

Specification

CIOB Level 3 Certificate in Technical Support for Public
Sector Building Control
(603/4612/7 Ofqual)

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1. Qualification Structure and Rules of Combination

1.1. Rationale

Level 3 Certificate in Technical Support for Public Sector Building Control

The CIOB Level 3 Certificate in Technical Support for Public Sector Building Control is designed for local authority building control administrative staff dealing with day-to-day activities in the regulated public sector building control function. This qualification develops the learner's knowledge and skills to process the workload of the function, correctly in line with UK building safety legislation, statutory timescales, delivery and performance standards to ensure compliance with building regulations and legislation. Learners will gain an understanding of the importance of this role and how information is conveyed to users of the service.

1.2 Progression to other qualifications

This qualification provides the underpinning knowledge and understanding for entry to the level 4 Diploma in Public Sector Building Control. Higher Education providers may consider these qualifications for entry to appropriate degree programmes.

1.3 Qualification Rules of Combination

To achieve the level 3 Certificate, learners are required to undertake all four units:

- Unit 3.1 – Introduction to Public Sector Building Control
- Unit 3.2 – Introduction to Public Sector Building Control Legislation
- Unit 3.3 – Public Sector Building Control – Processes and Functions
- Unit 3.4 – Public Sector Building Control – Service Delivery

Total Qualification Time for the Certificate is 140 hours; 14 guided learning hours plus 126 personal study hours.

Units need not be undertaken in any specific order.

1.4 Unit Exemptions

Exemptions may be granted for related qualifications. All 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 (one unit from the four required for the certificate).

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

GCSE English and Maths (or equivalent)

or

Relevant building control experience in a local authority

1.6 Unit and Assessment

This qualification is delivered online with a blend of online learning modules and online weekly tutor contact activities. Learners will have access to regular contact time with their tutor facilitated through interactive discussion forums and virtual classroom sessions.

Learners will be assessed through a combination of assignments and practical exercises whose complexity corresponds to the credit value. The marks awarded will be pass or refer for each unit. All units must be passed in order to achieve the certificate.

The assessments will involve practical questions related to work-based scenarios. Learners will have to complete the online assessments on the Virtual Learning Environment programme by the end of each Unit.

Indicative marking descriptors are provided below (Section 1.8).

1.7 Assessment Criteria

The assessment process is set by the approved provider and must be submitted for approval to the CIOB Awarding Organisation prior to being set. 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 moderation.

The assessment criteria are based on 3 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 lay-out and paragraphing, the quality and relevance of visual or graphical content.

1.8 Indicative Marking Descriptors – Level 3 Certificate in Technical Support for 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.

Grading	Task Achievement The Relevance of the Response	Inclusion of Relevant Technical Knowledge in Content	Presentation/Coherence
Pass			
<p>40%+</p> <p>Good / Very good</p>	<p>The work demonstrates a clear understanding of the main 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 where applicable. The task is broadly achieved within the word count, if relevant to the assignment.</p>	<p>The work demonstrates an understanding of the key technical issues of the task. There is clear description of relevant technical aspects with some attempt to evaluate the merits of these as appropriate to the task.</p>	<p>Demonstrates an awareness of presentation and an attempt to present the information with clarity and coherence. There is use of paragraphing and titling to assist the reader where applicable. 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.</p>
Refer			
<p>0-39%</p> <p>Poor /Insufficient</p>	<p>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 falls short of the word count, or the task is not complete.</p>	<p>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.</p>	<p>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. The graphical information is of poor quality or absent. They may be irrelevant. There may be errors, a lack of clarity causing difficulty for the reader to understand.</p>

1.9 Overall Qualification Grade

Learners must pass four units of the qualification

1.10 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>
- Local Authority Building Control Accounting Guidance for England and Wales (Fully Revised Second Edition 2010)
<https://www.cipfa.org/policy-and-guidance>
- Building Control Quality Management System (QMS) suite of documents
- Operational standards rules monitoring arrangements
<https://www.gov.uk/government/publications/building-control-bodies-professional-codes-and-standards/operational-standards-rules-monitoring-arrangements>
- 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>
- Building Safety Act 2022
<https://www.legislation.gov.uk/ukpga/2022/30/contents>
- The Building Act 1984
<http://www.legislation.gov.uk/ukpga/1984/55>
- Building Regulations 2010
<https://www.legislation.gov.uk/uksi/2010/2214/contents/made>
- The Building (Local Authority) Charges Regulations 2010
<https://www.legislation.gov.uk/uksi/2010/404/contents>
- 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>

1.11 Knowledge & Skills Matrix – Level 3 Certificate in Technical Support for 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	Administration Skills
3.1 Introduction to Public Sector Building Control	✓	✓	✓		✓		
3.2 Introduction to Public Sector. Building Control Legislation	✓	✓	✓	✓	✓		✓
3.3 Public Sector Building Control – Processes and Functions	✓	✓	✓		✓		✓
3.4 Public Sector Building Control – Service Delivery	✓	✓	✓	✓	✓	✓	✓

Unit 3.1 – Introduction to Public Sector Building Control

Title	Introduction to Public Sector Building Control
Unit Reference Number	D/617/6177
RQF Level	3
Credit Value	1
Unit Guided Learning Hours	1
Unit Personal Study Hours	9
Total Qualification Time	10

Learning Outcomes The Learner will:

1. Understand the historical context of building control and how public sector building control fits in the construction process.

Assessment Criteria The Learner can:

- 1.1 Explain how public sector building control works today.
- 1.2 Describe key historic events that have shaped building control.

Unit Information:

This unit is designed for existing or new staff working for local authority building control as part of the technical support team, giving learners an introduction to the public sector building control discipline.

The knowledge and skills in the unit are gained through a mix of online learning resources, research, collaborative activities and virtual classroom sessions that link the learning process to the workplace experience.

Unit 3.2 – Introduction to Public Sector Building Control Legislation

Title	Introduction to Public Sector Building Control Legislation
Unit Reference Number	H/617/6178
RQF Level	3
Credit Value	4
Unit Guided Learning Hours	4
Unit Personal Study Hours	36
Total Qualification Time	40

Learning Outcomes The Learner will:

1. Understand the main duty and function of public sector building control based on the key legislation used to administer the building regulations.
2. Based on current legislation, be able to assess various application and notification types received by public sector building control.

Assessment Criteria The Learner can:

- 1.1 Describe the key documentation used to fulfil the public sector building control function.
- 1.2 Describe the statutory consultees and timescales for building regulation applications, including non-fee earning work.
- 1.3 Explain the role of public sector building control in relation to enforcement.
- 2.1 Assess a range of works to determine their status in relation to the statutory framework.

Unit Information:

This unit is designed for existing or new staff working for local authority building control as part of the technical support team, giving learners an understanding of the legal framework in which public sector building control operates.

The knowledge and skills in the unit are gained through a mix of online learning resources, research, collaborative activities and virtual classroom sessions that link the learning process to the workplace experience.

Essential Reading:

The Building Act 1984; The Building Regulations 2010; The Building (Registered Building Control Approvers etc.) (England) Regulations 2024; The Building (Registered Building Control Approvers etc.) (Wales) Regulations 2024; The Building (Local Authority Charges) Regulations 2010

Unit 3.3 –Public Sector Building Control – Processes and Functions

Title	Public Sector Building Control – Processes and Functions
Unit Reference Number	K/617/6179
RQF Level	3
Credit Value	6
Unit Guided Learning Hours	6
Unit Personal Study Hours	54
Total Qualification Time	60

Learning Outcomes The Learner will:	Assessment Criteria The Learner can:
1. Understand the principles of the Quality Management Systems in Public Sector Building Control.	1.1 Describe the key documents and main responsibilities of the technical support team, as defined in the Building Control Quality Management System.
2. Understand the core processes carried out by public sector building control.	2.1 Be able to identify the correct procedures for processing building control applications.
3. Be able to identify alternative routes to serving notices for building control work.	3.1 Explain the procedure for responding to the different notices received by local authorities from other Building Control Bodies.
4. Be able to calculate building control standard charges, in accordance with the scheme of charges.	4.1 Calculate standard building control charges for a given scenario.

Unit Information:

This unit is designed for existing or new staff working in the local authority building control technical support team, giving learners the knowledge and skills to effectively support the public sector building control function.

This unit aims to develop the learner’s practical understanding of the Building Control Quality Management System, knowledge of core public sector building control processes and to ensure learners can effectively work through these processes. Learners will also be able to demonstrate the ability to determine standard charges based on the scheme of charges.

The knowledge and skills in the unit are gained through a mix of online learning resources, research, collaborative activities and virtual classroom sessions that link the learning process to the workplace experience.

Recommended Reading:

Building Control Quality Management System suite of documents (The Quality Management System, Quality Policy, Quality Manual, Procedures Manual, Code of Conduct); The Building Act 1984; The Building Regulations 2010; The Building (Registered Building Control Approvers etc.) (England) Regulations 2024; The Building (Registered Building Control Approvers etc.) (Wales) Regulations 2024

Unit 3.4 – Public Sector Building Control – Service Delivery

Title	Public Sector Building Control – Service Delivery
Unit Reference Number	D/617/6180
RQF Level	3
Credit Value	3
Unit Guided Learning Hours	3
Unit Personal Study Hours	27
Total Qualification Time	30

Learning Outcomes The Learner will:

1. Understand the needs of public sector building control service user groups and the appropriate method to communicate with them.
2. Understand the principles of user service and marketing in public sector building control.
3. Understand the key performance indicators for public sector building control.

Assessment Criteria The Learner can:

- 1.1 Explain the requirements of the key service user groups.
- 1.2 Identify the most appropriate methods of communication for given scenarios.
- 2.1 Evaluate the benefits of effective user service for a public sector building control function.
- 2.2 Describe methods of obtaining service user feedback.
- 2.3 Create marketing materials for a given audience.
- 3.1 Describe the key performance indicators applicable to public sector building control.

Unit Information:

This unit is designed for existing or new staff working for local authority building control as part of their technical support team, giving learners the knowledge and skills to effectively support the public sector building control team.

The principle aim of this unit is to develop the learner's practical understanding of service delivery and marketing in the context of local authority building control.

The knowledge and skills in the unit are gained through a mix of online learning resources, research, collaborative activities and virtual classroom sessions that link the learning process to the workplace experience.

Essential Reading:

Building Control Quality Management System suite of documents (aligned with the BSR's Operational Standards Rules).