

Late registration procedures for: Level 3 Diploma in Site Supervisory Studies & Level 4 Certificate and Diploma in Site Management

CIOB Procedure for the late registration on the Level 3 Diploma in Site Supervisory Studies and Level 4 Certificate and Diploma in Site Management

1. Any registration submitted after 12 weeks of commencing the course is considered to be a late registration.
2. All late registrations are subject to an administration fee of £20.00. This is in addition to the standard registration fee of £86.00.
3. The late registration form should be sent to the Vocational Co-ordinator at the CIOB either by email to awardingorg@ciob.org.uk or by post to:

Vocational Coordinator,
The Chartered Institute of Building,
Englemere, Kings Ride, Ascot,
Berkshire, UK, SL5 7TB

4. In the event of failing to register within 3 years after completing the programme, the applicant should submit a request in writing to the Vocational Co-ordinator which will be considered by the Awarding Body Management Committee. Please send all requests to:

Vocational Coordinator,
The Chartered Institute of Building,
Englemere, Kings Ride, Ascot,
Berkshire, UK, SL5 7TB

5. Please note that certificates for qualifications achieved cannot be issued unless the individual is registered on the programme. All certificates should be claimed within 3 years of completing the programme – if an individual wishes to apply for a certificate for a programme completed more than 3 years ago, the applicant should submit a request in writing to the Vocational Co-ordinator. Please send all requests to:

Vocational Coordinator,
The Chartered Institute of Building,
Englemere, Kings Ride, Ascot,
Berkshire, UK, SL5 7TB