

IMPORTANT NOTES:

- **All** boxes **must** be fully completed and in **capital letters** to avoid the form being returned as incomplete.
- Only the most up-to-date version of this form will be accepted copies of which can be downloaded from the CIOB website at: www.ciob.org.uk/education/courseinfo/sitememanagement
- Awards cannot be issued to students not registered on the course. Please check student is registered before submitting this form. For students who have not been registered within 12 weeks of the start of the course a late registration fee will apply.
- Award requests must be received within three years of course completion.

Centre:	
Student Name:	
Registration / Membership Number:	
Unique Learner Number (ULN):	<i>(if available)</i>
Certificate claim for following qualification: <input type="checkbox"/> Level 3 Site Supervisory Studies Diploma (QCF)	
Date qualification completed:	
<p>Please confirm all the following units have been completed:</p> <p><input type="checkbox"/> Planning Building Operations</p> <p><input type="checkbox"/> Organising and Controlling Operations</p> <p><input type="checkbox"/> Supervising Safety and Health at the Workplace</p> <p><input type="checkbox"/> Maintaining Lines and Levels</p> <p><input type="checkbox"/> Working with People</p> <p><input type="checkbox"/> Developing Personal Skills</p>	
<p>Course leader declaration:</p> <p>I declare that the details above are correct and that the certificate claim is valid and correct. Please note if a certificate is claimed in error I must inform the Awarding Body immediately, failure to inform the CIOB could result in approval withdrawal.</p> <p>If completing more than one claims form please ensure all forms are signed and dated and send to:</p> <p>Post: The Chartered Institute of Building, Education Department, Englemere, Kings Ride, Ascot, Berkshire SL5 7TB.</p> <p>Email: Educationadmin@ciob.org.uk.</p>	
Course Leader Name:	
Course Leader Signature:	
Date:	