CIOB
The Chartered Institute of Building

Qualifications

Specification

CIOB Level 5 Diploma in Public Sector Building Control
(QAN: 603/3882/9Ofqual)

Contents

1. Qualification Structure and Rules of Combination

1.1. Rationale

Level 5 Diploma in Public Sector Building Control

The CIOB Level 5 Diploma in Public Sector Building Control is designed for Building Control professionals working or progressing to the regulated Public Sector Building Control profession, working on buildings or building projects, in line with their Building Safety Regulator (BSR) registration class as defined by UK Building safety legislation. This qualification develops the learner's knowledge and practical skills to assess applications for compliance, liaise with stakeholders, assess plans and carry out site inspections on new housing, low and high-rise apartments and commercial, industrial projects safely and efficiently.

1.2 Progression to other qualifications

This qualification provides the underpinning knowledge and understanding for the BSc (Hons) Degree in Building Control and provides a route to complete an independent competency assessment to register at Class 2A to 2F Registered Building Inspector (RBI) level. Higher education providers may consider these qualifications for exemption from certain units within their degree programmes. Learners can also progress to full chartered membership of the CIOB through the Chartered Membership Programme.

1.3 Qualification Rules of Combination

To achieve the level 5 Diploma, learners are required to undertake all six units.

- Unit 5.1 – Professional Practice in Public Sector Building Control – Energy Efficiency of Buildings
- Unit 5.2 – Professional Practice in Public Sector Building Control – Inclusivity
- Unit 5.3 – Professional Practice in Public Sector Building Control – Development and Conversion of Premises
- Unit 5.4 – Professional Practice in Public Sector Building Control – Fire Safety
- Unit 5.5 – Professional Practice in Public Sector Building Control – Licensing and Fire Safety of Premises
- Unit 5.6 – Professional Practice in Public Sector Building Control – Enforcement

Total Qualification Time for the Diploma is 1070 hours; 321 guided learning hours plus 749 personal study hours.

Units need not be undertaken in any specific order.

1.4 Unit Exemptions

Exemptions may be granted for related qualifications. Requests for exemptions must be sent to the CIOB Awarding Organisation, addressed to the Director of Education and Standards, 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/Senior External Moderator.

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 Director of Education and Standards, via awardingorg@ciob.org.uk.

1.5 Entry Requirements

CIOB Level 4 Diploma in Public Sector Building Control
or
Extensive experience in building control

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, exams, 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:

Fail	0 points
Pass	1 point
Merit	2 points
Distinction	3 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 Indicative Marking Descriptors – Level 5 Diploma in Public Sector Building Control

* 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 The Relevance of the Response	Inclusion of Relevant Technical Knowledge in Content	Presentation/Coherence
Distinction			
70%+ Excellent / Exceptional	The work demonstrates a comprehensive understanding of the task. All relevant information is included. The key 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% Good / Very good	The work demonstrates a clear understanding of the key 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 to the assignment.	The work demonstrates an understanding of the key technical issues of the task. There is a 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% Acceptable / Adequate	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% Poor / Insufficient	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 5 in Public Sector Building Control Points and Grading

Learners must pass 6 units of the qualification.

Total Points and final grades for Diploma	Final Grade achieved
18	**Distinction**
17	
16	
15 Refer to internal moderation procedures	
14 Refer to internal moderation procedures	**Merit**
13	
12	
11	
10 Refer to internal moderation procedures	
9 Refer to internal moderation procedures	**Pass**
8	
7	
6 Refer to internal moderation procedures	
5 Refer to internal moderation procedures	**Refer/Fail**
4	
3	
2	
1	
0	

1.11. Indicative Reading List

The reading can be accessed through the CIOB Library and Information Service. For further information and how to join please see the website page at this link:

https://www.ciob.org/library

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 (planning reform)
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.gov.uk/government/collections/approved-documents

The Approved Documents Wales
https://www.gov.wales/Building-regulations-approved-documents

Building Safety Act 2022
https://www.legislation.gov.uk/ukpga/2022/30/contents

Code of conduct for registered building inspectors
https://www.gov.uk/government/publications/registered-building-inspectors-professional-codes-and-standards/code-of-conduct-for-registered-building-inspectors

Unit 5.1 – Professional Practice in Public Sector Building Control – Energy Efficiency of Buildings

BRE Expert Collection 12 Sustainable design and assets, BRE 2016

BRE Expert Collection 13 Issues and impacts of sustainability on the built environment, BRE 2016

The Green Guide to Specification 2009. BRE BR 501, Anderson J, Shiers D and Steele K

BRE BS EN 15978:2011 Sustainability of construction works. Assessment of environmental performance of buildings. Calculation method BSI

Unit 5.2 – Professional Practice in Public Sector Building Control – Inclusivity

Principles of inclusive design 2006. Commission for Architecture and the Built Environment

BS 7000-6:2005 Design management systems. Managing inclusive design. Guide, BSI

Inclusive accessible design 2007, A Cave, RIBA

BS 8300:2009 Design of buildings and their approaches to meet the needs of disabled people - Code of practice (+A1:2010) BSI

BS 8300-1:2018 Design of an accessible and inclusive built environment - External environment. Code of practice BSI

BS 8300-1:2018 Design of an accessible and inclusive built environment – Buildings- Code of practice, BSI

Inclusion by Design: Equality, Diversity and the Built Environment 2008 Design Council.

Unit 5.3 – Professional Practice in Public Sector Building Control – Development and Conversion and development of Premises

Energy efficiency and historic buildings 2012: English Heritage

BS EN ISO 14040:2006 Environmental management. Life cycle assessment. Principles and framework, BSI

Unit 5.4 – Professional Practice in Public Sector Building Control – Fire Safety

Energy A Comprehensive Guide to Fire Safety BIP 2111:2008, Colin S Todd. BSI Aspects of Fire Precautions in Buildings CI/SfB98(K) 1993 Reid & Morris, BRE

BRE Expert Collection 11 Fire engineering: a collection of BRE expert guidance on fire modelling and engineering for the built environment, (2016), BRE
https://www.thenbs.com/publicationindex/documents/details?Pub=BRE&DocId=314572

BS 9999:2017 Fire safety in the design, management and use of buildings. Code of practice, BSI

BS 9991:2024 Fire safety in the design, management and use of residential buildings. Code of practice, BSI
https://knowledge.bsigroup.com/products/fire-safety-in-the-design-management-and-use-of-residential-buildings-code-of-practice-4

BS 7974:2019 Application of fire safety engineering principles to the design of buildings. Code of practice, BSI

https://knowledge.bsigroup.com/products/application-of-fire-safety-engineering-principles-to-the-design-of-buildings-code-of-practice

Hansell. G.O., Morgan. H.P., (1994). Design approaches for smoke control in atrium buildings (BR 258), BRE
https://www.thenbs.com/publicationindex/documents/details?Pub=BRE&DocID=256253

Morris. W.A., Read. R.E.H., Cooke. G.M.E. (1988). Guidelines for the construction of fire-resisting structural elements (BR128), BRE
https://bregroup.com/store/bookshop/guidelines-for-construction-of-fire-resisting-structural-elements-br-128-6mb

BRE Expert Collection 10 Fire safety in buildings - a collection of BRE expert guidance on fire risk, protection and detection, (2016), BRE
https://www.thenbs.com/PublicationIndex/documents/details?Pub=BRE&DocId=314571

Elementary Fire Engineering Handbook (IFE 50). IFE G Almond et al Heritage

Unit 5.5 – Professional Practice in Public Sector Building Control - Licensing and Fire Safety of Premises

Fire & Rescue Services Act 2004
http://www.legislation.gov.uk/ukpga/2004/21/contents

BS 9999:2017 Fire safety in the design, management and use of buildings. Code of practice, BSI

BS 7974:20012019 Application of fire safety engineering principles to the design of buildings. Code of practice, BSI
https://knowledge.bsigroup.com/products/application-of-fire-safety-engineering-principles-to-the-design-of-buildings-code-of-practice

BS EN 1993-1-2:200524 – TC Eurocode 3. Design of steel structures - Structural fire design, General rules. BSI
https://knowledge.bsigroup.com/products/eurocode-3-design-of-steel-structures-structural-fire-design

BS EN 1995-1-2:20042025Eurocode 5. Design of timber structures - Structural fire design, BSI. General.
https://knowledge.bsigroup.com/products/eurocode-5-design-of-timber-structures-structural-fire-design

Unit 5.6 – Professional Practice in Public Sector Building Control – Enforcement

Tony Weir, An Introduction to Tort Law (2nd edition, 2006)

The Building Act 1984
http://www.legislation.gov.uk/ukpga/1984/55

The Building Regulations (2010)
https://www.legislation.gov.uk/uksi/2010/2214/contents/made

The Building (Registered Building Control Approvers etc.) (England) Regulations 2024
https://www.legislation.gov.uk/uksi/2024/110

The Building (Registered Building Control Approvers etc.) (Wales) Regulations 2024
https://www.legislation.gov.uk/wsi/2024/1268/made

1.12. Knowledge & Skills Matrix – Level 5 Diploma in Public Sector Building Control

	Specialist Knowledge and Skills		Transferrable Skills				
Unit Title	**Subject Knowledge & Understanding**	**Specialist Skills Application**	**Application of IT Skills**	**Presentation Skills**	**Communication Skills**	**People Management Skills**	**Project Management Skills**
5.1 Professional Practice in Public Sector Building Control – Energy Efficiency of Buildings	✓	✓	✓	✓	✓	✓	✓
5.2 Professional Practice in Public Sector Building Control – Inclusivity	✓	✓	✓		✓	✓	✓
5.3 Professional Practice in Public Sector Building Control – Development and Conversion of Premises	✓	✓	✓	✓	✓	✓	✓
5.4 Professional Practice in Public Sector Building Control – Fire Safety	✓	✓	✓	✓	✓	✓	✓
5.5 Professional Practice in Public Sector Building Control - Licensing and Fire Safety of Premises	✓	✓	✓		✓	✓	✓
5.6 Professional Practice in Public Sector Building Control – Enforcement	✓	✓			✓	✓	✓

Unit 5.1 – Professional Practice in Public Sector Building Control – Energy Efficiency of Buildings

Title	**Professional Practice in Public Sector Building Control – Energy Efficiency of Buildings**
Unit Reference Number	**L/617/3615**
RQF Level	**5**
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:**
1. Understand the performance characteristics of construction materials and components for modern and traditional methods of construction.	1.1 Assess to what extent construction materials and components meet the minimum requirements of the Building Regulations.
2. Be able to evaluate the energy efficiency aspects of a project to determine compliance with the Building Regulations.	2.1 Evaluate the energy efficiency aspects of building projects to determine compliance with the Building Regulations.

Unit Information:

This unit is designed for existing or potential public sector building control professionals giving them the knowledge and skills required to be able to apply and enforce the English and Welsh Building Regulations effectively.

The purpose of this unit is to develop and apply principles and applications of energy efficient construction technologies.

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

This unit is assessed by a combination of written assignments, assessments and practical work-based tasks.

Unit 5.2 – Professional Practice in Public Sector Building Control – Inclusivity

Title	**Professional Practice in Public Sector Building Control – Inclusivity**
Unit Reference Number	**M/617/3610**
RQF Level	**5**
Credit Value	**17**
Unit Guided Learning Hours	**51**
Unit Personal Study Hours	**119**
Total Qualification Time	**170**

Learning Outcomes The Learner will:	**Assessment Criteria The Learner can:**
1. Understand the consequences design can have on access and inclusivity.	1.1 Explain the principles behind the theory of inclusive design. 1.2 Interpret the principles, theory and practice of inclusive design in relation to the current access and inclusivity aspects of Building Regulations.
2. Be able to evaluate the access and inclusivity aspects of a project to determine compliance with the Building Regulations.	2.1 Evaluate the access requirements for building projects to determine compliance with the Building Regulations. 2.2 Apply inclusive design principles to assess alternative proposals both inside and outside a building.

Unit Information:

This unit is designed for existing or potential public sector building control professionals, giving them the knowledge and skills required to be able to apply and enforce the English and Welsh Building Regulations in relation to access and inclusivity effectively.

The unit aims to provide an opportunity to develop an analytical appreciation of design. It considers the aspects of design in the context of the built environment.

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

This unit is assessed by a combination of written assignments, assessments and practical work-based tasks.

Unit 5.3 – Public Sector Building Control – Development and Conversion of Premises

Title	**Public Sector Building Control – Development and Conversion of Premises**
Unit Reference Number	**F/617/3613**
RQF Level	**5**
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:**
1. Be able to identify the requirements of the Regulations that apply to works to an existing building.	1.1 Evaluate a plan for a conversion or a change of use. 1.2 Evaluate alternative solutions for achieving compliance with the Building Regulations.
2. Understand the acoustic performance of building materials.	2.1 Evaluate a proposal for a premises in relation to the passage of sound.

Unit Information:

This unit is designed for existing or potential public sector building control professionals, giving them the knowledge and skills required to be able to apply and enforce the English and Welsh building regulations, in relation to conversion and development of premises, effectively.

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

This unit is assessed by a combination of written assignments, assessments and practical work-based tasks.

Unit 5.4 – Professional Practice in Public Sector Building Control – Fire Safety

Title	**Professional Practice in Public Sector Building Control – Fire Safety**
Unit Reference Number	**T/617/3611**
RQF Level	**5**
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:**
1. Be able to evaluate the fire safety aspects of a project to determine compliance with the Building Regulations.	1.1 Evaluate the fire safety aspects of a proposal with respect to: • Means of Escape provisions • Internal Spread of fire • External Spread of fire • Passive fire protection measures • Active fire protection measures • Management of the premises • Access and facilities for the Fire Service
2. Be able to analyse fire safety solutions and improvements within the design phase of a project, both individually and as part of a design team.	2.1 Identify the key professionals in the design team and explain their roles. 2.2 Critically evaluate fire safety solutions of a given design. 2.3 Write a proposal for fire safety solutions for a given scenario.

Unit Information:

This unit is designed for existing or potential public sector building control professionals, giving them the knowledge and skills required to be able to apply and enforce the English and Welsh Building Regulations in relation to fire safety 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, experiential learning and mentoring in the workplace.

This unit is assessed by a combination of written assignments, assessments and practical work-based tasks.

Unit 5.5 – Professional Practice in Public Sector Building Control – Licensing and Fire Safety of Premises

Title	**Professional Practice in Public Sector Building Control – Licensing and Fire Safety of Premises**
Unit Reference Number	**J/617/3614**
RQF Level	**5**
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:**
1. Understand the interaction of different professional disciplines in the fire safety aspects of premises.	1.1 Describe the roles and responsibilities of the different professional disciplines involved in the fire safety aspects of a premises.
2. Be able to assess a plan for compliance with fire safety aspects and the boundaries of public sector building control involvement.	2.1 Assess a plan for a licensed premises for compliance with the Building Regulations, including the factors involved in determination of maximum occupancy. 2.2 Describe the boundaries of public sector building control involvement in fire safety. 2.3 Explain the role of public sector building control as defined by UK Building safety legislation, in relation to fire safety following Dame Judith Hackitt's review of Building Regulations and Fire Safety.

Unit Information:

This unit is designed for existing or potential public sector building control professionals, giving them the knowledge and skills required to be able to apply and enforce the English and Welsh building regulations effectively.

This unit incorporates the key aspects in the practices of Licensing, Fire Safety, Fire Risk Assessment and Fire Legislation which interact with the duties carried out by Public Sector Building Control.

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

This unit is assessed by a combination of written assignments, assessments and practical work-based tasks.

Unit 5.6 – Professional Practice in Public Sector Building Control – Enforcement

Title	**Professional Practice in Public Sector Building Control – Enforcement**
Unit Reference Number	**A/617/3612**
RQF Level	**5**
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:**	
1. Understand the legal framework underpinning public sector building control enforcement.	1.1	Evaluate the evolution of enforcement powers available to Public Sector Building Control.
	1.2	Explain the Public Sector Building Control enforcement process.
2. Be able to apply and enforce the public safety aspects of Public Sector Building Control.	2.1	Evaluate the powers including associated legislation available to a Public Sector Building Control team to deal with its statutory function.
3. Be able to identify a range of solutions to resolve a breach of building regulations.	3.1	Assess compliance and risk and analyse how to target enforcement in an effective and proportionate way.

Unit Information:

This unit is designed for existing or potential public sector building control professionals, giving them the knowledge and skills required to be able to apply and enforce the English and Welsh building regulations effectively.

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

This unit is assessed by a combination of written assignments, assessments and practical work-based tasks.