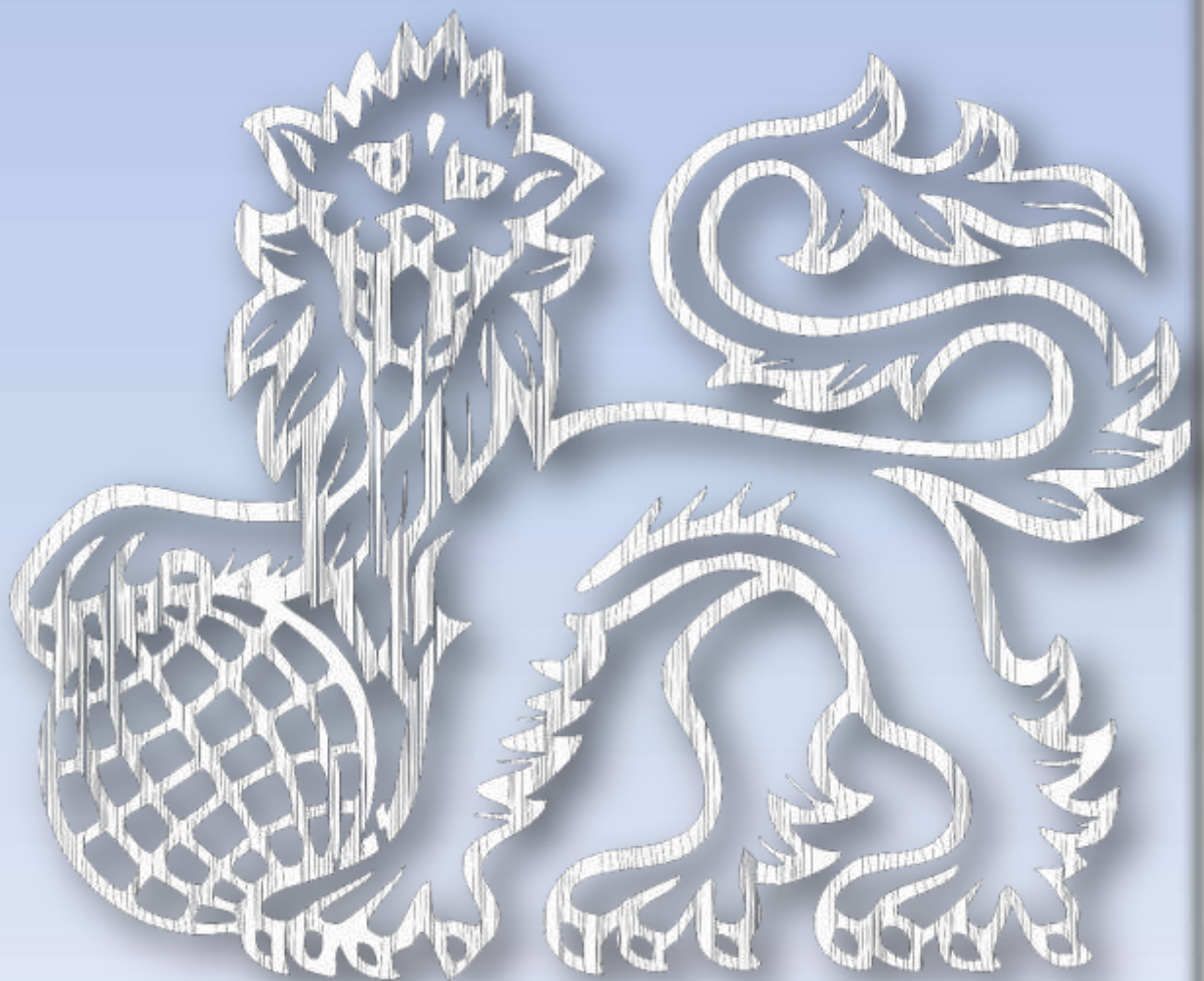


# THE CHARTERED INSTITUTE OF BUILDING AWARDING BODY

## Syllabus

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



## **CIOB Awarding Organisation**

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

**(603/3881/7Ofqual)**

### **Syllabus (RQF)**

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## **1. PROGRAMME STRUCTURE AND RULES OF COMBINATION**

### **1.1 Rationale**

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

The CIOB level 4 Diploma in Public Service 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 Public Service Building Control Surveying forming part of the degree apprenticeship. Candidates will need to progress onto the level 5 Diploma in Building Control (small and large commercial, new homes and high-rise) before entering the BSc (Hons) Degree in Building Control Surveying. 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 six 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 units studied and relevant unit 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 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 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 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 Public Service 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 Public Service 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 Public Service 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 – Health and Safety Professional Practice in Public Service Building Control

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

#### Unit 4.3 – Sustainable Construction Technology in Public Service Building Control - (Residential Buildings)

Chudley, R. and Greeno, R. (2014). Building Construction 10th 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 4.4 – Customer Relationship Management in Public Service Building Control

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 4.5 – Public Service Building Control Finance

The Building (Local Authority Charges) Regulations 2010

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

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

## Unit 4.6– BIM and Data Management in Public Service Building Control

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-pa2s-1192/>
- <https://www.theb1m.com/BIM-For-Beginners>

### 1.12 Knowledge & Skills Matrix Level 4 Public Service 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 Public Service Building Control	✓	✓	✓	✓	✓		✓
4.2	Health and Safety Professional Practice in Public Service Building Control	✓	✓	✓		✓		✓
4.3	Sustainable Construction Technology in Public Service Building Control - (Residential Buildings)	✓	✓	✓		✓		✓
4.4	Customer Relationship Management in Public Service Building Control	✓	✓	✓	✓			✓
4.5	Public Service Building Control Finance	✓	✓	✓		✓	✓	✓
4.6	BIM and Data Management in Public Service Building Control	✓		✓		✓	✓	✓

## Unit 4.1 – Introduction to Public Service Building Control

<b>Unit Title</b>	<b>Introduction to Public Service Building Control</b>
<b>Unit Reference Number</b>	<b>Y/617/3603</b>
<b>Level</b>	<b>4</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 how the roles and responsibilities of other construction professionals, including Public Service Building Control, impact on the Building control compliance of a development.	1.1 Describe the impact construction professionals have on Public Service Building Control compliance.
2. Be able to interpret the Building Regulation framework	2.1 Apply the public service Building Control Regulatory Framework to a range of building works
3. Understand the importance of collaborative communication for effective delivery of Public Service Building Control.	3.1 Evaluate how collaboration with other stakeholders can improve outcomes including public protection
<b>Unit Information:</b>	
<p>This unit is designed for existing or potential Public Service Building Control surveyors, giving them the knowledge and skills required to understand the Regulatory Framework within England &amp; Wales.</p> <p>This knowledge is gained through a mix of classroom learning, directed study time, tutor led virtual classrooms and experiential learning from 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 Public Service Building Control.</p>	

## Unit 4.2 – Health and Safety Professional Practice in Public Service Building Control

<b>Unit Title</b>	<b>Health and Safety Professional Practice in Public Service Building Control</b>
<b>Unit Reference Number</b>	<b>D/617/3604</b>
<b>Level</b>	<b>4</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 Public Service Building Control.	1.1 Explain the Health and Safety obligations that relate to Public Service 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 how the Enforcement of Health and Safety legislation ensures safe building sites.
<b>Unit Information:</b>	
<p>This unit is designed for existing or potential Public Service Building Control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce English and Welsh Building Regulations effectively.</p> <p>The unit aims to develop knowledge and understanding of the Health and Safety at Work Act and Construction Design Management Regulation requirements of the built environment within the specific discipline of Public Service Building Control.</p> <p>This knowledge is gained through a mix of classroom learning, directed study time, tutor led virtual classrooms and experiential learning from 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 Public Service Building Control.</p>	

## Unit 4.3 – Sustainable Construction Technology in Public Service Building Control - (Residential Buildings)

<b>Unit Title</b>	<b>Sustainable Construction Technology in Public Service Building Control - (Residential Buildings)</b>
<b>Unit Reference Number</b>	<b>H/617/3605</b>
<b>Level</b>	<b>4</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 construction materials and components meet 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 domestic extension or alteration against the Building Regulations.
3. Understand how site conditions can influence construction options.	3.1 Evaluate whether the selected materials for a given site condition are appropriate.
<b>Unit Information:</b>	
<p>This unit is designed for existing or potential Public Service Building Control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce English and Welsh Building Regulations effectively.</p> <p>The unit aims to develop knowledge and understanding of low-rise construction, 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, tutor led virtual classrooms and experiential learning from 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 Public Service Building Control.</p>	

## Unit 4.4 – Customer Relationship Management in Public Service Building Control

<b>Unit Title</b>	<b>Customer Relationship Management in Public Service Building Control</b>
<b>Unit Reference Number</b>	<b>M/617/3607</b>
<b>Level</b>	<b>4</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 importance of marketing Public Service Building Control.	1.1 Evaluate alternative approaches used to promote the Public Service Building Control service.
2. Understand how to communicate appropriately with different stakeholders.	2.1 Produce a plan evaluation report using language appropriate for a defined audience.  2.2 Describe the information that should be included in promotional materials to different audiences.
<b>Unit Information:</b>	
<p>This unit is designed for existing or potential Public Service Building Control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce English and Welsh Building Regulations effectively.</p> <p>The principal aim of this unit is to introduce the way customer relationships can impact on successful building outcomes.</p> <p>This knowledge is gained through a mix of classroom learning, directed study time, tutor led virtual classrooms and experiential learning from 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 Public Service Building Control.</p>	

## Unit 4.5 – Public Service Building Control Finance

<b>Unit Title</b>	<b>Public Service Building Control Finance</b>
<b>Unit Reference Number</b>	<b>K/617/3606</b>
<b>Level</b>	<b>4</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 Identify how accurate quotations are generated 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 for building projects.	2.1 Identify from drawings the likely cost of controllable work. 2.1 Evaluate the factors taken into account to determine the cost of undertaking the Public Service Building Control service.
<b>Unit Information:</b>	
<p>This unit is designed for existing or potential Public Service Building Control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce English &amp; Welsh Building Regulations effectively.</p> <p>The unit aims to develop knowledge and understanding of the financial implications for Public Service Building Control teams both in the setting of charges and awareness of building costs.</p> <p>This knowledge is gained through a mix of classroom learning, directed study time, tutor led virtual classrooms and experiential learning from the workplace.</p> <p>This unit is assessed by a combination of written assignments, assessments and practical work-based tasks.</p> <p>This module may be taken as a single unit or form part of the CIOB Level 4 Diploma in Public Service Building Control.</p>	

## Unit 4.6– BIM and Data Management in Public Service Building Control

<b>Unit Title</b>	<b>BIM and Data Management in Public Service Building Control</b>
<b>Unit Reference Number</b>	<b>T/617/3608</b>
<b>Level</b>	<b>4</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 industry standard information contained within scaled drawings for compliance with Building Regulations.	1.1 Understand the information conveyed within technical drawings. 1.2 Create scaled annotated solutions to show Building Regulation compliance.
2. Understand the implications that a BIM enabled project would have on Public Service Building Control function.	2.1 Evaluate Public Service Building Control efficiencies that can be implemented by using BIM.
3. Explain the security implications of electronic data.	3.1 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 Public Service Building Control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce English &amp; Welsh Building Regulations effectively.</p> <p>The principal aim of this unit 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, tutor led virtual classrooms and experiential learning from the workplace.</p> <p>This unit is assessed by a combination of written assignments, assessments and practical work-based tasks.</p> <p>This module may be taken as a single unit or form part of the CIOB Level 4 Diploma in Public Service Building Control.</p>	