

**CERTIFICATE CLAIMS FORM FOR  
CIOB LEVEL 4 SITE MANAGEMENT - CERTIFICATE / DIPLOMA**



**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/sitemmanagement](http://www.ciob.org.uk/education/courseinfo/sitemmanagement)
- 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.

<b>Centre:</b>	
<b>Student Name:</b>	
<b>Registration / Membership Number:</b>	
<b>Unique Learner Number (ULN):</b>	(if available)

**Certificate claim for following award:**       **Certificate**       **Diploma**

**Date award completed:** .....

<b>NQF Syllabus</b>	<b>QCF Syllabus</b>
<u>Module</u>	<u>Unit</u>
1. <input type="checkbox"/> Industry and Management	1.* <input type="checkbox"/> Project Planning
2.* <input type="checkbox"/> Project Planning	2. <input type="checkbox"/> Project Control and Monitoring
3. <input type="checkbox"/> Organising and Resourcing Projects	3.* <input type="checkbox"/> Managing the Quality of Site Work
4. <input type="checkbox"/> Project Monitoring & Control	4.* <input type="checkbox"/> Managing Health, Safety Welfare and Risk Control at Work*
5.* <input type="checkbox"/> Managing the Quality of Site Work	5.* <input type="checkbox"/> Managing Dimensional Control on Site
6. <input type="checkbox"/> Managing Sub-contractors	6. <input type="checkbox"/> Developing and Managing People
7.* <input type="checkbox"/> Managing Health, Safety Welfare and Risk Control at Work	7. <input type="checkbox"/> Improving Managerial Skills
8.* <input type="checkbox"/> Site Surveying & Levelling	8. <input type="checkbox"/> Contractual and Legal Responsibilities
9.* <input type="checkbox"/> Computing*	9. <input type="checkbox"/> Estimating and Measuring Work
10. <input type="checkbox"/> Managing People	10. <input type="checkbox"/> Managing Sub-contractors
11. <input type="checkbox"/> Developing People	11. <input type="checkbox"/> Managing Building Services
12. <input type="checkbox"/> Improving Managerial Skills	12. <input type="checkbox"/> Managing Technology of Modern Construction
13. <input type="checkbox"/> Contractual & Legal Responsibilities	
14. <input type="checkbox"/> Estimating & Measuring Work	
15. <input type="checkbox"/> Maintenance Management	
16. <input type="checkbox"/> Service Management	

**Does the student have exemption of the health & safety module/unit?**       **Yes**       **No**  
(if so a copy of the CITB SMSTS certificate must be attached as proof of completion).

\* For the issue of a Diploma award the compulsory units must be completed in either the Certificate or Diploma qualification.

**Contact name (ie Exams office, Course Tutor) and address at Centre where award should be posted:**  
(please note this contact below will be responsible for the security and safe keeping of the award).

**Course leader declaration:** 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. If completing more than one claims form please ensure all forms are signed and dated and send to:

**Post:** The Chartered Institute of Building, Education Department, Englemere, Kings Ride, Ascot, Berkshire SL5 7TB.  
**Email:** Educationadmin@ciob.org.uk.

<b>Course Leader Name:</b>	
<b>Course Leader Signature:</b>	
<b>Date:</b>	