

**CIOB  
Experienced Practitioner  
Assessed Programme  
Provider Guide**

**CENTRE  
APPROVAL  
GUIDANCE**

**JULY 2007**

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## ABOUT THE CIOB AWARDING BODY

1. The Chartered Institute of Building (CIOB) is a nationally recognised awarding body. The Experienced Practitioner Assessment Programme (EPA) is offered by CIOB to those who are practising as managers or technologists in the built environment.
2. This document is designed to provide guidance to prospective centres interested in offering the EPA programme. Completion and return of the form at the back of the guide will register your centre as an interested provider.
3. Supplementary guides are available from CIOB as follows:
  - Experienced Practitioner Assessed Programme (EPA) Candidates/Providers Guide.

**Information/documentation can be found on the CIOB website at [www.ciob.org.uk](http://www.ciob.org.uk).**

## CIOB QUALIFICATIONS

4. Students studying for the EPA programme must complete the following four modules:
  - Construction Technology
  - Health, Safety and the Environment
  - Management
  - Contract and Commercial Practice

## WHAT IS CENTRE REGISTRATION?

5. CIOB Centre Registration offers basic recognition of those providing education, training and skills development for the EPA programme. These include Colleges of Further Education, private firms and training providers.

## WHAT IS CENTRE REGISTRATION? – continued

6. CIOB Centre Recognition provides:
  - A listing on the CIOB web site.
  - Updating by CIOB on the programme including invitation to workshops etc.
  - A basic desk top check of the provision.
  - Support and assistance from dedicated staff at the CIOB.
7. Following formal CIOB registration, a centre can:
  - Externally market and deliver the CIOB EPA programme.
  - Deliver the course for a period of five years subject to maintaining standards of provision.
  - Contact the CIOB for advice and support.

## WHAT IS INVOLVED IN CIOB CENTRE REGISTRATION?

8. The CIOB requires all providers to be formally registered before they are able to offer the course to students. Centre Registration is sought through application to the Examinations Manager. The assessment process checks the internal systems, procedures and resources of a centre to determine its suitability for delivering CIOB courses.
9. Centres are initially approved for a period of five years from the commencement of the academic year in which the application is registered. A centre can continue to provide the EPA programme throughout this period unless certification is withdrawn following application of sanctions. Certification for centres without student registrations for a continual period of three years will lapse, after which centres will be required to re-apply for CIOB Centre Registration.
10. Centres are provided with a unique ID number which should be referred to in all correspondence with the CIOB.

## SUMMARY OF THE SUBMISSIONS PROCESS

11. Centres seeking registration will need to submit the completed CIOB Registration Application Form to:  
  
**The Examinations Manager**  
**CIOB**  
**Englemere**  
**Kings Ride**  
**Ascot, Berkshire SL5 7TB**  
  
**Email: [sdennison@ciob.org.uk](mailto:sdennison@ciob.org.uk)**  
  
**Tel: (01344) 630730**
12. CIOB Registration Application Forms can be downloaded from the CIOB website: **[www.ciob.org.uk](http://www.ciob.org.uk)** and should preferably be submitted electronically with supporting documentation.
13. The submission must cover four areas:
  - General Information
  - Resources to Support the Programme
  - The Learning Process
  - Equality of Opportunity
14. The CIOB Submissions Panel will assess the application.
15. If the submission meets the criteria of the CIOB Centre Registration process a Registered Centre Certificate will be issued. Deferred applications where minor points require addressing will be provided with the option for a re-submission.
16. Registered Centres will be monitored throughout the five year period in the following areas:
  - Direct feedback from students to the CIOB.
  - Direct feedback from employers to the CIOB.
  - Direct feedback from CIOB local branch offices to the CIOB.
  - Direct feedback from examiners.

## HOW TO APPLY FOR REGISTERED CENTRE STATUS?

17. The CIOB Registered Centre Application Form must be submitted providing brief written statements which meet the following criteria, as appropriate:

### 17.1 **Part 1: General Information**

- Name and address of Centre.
- Anticipated start date.
- Name of Department or Faculty.
- Name of Programme Manager.
- Introductory information on the Centre and Department or Faculty.
- Objectives for offering the programme.
- Location of the programme's development within the Centre's Business Plan.

### 17.2 **Part 2: Resources to Support the Programme**

- Learning resources accessible through the centre.
- Identity and provide background on the course team - Curricula Vitae and evidence of expertise relevant to the programme and specific modules (staff involved in teaching).
- Ideally staff should be corporate members of the CIOB or working towards this.
- A plan for the professional development of the course team members. This can be CPD.
- Any systems in place to assure the quality of the programme's delivery.

## HOW TO APPLY FOR REGISTERED CENTRE STATUS? – continued

### 17.3 **Part 3: The Learning Process**

- Teaching and learning strategies to be adopted by the course team.
- Mentoring of candidate's Personal Learning Plan (PLP).
- A timetable for the course duration.
- An indicative teaching and learning programme for each module.  
This statement should:
  - Identify the learning objectives.
  - Identify the course team member facilitating each activity.

### 17.4 **Part 4: Equality of Opportunity**

- The CIOB is committed to ensuring that all courses leading to its qualifications are accessible to all students who wish to take them. Centres are required to ensure that there are no unnecessary barriers to access or to learning, that the course content and structure are non-discriminatory and that the special needs of individual students are met, both in terms of learning and of assessment.
- The CIOB Submissions Panel will expect to see a short additional statement that relates to the equality of opportunity. Centres are advised to ensure that they can satisfy current legislation and make appropriate arrangements as required.

## GUIDANCE FOR NEW CENTRES SEEKING INITIAL REGISTRATION

18. The procedure set out below is for Centre Registration of providers seeking to run the EPA programme for the first time.

### 18.1 Procedure

- The centre registers an expression of interest in running the EPA programme to the CIOB.
- The centre sends the completed submission to the CIOB Examinations Manager.
- The CIOB Submissions Panel considers the application in accordance with the requirements.
- A letter of approval/non approval is sent to the centre with details of the decision.
- A CIOB Registered Centre Certificate is issued to successful providers.
- Registration will be for an initial five year period. Centres without students for three successive years will be required to seek re-registration.

## CENTRES SEEKING RE-REGISTRATION

19. The procedure set out below is for centres seeking re-registration.

### 19.1 Procedure

- Six months prior to the end of the approval period (five years), the CIOB Awarding Body will invite the centre to seek re-registration for a further five years.
- The CIOB Examinations Manager will be appointed to oversee the re-registration process.
- The centre will provide the CIOB Awarding Body with:
  - An update on any changes to the Centre's quality assurance system.
  - An update of any changes in the delivery of the programme.
  - An update on staff CV's/qualifications.

## CENTRES SEEKING RE-REGISTRATION – continued

### 19.2 Re-approval decision

The CIOB Submissions Panel will make a decision as follows:

- Re-registration for a specific period, usually five years although a shorter period may be designated according to circumstances.
- Time limited conditions for registrations will usually be set.
- In certain circumstances, the panel may decide to suspend registration until some or all of the conditions have been met.

## APPEALS

20. Centres have a right to appeal against the decisions of the CIOB Submissions Panel. Procedures for appeal are available from the CIOB upon request.

## APPENDIX 1

### CIOB CENTRE REGISTRATION FORM

This form is for use by centres when seeking registration from the CIOB to offer the Experienced Practitioner Assessed Programme (EPA).

The form has been designed to aid you in assembling the required information and supporting documentation.

An electronic downloadable version of this form is available at **[www.ciob.org.uk](http://www.ciob.org.uk)** and should preferably be submitted electronically with supporting documentation.

Submissions should be sent to:

**The Examinations Manager  
CIOB  
Englemere  
Kings Ride  
Ascot, Berkshire SL5 7TB**

**Email: [sdennison@ciob.org.uk](mailto:sdennison@ciob.org.uk)**

If you require any further information or clarification, please do not hesitate to contact the Examinations Manager by direct telephone: (01344) 630730.

### CIOB REGISTERED CENTRE APPLICATION FORM – SAMPLE

#### PART 1: GENERAL INFORMATION

Name and address of Centre:

Department/Faculty in which course will be offered, if appropriate:

**Tutors and Programme Manager responsible for submissions and qualifications**  
(please append CV's)

**Proposed start date of programme:**

**Please also enclose** (tick indicating details included, if appropriate)

- **A brief introduction to your Centre and Department**
- **Objectives for offering the programme**
- **Location of the programme's development within the Centre Business Plan**

**PART 2: RESOURCES TO SUPPORT THE PROGRAMME**

Please respond to each heading by enclosing the appropriate documents (e.g. staff CV's, copies of correspondence and brochures/college information).

(Please tick each section to indicate information supplied)

- **Learning resources accessible through the centre:**
- **Identity and provide background on the course team (e.g. CV's, evidence of experience, professional development, CPD):**
- **Any systems in place to assure the quality of the programme's design and to control the quality of its delivery.**

**PART 3: THE LEARNING PROCESS**

- **The course team teaching and learning strategies.**
- **An indicative timetable and syllabus for the teaching and learning programme for a representative cross-section of the course. This statement should:**
  - **Indicate learning outcomes**
  - **Identify the course team member facilitating each activity**
  - **Monitoring candidate's Personal Learning Plan (PLP).**

**Timetable and Syllabus**

The timetable and syllabus should demonstrate how the proposed programme covers the range of the syllabus and that an appropriate number of hours is devoted to each module. It is often helpful to show this diagrammatically. Start and finish dates should be provided and the mode of attendance identified.

## **PART 4: EQUALITY OF OPPORTUNITY**

The CIOB is committed to ensuring that all courses leading to its qualifications are accessible to all students who wish to take them. Centres are required to ensure that there are no unnecessary barriers to access or to learning, that the course content and structure are non-discriminatory and that the special needs of individual students are met, both in terms of learning and of assessment.

The CIOB Submissions Panel will expect to see an additional statement that relates to the equality of opportunity. Centres are advised to ensure that they can satisfy current legislation and make appropriate arrangements as required.

Please list any other documentation you have enclosed that you feel may be helpful in your submission:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_



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