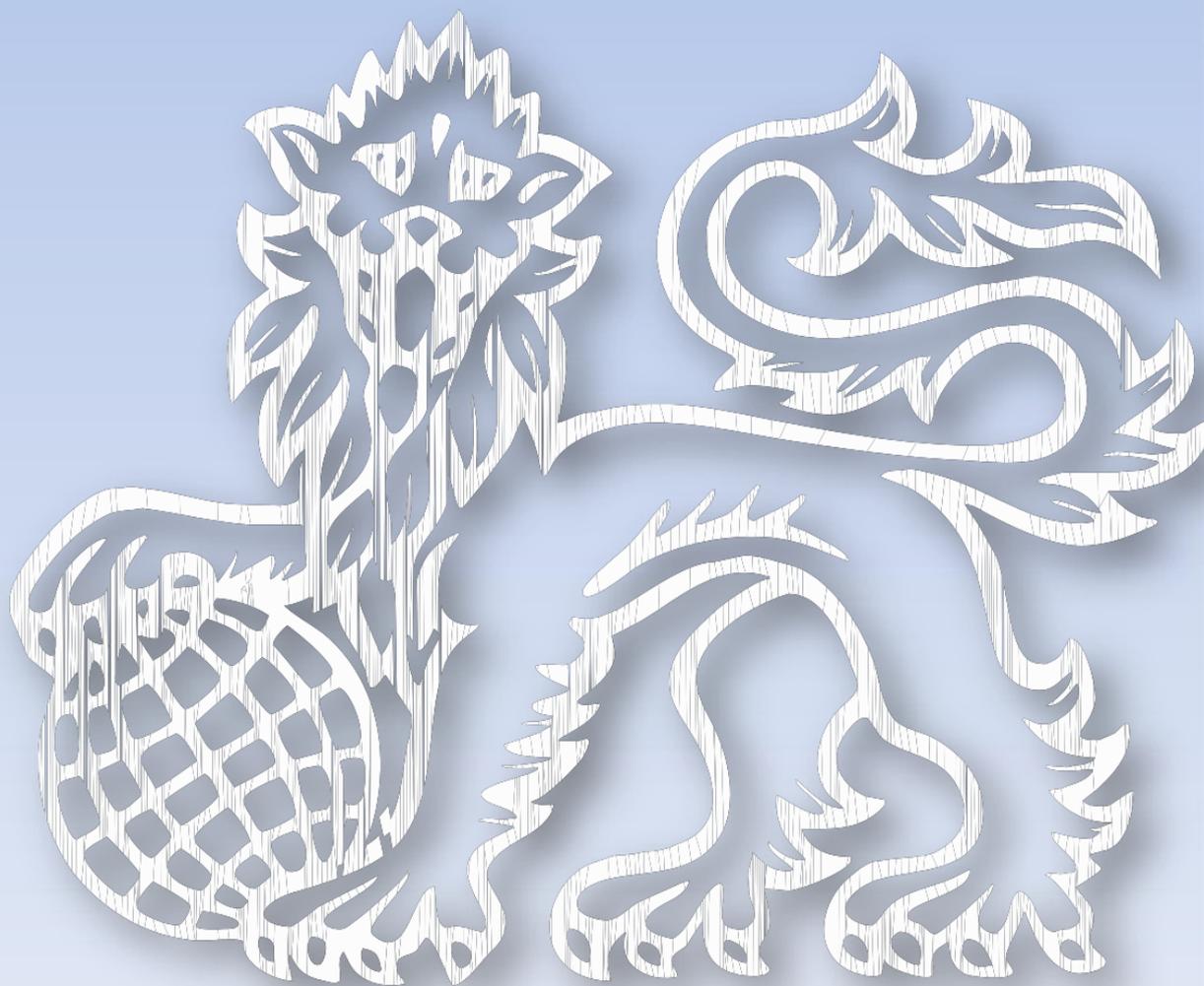


# THE CHARTERED INSTITUTE OF BUILDING AWARDING BODY

## Syllabus

### **LEVEL 4 DIPLOMA IN BUILDING CONTROL SURVEYING**



## **CIOB Awarding Organisation**

### **Level 4 Diploma in Building Control Surveying (603/3881/7Ofqual)**

### **Syllabus (RQF)**

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## 4. PROGRAMME STRUCTURE AND RULES OF COMBINATION

### 4.12 Rationale

#### **Level 4 Diploma in Building Control Surveying**

The CIOB level 4 Diploma in Building Control Surveying is designed for new building control officers working in the construction sector who are able to deal with domestic extensions and alterations. This qualification develops the learner's knowledge and skills to evaluate applications for compliance, liaise with stakeholders and carry out inspections to domestic construction projects safely and efficiently.

#### **1.2 Progression to other qualifications**

This programme provides the underpinning knowledge and understanding for the level 6 top-up degree in Building Control Surveying forming part of the degree apprenticeship. Candidates will need to progress onto the level 5 Diploma in Building Control (High Rise) before entering the degree top-up programme. Higher education providers may consider these qualifications for exemption from certain modules within their degree programmes. Candidates completing the level 5 Diploma can also progress to full chartered membership of the CIOB through the Chartered Membership Programme.

#### **1.3 Programme Rules of Combination**

To achieve the level 4 diploma, candidates are required to undertake all 6 Units

All units may also be studied individually for unit certification. Units must be taken in numerical 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 Associate Director of Education, via [awardingorg@ciob.org.uk](mailto: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 five years.

Exemptions will be granted for a maximum of one third of the qualification, (two units from the six required for the diploma).

Learners have the right to appeal an exemption decision via the independent CIOB Grievance and Appeals Panel. Requests should be addressed to the CIOB Legal Secretary, via [awardingorg@ciob.org.uk](mailto:awardingorg@ciob.org.uk).

#### **1.5 Entry Requirements**

UCAS tariff Score 80-120 (current) / 32-48 (2017 onwards) and relevant experience

**or**

Any construction related qualification at Level 3 S/NVQ

**or**

Three years' relevant building control experience

## 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, 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 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 are based on 3 areas:

4. **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 lay-out and paragraphing, the quality and relevance of visual or graphical content and the referencing used for quoted sources.

## 1.9 Level 4 Diploma in Building Control Surveying Indicative Marking Descriptors

\*Please note that the bands below describe indicative characteristics only. An overall holistic approach is required when assessing a candidate's work and assigning a grade.

Grade	Task Achievement The Relevance of the Response	Inclusion of Relevant Technical Knowledge in Content	Presentation/Coherence
<b>Distinction</b>			
70% +	The work demonstrates a comprehensive understanding of the task. All relevant information is included. The main 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 constructed 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.
<b>Merit</b>			
60-69%	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. The task is broadly achieved within the word count, if relevant the assignment.	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.	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.
<b>Pass</b>			
40-59%	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.
<b>Fail</b>			
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 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 4 in Building Control Surveying Points and Grading

Candidates must pass 6 units of the programme.

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	Deferred
4	
3	
2	
1	
0	

## 1.11 Indicative Reading List

### 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

<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.labc.co.uk/guidance/technical-guidance>

The Approved Documents Wales

<https://www.labc.co.uk/guidance/technical-guidance-wales>

### Unit 4.1 – Introduction to Building Control

The Approved Documents suite A-R incl Reg 7 DCLG

DCLG website

<https://www.gov.uk/government/organisations/department-for-communities-and-local-government>

The Building Act 1984

<http://www.legislation.gov.uk/ukpga/1984/55>

Sustainable and Secure Buildings Act 2004

<http://www.legislation.gov.uk/ukpga/2004/22/contents>

Climate Change and Sustainable Energy Act 2006 <http://www.legislation.gov.uk/ukpga/2006/19/contents>

Consolidated Building Regulations 2015

<https://www.labc.co.uk/knowledge-hub/resource-library/building-regulations-2010-incl-amends-dec-2016>

The Building Regulations &c. (Amendment) Regulations 2014

<http://www.legislation.gov.uk/uksi/2014/579/contents/made>

The Building (Approved Inspectors etc.) Regulations 2010

<http://www.legislation.gov.uk/uksi/2010/2215/contents/made>

What are the building regulations?

<https://www.labc.co.uk/advice-building-projects/homeowners/what-are-building-regulations>

Do I need building regulations for my extension, garage conversion or conservatory?

<https://www.labc.co.uk/your-project/homeowners/extensions-garage-conversions-and-conservatories>

Morton, R (2007) Construction UK: Introduction to the Industry, 2<sup>nd</sup> edn.; Oxford: Blackwell

### Unit 4.2 – Sustainable Construction Technology (Residential Buildings)

Chudley, R. and Greeno, R. (2014). Building Construction 10<sup>th</sup> edn.; Oxford: Butterworth-Heinemann

Chudley, R. (2012) Advanced Construction Technology. 5<sup>th</sup> edn. Harlow: Pearson

The Global eSustainability Initiative. SMART 2020: enabling the low-carbon economy in the information age 2008, The Climate Group.

DVD ROM (2008) A Guide to Sustainability in the Construction Industry; Kings Lynn:

Construction Skills

Burton, S. (2012) Handbook of Sustainable Refurbishment – Housing; Abingdon: Routledge

### Unit 4.3 – Building Control Health and Safety

Construction (Design and Management) Regulations 2015. Guidance on Regulations. (2015) H.S.E. Publications.

Hughes, P. (2015) Introduction to Health and Safety in Construction, 5<sup>th</sup> edn.; Abingdon: Taylor and Francis

Barber, John (2002); Health and Safety in Construction: Guidance for Construction Professionals; London: Thomas Telford

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#### **Unit 4.4 – Building Control Finance**

The Building (Local Authority Charges) Regulations 2010

<http://www.legislation.gov.uk/ukxi/2010/404/contents/made>

Ferry, D. J. and Brandon, P.S. (1999). Cost Planning of Buildings. 7<sup>th</sup> ed. Hutchinson; London

#### **Unit 4.5 – Building Control Customer Relationship Management**

Competent Persons Schemes

<https://www.gov.uk/building-regulations-competent-person-schemes>

Competent person scheme – current schemes and how schemes are constructed

<https://www.gov.uk/guidance/competent-person-scheme-current-schemes-and-how-schemes-are-authorised#how-schemes-are-authorised>

The Party Wall etc. Act 1996

<http://www.legislation.gov.uk/ukpga/1996/40>

Water Act 2003

<http://www.legislation.gov.uk/ukpga/2003/37>

#### **Unit 4.6– BIM and Data Management**

Anderson, J. (2010). Basics Architecture 03: Architectural Design. AVA Academic, Lausanne

Gregory, R. (2008). Key contemporary buildings: plans, sections and elevations. W.W. Norton

Berge, B. (2000) The ecology of building materials. Oxford: Butterworth-Heinemann

Edward, A. (2007) Architectural detailing: function, constructability, aesthetics Hoboken, N.J. Chichester: Wiley

BIM Resource Self Study Activity:

- <https://www.nationalbimlibrary.com/en-gb/bim-explained/>
- [https://www.nationalbimlibrary.com/content/pdfs/bim\\_for\\_the\\_terrified.pdf](https://www.nationalbimlibrary.com/content/pdfs/bim_for_the_terrified.pdf)
- <http://www.bimplus.co.uk/education/download-your-free-copy-popular-bim-guide/>
- <http://www.bimplus.co.uk/people/back-basics-what-how-and-why-bim-and-fm/>
- <http://www.bimplus.co.uk/people/bim-am-i-speaking-different-language/>
- <http://www.constructionmanagemagazine.com/onsite/continuing-professional-development-level-2-/>
- [https://www.designingbuildings.co.uk/wiki/Step-by-step\\_guide\\_to\\_using\\_BIM\\_on\\_projects](https://www.designingbuildings.co.uk/wiki/Step-by-step_guide_to_using_BIM_on_projects)
- <http://www.bimplus.co.uk/management/bluffers-guide-part-1192/>
- <https://www.thebim.com/BIM-For-Beginners>

### 1.12 Knowledge & Skills Matrix Level 4 Building Control Surveying

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
4.1	Introduction to Building Control	✓	✓	✓	✓	✓	✓
4.2	Sustainable Construction Technology (Residential Buildings)	✓	✓	✓	✓	✓	✓
4.3	Building Control Health & Safety	✓	✓	✓	✓	✓	✓
4.4	Building Control Finance	✓	✓	✓	✓	✓	✓
4.5	Building Control Customer Relationship Management	✓	✓	✓	✓	✓	✓
4.6	BIM and Data Management	✓	✓	✓	✓	✓	✓

## Unit 4.1 – Introduction to Building Control

<b>Unit Title</b>	<b>Introduction to Building Control</b>
<b>Level</b>	<b>4</b>
<b>Unit Reference Number</b>	<b>Y/617/3603</b>
<b>Credit Value</b>	<b>18</b>
<b>Unit Guided Learning Hours</b>	<b>54</b>
<b>Unit Personal Study Hours</b>	<b>126</b>
<b>Total Qualification Time</b>	<b>180</b>
<b>Learning Outcomes The learner will:</b>	<b>Assessment Criteria The Learner can:</b>
1. Understand the roles and responsibilities of the building control surveyor working as part of a development team.	1.1 Describe the role and responsibilities of the building control surveyor.
2. Understand how the roles and responsibilities of other construction professionals impact on the building control compliance of a development.	2.1 Describe the impact other professionals have on building control compliance.
3. Be able to interpret the building regulation framework.	3.1 Assess a range of building works for compliance with the building control regulatory framework to a range of building works.  3.2 Assess a range of plans for compliance with the building regulatory framework.
4. Understand the importance of collaborative communication for effective delivery of building control.	4.2 Evaluate how collaboration with other stakeholders can improve outcomes.  4.3 Explain how collaboration with other stakeholders ensures public protection.
<b>Unit Information:</b>	
<p>This unit is designed for existing or potential building control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce building control regulations effectively. The principal aim of this module is to develop an understanding of the English and Welsh Building Regulations and introduce the legal aspects of application, consultation requirements and enforcement as applicable to construction projects.</p> <p>This knowledge is gained through a mix of classroom learning, directed study time and experiential learning in the workplace.</p> <p>This unit is assessed by a combination of written assignments, assessments and practical work-based tasks.</p> <p>This unit may be taken as a single unit or form part of the CIOB Level 4 Diploma in Building Control Surveying.</p>	

## Unit 4.2 – Sustainable Construction Technology (Residential Buildings)

<b>Unit Title</b>	<b>Sustainable Construction Technology (Residential Buildings)</b>
<b>Level</b>	<b>4</b>
<b>Unit Reference Number</b>	<b>H/617/3605</b>
<b>Credit Value</b>	<b>19</b>
<b>Unit Guided Learning Hours</b>	<b>57</b>
<b>Unit Personal Study Hours</b>	<b>133</b>
<b>Total Qualification Time</b>	<b>190</b>
<b>Learning Outcomes The learner will:</b>	<b>Assessment Criteria The Learner can:</b>
1. Understand the performance characteristics of construction materials and components for modern and traditional construction works.	1.1 Assess to what extent specified construction materials and components meet the minimum requirements of the Building Regulations for a given project.  1.2 Assess to what extent the installation of construction materials and components meets the minimum requirements of the Building Regulations for a given project.
2. Be able to undertake a domestic plan evaluation for a proposal deposited for Building Regulation Approval.	2.1 Evaluate a plan for a single storey domestic extension against the Building Regulations.
3. Understand how ground conditions can determine the choice of suitable foundations.	3.1 Evaluate whether the selected foundations for a given ground condition are appropriate.
<b>Unit Information:</b>	
<p>This unit is designed for existing or potential building control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce building control regulations effectively. The module aims to develop knowledge and understanding of low rise construction and to provide an introduction to common construction materials and environmental interactions.</p> <p>This knowledge is gained through a mix of classroom learning, directed study time and experiential learning in the workplace.</p> <p>This unit is assessed by a combination of written assignments, assessments and practical work-based tasks.</p> <p>This unit may be taken as a single unit or form part of the CIOB Level 4 Diploma in Building Control Surveying.</p>	

## Unit 4.3 – Building Control Health & Safety

<b>Unit Title</b>	<b>Building Control Health &amp; Safety</b>
<b>Level</b>	<b>4</b>
<b>Unit Reference Number</b>	<b>D/617/3604</b>
<b>Credit Value</b>	<b>18</b>
<b>Unit Guided Learning Hours</b>	<b>54</b>
<b>Unit Personal Study Hours</b>	<b>126</b>
<b>Total Qualification Time</b>	<b>180</b>
<b>Learning Outcomes</b> <b>The learner will:</b>	<b>Assessment Criteria</b> <b>The Learner can:</b>
1. Understand Health and Safety requirements, statutory processes and associated legislation that are relevant to building control.	1.1 Explain the health and safety obligations that relate to building control of all parties involved in works under current legislation.
2. Be able to identify how the Construction Design Management Regulations and their application to organisations are applied and enforced for construction projects.	2.1 Describe the Health, Safety and Welfare Regulations that should be in place for a given works. 2.2 Describe what actions should be undertaken by a building control surveyor in light of a health and safety breach.
<b>Unit Information:</b>	
<p>This unit is designed for existing or potential building control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce building control regulations effectively. The module aims to develop knowledge and understanding of the Health &amp; Safety at Work Act and Construction Design Management Regulation requirements of the built environment within the specific discipline of building control.</p> <p>This knowledge is gained through a mix of classroom learning, directed study time and experiential learning in the workplace.</p> <p>This unit is assessed by a combination of written assignments, assessments and practical work-based tasks.</p> <p>This unit may be taken as a single unit or form part of the CIOB Level 4 Diploma in Building Control Surveying.</p>	

## Unit 4.4 – Building Control Finance

<b>Unit Title</b>	<b>Building Control Finance</b>
<b>Level</b>	<b>4</b>
<b>Unit Reference Number</b>	<b>K/617/3606</b>
<b>Credit Value</b>	<b>16</b>
<b>Unit Guided Learning Hours</b>	<b>48</b>
<b>Unit Personal Study Hours</b>	<b>112</b>
<b>Total Qualification Time</b>	<b>160</b>
<b>Learning Outcomes</b> <b>The learner will:</b>	<b>Assessment Criteria</b> <b>The Learner can:</b>
1. Understand the different costs attributable to construction work on domestic projects.	1.1 Establish an accurate cost per square metre for the construction of domestic projects within a given region or county area.
2. Be able to calculate charges for the development, interpretation and consistent application of the regulations relating to local authority charging building projects.	2.1 Identify from drawings which work is subject to building control. 2.3 Explain how the office hourly rate, charged by local authorities are calculated. 2.4 Evaluate the factors used to determine the cost of fulfilling the statutory function for a given application. 2.5 Calculate an appropriate charge for undertaking the building control service provision.
<b>Unit Information:</b>	
<p>This unit is designed for existing or potential building control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce building control regulations effectively. The module aims to develop knowledge of The Charges Regulations.</p> <p>This knowledge is gained through a mix of classroom learning, directed study time and experiential learning in the workplace.</p> <p>This unit is assessed by a combination of written assignments, assessments and practical work-based tasks.</p> <p>This unit may be taken as a single unit or form part of the CIOB Level 4 Diploma in Building Control Surveying.</p>	

## Unit 4.5 – Building Control Customer Relationship Management

<b>Unit Title</b>	<b>Building Control Customer Relationship Management</b>
<b>Level</b>	<b>4</b>
<b>Unit Reference Number</b>	<b>M/617/3607</b>
<b>Credit Value</b>	<b>16</b>
<b>Unit Guided Learning Hours</b>	<b>48</b>
<b>Unit Personal Study Hours</b>	<b>112</b>
<b>Total Qualification Time</b>	<b>160</b>
<b>Learning Outcomes The learner will:</b>	<b>Assessment Criteria The Learner can:</b>
1. Understand the customer service function of the building control surveyor.	1.1 Propose solutions for a building control application to achieve compliance with the Building Regulations
2. Understand the marketing and promotional aspects of the building control function.	2.1 Evaluate different approaches to marketing building control services. 2.2 Describe the information that should be included in promotional materials to different audiences.
3. Understand how to communicate appropriately with different stakeholders.	3.1 Produce a plan evaluation report using language appropriate for a defined audience.
<b>Unit Information:</b>	
<p>This unit is designed for existing or potential building control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce building control regulations effectively. The principal aim of this module is to introduce the principles of customer relationships and communication skills.</p> <p>This knowledge is gained through a mix of classroom learning, directed study time and experiential learning in the workplace.</p> <p>This unit is assessed by a combination of written assignments, assessments and practical work-based tasks.</p> <p>This unit may be taken as a single unit or form part of the CIOB Level 4 Diploma in Building Control Surveying.</p>	

## Unit 4.6– BIM and Data Management within Building Control

<b>Unit Title</b>	<b>BIM and Data Management within Building Control</b>
<b>Level</b>	<b>4</b>
<b>Unit Reference Number</b>	<b>T/617/3608</b>
<b>Credit Value</b>	<b>18</b>
<b>Unit Guided Learning Hours</b>	<b>54</b>
<b>Unit Personal Study Hours</b>	<b>126</b>
<b>Total Qualification Time</b>	<b>180</b>
<b>Learning Outcomes The learner will:</b>	<b>Assessment Criteria The Learner can:</b>
1. Be able to assess boundary distances on industry standard, dimensioned sketches and scale drawings for compliance with Building Regulations.	1.1 Calculate the minimum boundary distances to both side elevations of a structure based on the unprotected area proposed using a given plan. 1.2 Draw correct boundary distances on scale drawings.
2. Interpret measurement in a building information modelling environment.	2.1 Design a side elevation in a Building Information Modelling environment to achieve the maximum allowable unprotected area from a specified boundary.
3. Understand the implications that a BIM enabled project would have on the building control function.	3.1 Evaluate what building control efficiencies may be implemented by using BIM.
4. Explain the security implications of electronic data.	4.1 Explain the security processes in your organisation that control compliance with the following: <ul style="list-style-type: none"> <li>• General Data Protection Regulations (GDPR) legislation</li> <li>• Commercially sensitive information</li> <li>• Copyright legislation</li> <li>• Storage and retention of data</li> </ul>
<b>Unit Information:</b>	
<p>This unit is designed for existing or potential building control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce building control regulations effectively. The principal aim of this module is to introduce the student to the latest digital infrastructure around us and the way it is affecting all businesses including the wider construction sector.</p> <p>This knowledge is gained through a mix of classroom learning, directed study time and experiential learning in the workplace.</p> <p>This unit is assessed by a combination of written assignments, assessments and practical work-based tasks.</p> <p>This unit may be taken as a single unit or form part of the CIOB Level 4 Diploma in Building Control Surveying.</p>	