings and Structures	✓	✓			✓	✓	✓
Unit 7 - Supervising the Construction of New Buildings and Structures	✓	✓			✓	✓	✓

Unit 1 - Planning Construction Works

Unit Title	**Planning Construction Works**
Unit Reference Number	**K/507/6735**
Level	**3**
Credit Value	**6**
Unit Guided Learning Hours	**30**
Unit Personal Study Hours	**30**
Learning Outcomes **The Learner will:**	**Assessment Criteria (CIOB Set Assignment)** **The Learner can:**
1 Understand how to plan construction works	1.1 Describe the information required to plan construction works. 1.2 Describe the processes for dealing with inaccurate and missing information.
2 Be able to plan construction works	2.1 Produce a method statement for a given project in standard industry format.
3 Be able to prepare programmes for construction works	3.1 Explain the range of planning techniques that can be used for programming construction works. 3.2 Produce a planning programme in standard industry format for construction works for a given project.

Unit Aim(s)

This unit is designed to meet the needs of Construction Site Supervisors, to provide them with the knowledge and skills required to plan construction works.

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

This unit is assessed by a CIOB set assignment. CIOB approval must be sought if altered by the centre.

This unit may be taken as a single unit or form part of the CIOB Level 3 Diploma in Site Supervisory Studies.

Unit 2 - Organising and Controlling Construction Works

Unit Title	**Organising and Controlling Construction Works**
Unit Reference Number	**A/507/6741**
Level	**3**
Credit Value:	**6**
Unit Guided Learning Hours	**30**
Unit Personal Study Hours	**30**
Learning Outcomes **The Learner will:**	**Assessment Criteria** **The Learner can:**
1. Know how to maintain administrative systems for construction works	1.1 Identify the information required to prepare the workplace for operations. 1.2 Explain communications systems which enable a construction works to meet its objectives.
2. Know how to plan workplace layouts	2.1 Explain requirements for safe workplace layouts
3. Be able to contribute to procuring the materials for construction works	3.1 Describe the organisational procurement procedures 3.2 Produce a materials schedule for a given project 3.3 Calculate the quantities of materials for construction works.
4. Be able to monitor and control the progress of operations	4.1 Describe the range of methods of monitoring and controlling the progress of construction operations. 4.2 Produce a work plan to accommodate delays for a given project.
5. Know how to monitor the supply of materials for operations	5.1 Describe the processes used to monitor the use of materials on construction works. 5.2 Describe methods for efficient utilisation of materials to minimise waste and loss.
6. Know how to monitor the supply of site plant and equipment	6.1 Identify the plant and equipment requirements for a given project. 6.2 Explain the process for monitoring and recording plant and equipment on construction works.
7. Know how to monitor the quality of construction work	7.1 Explain methods for measuring compliance with specified quality standards. 7.2 Describe processes for monitoring the quality of construction work.
8. Understand the organisational and statutory obligations to those affected by the construction works	8.1 Explain the measures that have to be taken to fulfil statutory obligations to site occupiers, neighbours and the general public for a given project.

Unit Aim(s)

This unit is designed to meet the needs of Construction Site Supervisors, to provide them with the knowledge and skills required to organise and control construction works.

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

This unit may be assessed using the example provided by CIOB or centres may design their own. Any assignment designed by the centre must be approved by CIOB prior to distribution to students. Please send assignments for approval to awardingorg@ciob.org.uk

This unit may be taken as a single unit or form part of the Level 3 Diploma in Construction Site Supervisory Studies.

Unit 3 - Supervising Health, Safety, Welfare and Environment of Construction Works

Unit Title	**Supervising Health, Safety, Welfare and Environment of Construction Works**
Unit Reference Number	**J/507/6824**
Level	**3**
Credit Value	**6**
Unit Guided Learning Hours	**30**
Unit Personal Study Hours	**30**
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 importance of health, safety, welfare and environment protection for construction works
2. Know how to plan a safe and healthy working environment.	2.1 Explain the legal obligations of the supervisor for Health, Safety and Welfare for a given project. 2.2 Identify Health, Safety and Welfare risks on site for a given project 2.3 Produce a plan for reducing Health, Safety and Welfare risks 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 / occupiers. 3.2 Produce an induction for site personnel and visitors
4. Know how to control environmental risks for a given project	4.1 Describe the environmental legislation that affects construction works. 4.2 Explain the procedures that would ensure compliance with environmental protection legislation

Unit Aim(s)

This unit is designed to meet the needs of Construction Site Supervisors, to provide them with the knowledge and skills required to supervise health, safety, welfare and environment of construction works.

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

This unit is assessed by a CIOB set assignment. CIOB approval must be sought if altered by the centre.

This unit may be taken as a single unit or form part of the:

- CIOB Level 3 Certificate in Supervising Construction Works to Existing Buildings and Structures
- CIOB Level 3 Diploma in Construction Site Supervisory Studies.

Unit 4 - Maintaining the Dimensional Accuracy of Construction Works

Unit Title	**Maintaining the Dimensional Accuracy of Construction Works**
Unit Reference Number	**F/507/6756**
Level	**3**
Credit Value	**6**
Unit Guided Learning Hours	**30**
Unit Personal Study Hours	**30**
Learning Outcomes **The Learner will:**	**Assessment Criteria (CIOB Set Assignment)** **The Learner can:**
1. Know how to measure and set out buildings and structures.	1.1 Compare the information required for measuring of existing buildings and structures and setting out of new projects. 1.2 Assess the accuracy of setting out information in the contract documents against the actual site dimensions for a given project.
2. Be able to establish lines and levels for the works.	2.1 Identify and check permanent and temporary benchmarks for a given project. 2.2 Record set out lines and levels for construction operations. 2.3 Determine the lengths of travellers for excavation and concreting.
3. Be able to establish the dimensions of an existing building or structure.	3.1 Record the dimensions of a part of an existing building or structure.

Unit Aim(s)

This unit is designed to meet the needs of Construction Site Supervisors, to provide them with the knowledge and skills required to maintain the dimensional accuracy of construction works.

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

This unit is assessed by a CIOB set assignment. CIOB approval must be sought if altered by the centre.

This unit may be taken as a single unit or form part of the CIOB Level 3 Diploma in Construction Site Supervisory Studies.

Unit 5 - Working with People on Construction Works

Unit Title	Working with People on Construction Works
Unit Reference Number	L/507/6758
QCF Level	3
QCF Credit Value	6
Unit Guided Learning Hours	30
Unit Personal Study Hours	30
Learning Outcomes The Learner will:	**Assessment Criteria The Learner can:**
1. Understand the selection process for new construction personnel	1.1 Identify skills and qualifications requirements for a given post including essential and desirable characteristics. 1.2 Describe the organisation of recruitment and selection procedures. 1.3 Describe the legal requirements for the recruitment process
2. Understand how to maintain professional working relationships	2.1 Identify the characteristics of good working relationships. 2.2 Discuss codes of professional conduct and ethical frameworks 2.3 Describe the particular challenges of maintaining good working relationships with project stakeholders 2.4 Evaluate schemes for engaging customers, neighbours and the wider community.
3. Understand the characteristics of leadership and people management skills	3.1 Compare different leadership and management styles for managing a given project. 3.2 Describe the factors that affect the motivation of teams 3.3 Examine methods for managing interpersonal conflict between staff
4. Be able to monitor the work of individuals and teams	4.1 Explain the responsibilities of the site supervisor for monitoring and assessing the work of others 4.2 Describe the systems for monitoring the work of others
5. Know how to identify training and development needs for teams and individuals	5.1 Explain the organisational procedures for supporting training and development needs. 5.2 Identify the various means of providing training for individuals and teams. 5.3 Produce a personal Development Action Plan (DAP) based on identified needs.

Unit Aim(s)

This unit is designed to meet the needs of Construction Site Supervisors, to provide them with the knowledge and skills required to work with and supervise people on construction works.

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

This unit may be assessed using the example provided by CIOB or centres may design their own. Any assignment designed by the centre must be approved by CIOB prior to distribution to students. Please send assignments for approval to awardingorg@ciob.org.uk

This unit may be taken as a single unit or form part of the Level 3 Diploma in Construction Site Supervisory Studies.

Unit 6 - Supervising Construction Works to Existing Buildings and Structures

Title	**Supervising Works to Existing Buildings and Structures**
Unit Reference Number	**J/507/6816**
Level	**3**
Credit Value	**6**
Unit Guided Learning Hours	**30**
Unit Personal Study Hours	**30**
Learning Outcomes The Learner will:	**Assessment Criteria The Learner can:**
1. Know health, safety welfare and environmental legislation affecting works to an existing building and structures	1.1 Describe the key health, safety and welfare legislation covering works to existing buildings 1.2 Assess the environmental impact of construction works to an existing building
2. Understand the types of existing buildings and how it affects implementation of construction works	2.1 Describe the main types of existing buildings and structures including their construction and materials 2.2 Compare case studies of post construction works to existing buildings
3. Understand protection of the built environment	3.1 Explain the differences between the categories of protection for buildings and structures (Scheduled Monuments, listed buildings and buildings in conservation areas) 3.2 Illustrate how different categories of protection can impact on the implementation of works
4. Understand the methods of ensuring quality on works to existing buildings and structures	4.1 Illustrate the consequences of poor quality control on construction works to existing buildings and structures 4.2 Develop a quality plan that ensures specification compliance for a given construction works
5. Know how to apply customer care to construction works to existing buildings and structures	5.1 Explain the need for good customer care in the planning and undertaking construction works 5.2 Present the differences in the approach to customer care in the planning and undertaking of construction works between occupied and unoccupied buildings and structures

Unit Aim(s)

This unit is designed to meet the needs of Construction Site Supervisors, to provide them with the knowledge and skills required to supervise construction works to existing buildings and structures.

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

This unit may be assessed using the example provided by CIOB or centres may design their own. Any assignment designed by the centre must be approved by CIOB prior to distribution to students. Please send assignments for approval to awardingorg@ciob.org.uk.

This unit may be taken as a single unit or form part of the:

- CIOB Level 3 Certificate in Supervising Construction Works to Existing Buildings and Structures
- CIOB Level 3 Diploma in Construction Site Supervisory Studies.

Unit 7 - Supervising the Construction of New Buildings and Structures

Unit Title	**Supervising the Construction of New Buildings and Structures**
Unit Reference Number	**K/507/6810**
Level	**3**
Credit Value	**6**
Unit Guided Learning Hours	**30**
Unit Personal Study Hours	**30**
Learning Outcomes **The Learner will:**	**Assessment Criteria** **The Learner can:**
1. Understand health, safety welfare and environmental legislation affecting the construction of new works	1.1 Describe the key health, safety and welfare legislation covering works to new buildings and structures 1.2 Assess the environmental impact of construction works to new buildings and structures
2. Understand the types of new buildings and structures and how these affect implementation of construction works	2.1 Describe the main types of new buildings and structures including their construction and materials 2.2 Compare case studies of post construction works to new buildings and structures
3. Understand service installations for buildings and structures	3.1 Describe the main service installations 3.2 Explain the need for the integration of services 3.3 Describe the process for the commissioning of services.
4. Understand the methods of ensuring quality on works to new buildings and structures	4.1 Illustrate the consequences of poor quality control on construction works to new buildings and structures 4.2 Develop a quality plan that ensures specification compliance for a given construction works

Unit Aim(s)

This unit is designed to meet the needs of Construction Site Supervisors, to provide them with the knowledge and skills required to supervise the construction of new buildings and structures.

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

This unit may be assessed using the example provided by CIOB or centres may design their own. Any assignment designed by the centre must be approved by CIOB prior to distribution to students. Please send assignments for approval to awardingorg@ciob.org.uk

This unit may be taken as a single unit or form part of the Level 3 Diploma in Construction Site Supervisory Studies.