

# CIOB Building Surveying Section

## Applicant Guidance Notes

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## 1. About the CIOB Building Surveying Section application process

The CIOB Building Surveying Section application process is a competence-based application process introduced in line with the requirements of the Building Control Act 2007 for registration of professional title of Building Surveyor under section 43(2)(c) 'a fellow or member of the Chartered Institute of Building, Building Surveying Division, who has at least 2 years practical experience of performing duties commensurate with those of a building surveyor'.

The process for those wishing to register their title as Building Surveyor under the above section is as follows:

Firstly, you must attain full Chartered membership of CIOB (Member or Fellow).

You are then eligible to apply to the CIOB Building Surveying Section. You must complete the portfolio application and return it, along with all supporting materials, to the relevant CIOB staff member.

The CIOB staff member will work with you to ensure the application is correctly completed and all necessary documents are included.

The application is forwarded to an assessor by the CIOB staff member, who will review it.

The result for the assessment, along with all relevant feedback, is sent to the CIOB staff member, who will advise you of your result.

Upon passing, a letter, signed by CIOB's Chief Executive, is posted to you and a soft copy emailed. This is used when applying to the Registration Body.

If the application is failed, feedback will be given to the applicant. You can appeal the decision in writing within 28 days if you so choose. Details of the appeals procedure can be found on page xx

To apply to register your professional title, you must go to the Registration Body website, create an account, and choose the specific section of the Act under which you are applying. You will be asked to upload copies of your M/FCIOB certificate, and the letter sent above, and details of previous employments and specific projects that demonstrate your experience.

Registration within the CIOB Building Surveying Section provides a route to registration as outlined in the Building Control Act 2007 but does not automatically guarantee Registration of Professional Title with the Registration Body.

## 2. Governance

The Building Surveying Section is managed by the CIOB Education Department. The assessment of each application is undertaken by an assessor appointed by CIOB's Education Department. The Assessor will either be a member or fellow of the Institute and will also be a Building Surveying professional.

You do have the right to appeal your assessment decision, which must be made within one month of receiving your approval or deferral letter.

Please note that an appeal cannot be made on the grounds of a disagreement with the assessment outcome. The appeal must be based on a valid reason such as:

Failure of the assessor to correctly follow the process and procedures for the assessment or where you suspect there may be bias in the assessment process, and this must be stated in full in the letter of appeal. You are not able to submit any new material or documents into the appeal and it is to be based solely on your previously submitted application and all correspondence received thereafter.

Appeals are to be made in writing and should be addressed to:

Director of Education,  
CIOB, 3 Arlington Square  
Downshire Way  
Bracknell,  
Berkshire  
RG12 1WA

### 3. Experience Guidance

Experience of performing duties commensurate with those of a Building Surveyor, has been defined by the Registration Body as follows:

Employed on a fulltime basis for a minimum of the specified years (or the equivalent on a part time basis), with appropriate experience drawn from at least three of the following areas:

- Construction Technology/ Building Pathology,
- Building Measurement/condition surveys,
- Planning acts/regulations and building regulations,

And at least one of the following areas:

- Design and specifications,
- Building services,
- Health & Safety regulations
- Contract Administration/costing
- Project Management
- Other specialisation e.g., sustainability, energy rating, fire safety, asset management conservation

Such other experience as may be considered appropriate by the admissions board.

OR

Can demonstrate particular specialised knowledge in any one of these areas in recent years with prior experience in other areas.

## 4. Building Surveying portfolio

Prior to sending your application for assessment, CIOB staff will carry out a desktop review for completeness.

Each application should contain the following documents:

- Portfolio document
- Supporting materials, to include at least one condition survey report
- Complaints procedure
- Terms of engagement
- PI insurance details
- Current CV focussing on the building surveying aspects of your work.

You may email your application to CIOB at [alanyiova@ciob.org.uk](mailto:alanyiova@ciob.org.uk). For large submission please share via One Drive or via We Transfer.

Please name every document and use folders to make it easy for the assessor to locate the documents and refer them to the portfolio.

The portfolio document contains seven sections, A001-A007.

- You must complete all of A001.
- You must complete at least two elements in A002, one of which **must** be element b) Condition reporting analysis/remedy. The other element can be of your choosing.
- You must complete one section of A003-A007. Within the section you have chosen, you must complete all of the elements (e.g., if you choose A003, you must complete all four elements (a)-(d); if you choose A004, you must complete all three elements (a)-(c), and so on.)

## 5. General tips and hints

- Similar to the Professional Review, this is a process to show your own experience. Use 'I' statements instead of 'we' statements, and talk only about work that you yourself were involved in.
- Spelling and grammar should be to a professional standard.
- The assessment process is typically not iterative. CIOB staff will go through the application with you to ensure the correct sections of the portfolio document have been completed and all relevant supporting documents have been included. However, if the assessor believes it to be necessary, they may request further information. This request will come through your CIOB staff contact.
- As specified under the Act, you are focussing on evidence from the past 5 years, or similar part-time hours.
- You should demonstrate your knowledge and experience in the written sections, and you need to back up your examples with proof. You may attach any documents to your application that support your portfolio.
- If you outsourced to a specialist (e.g., fire safety), show that you employed someone for this role and were in control of the relationship and the work.

- Remember that you are proving your experience as a Building Surveyor – that is the only experience that counts. Be very specific about the examples that you use – they should all relate to Building Surveying.

## 6. Categories of Competence

- 6.1 REF: A001 - Development/Project Instructions (Mandatory)  
(All elements to be completed)
- a) Planning Acts/Regulations
  - b) Design and specifications
  - c) Building regulations/Fire safety
  - d) Building Services

You should demonstrate knowledge of the planning process and include copies of an application and evidence that you have acted for a client, that is, work that is planning-related in your own name. In the case that the evidence has someone else's name on it (e.g., your manager), you must explain which part of the work was yours and show proof and competence: it is not expected that you would carry out all roles in a project.

You may answer all four elements using one project if you wish. However, you may also reference more than one project, whichever is more suitable to your experience.

You may have sub-contracted some of the roles above. It is sufficient to show evidence of this and explain your role in the relationship and that you controlled the process.

Building services can be taken broadly here. For example, sewerage could be seen as environmental but, if you can demonstrate sufficient knowledge of the subject, it may be included in this section.

- 6.2 REF: A002 - Building Pathology (Mandatory)  
Two elements from this Unit must be completed, One of which must be b):
- a) Construction Technology
  - b) Condition reporting analysis/remedy – compulsory element
  - c) Facilities Management
  - d) Planned/reactive maintenance
  - e) Dilapidations/Landlord and tenant legislation

In (a), if the technology you are referring to is not in wide use (e.g., it may be new to market), please include sufficient details for the assessor.

In (b), which must be completed, a feasibility report would be sufficient, as long as you can show that you have taken instructions and the report is completed in a professional format and style.

(c) Is about the Building Surveyor's role in facilities management.

In (d), you should demonstrate knowledge and understanding of reasons for planned and reactive maintenance.

(e) Is a very specialist area and could be seen on behalf of landlord or tenant. You need to address the issue of the lease. Responses must be within the context of legislation. Dilapidations require wants of repair or schedule of condition.

You must complete one Unit (REF: A003–A007) from the following list and all elements must be completed.

### 6.3 REF: A003 - Contract Administration/Project Management

- a) Standard forms of building contract
- b) Performance specification
- c) Valuation of Work
- d) Project Management

In (a), you may want to discuss a number of different contracts from different projects to show your breadth of knowledge.

Note that the name of this unit is Contract Administration/Project Management, so the four elements should be approached from the direction of one or both of those headings.

You could demonstrate understanding of performance specification by using a job you've been involved in as an example, or you could write about your knowledge in general, or a mixture of the two, if appropriate.

For (c), you must show valuing of real works. You should include any documents relating to the valuation.

(d) Refers to managing a project on behalf of a client, though you may have been project-managing only part of a job. You should present evidence of your role and the relationship with the client.

### 6.4 REF: A004 - Sustainability

- a) Sustainability within Construction
- b) Energy Rating
- c) Renewable Energy

Mention any specific tools or methods you use to ensure or increase sustainability.

If you have any training in this area (BER, NVQ), please include details.

If you outsourced any of these functions, explain why and include the instruction.

You don't need to be an expert in sustainability to answer this section, but you should have some experience and show knowledge.

### 6.5 REF: A005 - Health & Safety

- a) Statutory duties
- b) Safety regulations
- c) Risk assessment

In this section, you should do more than just know how to produce a Health & Safety policy – you should show where you fit into it.

You should show that you know the statutory duties and safety regulations.

You should show knowledge of a risk assessment and of how to design risk a building.

#### 6.6 REF: A006 - Maintenance/Repair and Improvement

- a) Preparation of specifications
- b) Schedules of work
- c) Building services maintenance
- d) Programmed works
- e) Conservation

Please attach schedules of work to show your experience.

If you used a specialist, documents showing the relationship should be submitted, including instructions.

You should reference both planned and reactive maintenance, showing how any planned work leads to less emergency work.

#### 6.7 REF: A007 - Insurance/Acquisition

- a) Buildings Liabilities
- b) Contract Law/Land law
- c) Re-instatement costs and claims

You should show examples of different contracts you have been involved with.

You may wish to include surveys to support your examples.

You may wish to include any letters outlining advice you gave to clients about buying a building.

In (c), you should outline the procedure you would follow in the case of a re-instatement claim, as well as showing examples of previous work you have done.

## 7. Supporting documents

### 7.1 Complaints procedure

The complaints procedure should be the document handed to clients, as opposed to a procedure for staff complaints.

If you have a named surveyor referenced in the procedure, a letter should be included in the application outlining the agreement between you/your company and the named surveyor.

### 7.2 PI Insurance

Please include a copy of the top-sheet of your certificate of insurance for the current year.

Please let your insurance company know that you are forwarding CIOB this information as part of your application. Our assessors are covered by our data protection policy and the details of your policy will not be used outside of this application.

If you work for a company, we also require a letter from a director of the company stating that you are covered by the firm's policy.

If you work for a local authority, we also require a letter from a senior manager stating that you are covered by the authority's policy.