



CIOB Awarding Organisation

Guidance for Centre Approval

July 2010

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1. Information about the CIOB Awarding Organisation

The Chartered Institute of Building (CIOB) is a nationally recognised Awarding Organisation providing qualifications at Levels 3 and 4 of the National Qualifications Framework (NQF) and the Qualifications Credit Framework (QCF). The qualifications awarded by CIOB cover those who are involved in or wish to be involved in Site Supervision or Site Management.

The CIOB has been offering Site Supervision and Site Management courses for many years, achieving its Awarding Organisation status in 2001 *under the regulatory authority Ofqual*. Each year several hundred candidates complete CIOB certificated courses.

This guide is designed to provide information to prospective colleges and learners interested in CIOB courses and their development.

Supplementary guides are available from the CIOB Awarding Organisation as follows:

- Information for Students – Level 3 Diploma in Site Supervisory Studies
- Information for Students – Level 4 Certificate/Diploma in Site Management
- Internal Verification
- External Verification
- Guidance Notes for Course Tutors

All details can also be found on the CIOB website at: www.ciob.org.uk

2. CIOB Qualifications

The CIOB awards Centre Approval to providers delivering CIOB qualifications as follows:

Level 3 in Site Supervisory Studies (Qualification No: 100/2591/1);

Level 4 Certificate in Site Management (Qualification No: 100/2593/5);

Level 4 Diploma in Site Management (Qualification No: 100/2594/7);

2.1 Level 3 Diploma in Site Supervisory Studies

This course commenced in 1983. Full accreditation was gained through *Ofqual* in 2001 and ratified by the Construction Industry Council (CIC) in 2002. The course is reviewed on an annual basis and updated as required. The course is validated by the ConstructionSkills Validation Group, the last validation in *December 2009*.

The Diploma has been designed to meet the learning needs of both potential and actual supervisors working within the construction industry. It provides the underpinning knowledge for the NVQ Level 3 in Construction Site Supervision. Students working in a supervisory role should be then able to work towards NVQ Level 3. The NVQ Level 3 is acceptable as a qualification to gain the CSCS (Construction Skills Certification Scheme) Gold Card.

Students studying for the Level 3 Diploma in Site Supervisory Studies complete **six units**:

- Planning Building Operations – - **assessment set by CIOB**
- Organising and Controlling Operations
- Supervising Safety at the Workplace
- Maintaining the Dimensional Accuracy of the Works – - **assessment set by CIOB**
- Working with People
- Developing Personal Skills of Team and Self

All units are to be completed by candidates. There will be a formal evaluation at the end of **two** specified units for the award of the Diploma. Assignments for Planning Building Operations and Maintaining Lines and Levels, are set by the CIOB, the further four units are to be devised by the centre. Exemplar materials will be provided by the CIOB. Performance is assessed by project work and assignments.

2.2 Level 4 Certificate and Diploma in Site Management

This course commenced in 1976. Full accreditation was achieved through *Ofqual* in 2001, ratified by the Construction Industry Council (CIC) in 2002. The course is reviewed on an annual basis and updated as required. The course is validated by the ConstructionSkills Validation Group, the last validation in *December 2009*.

The course has been designed to meet the needs of employees training in Site Management or for those already employed in a managerial position. It provides the underpinning knowledge for the NVQ Level 4 in Construction Site Management. Students working in a Management role should then be able to work towards the NVQ Level 4. The NVQ Level 4 is acceptable as a qualification to gain the CSCS Platinum Card.

The course offers the following units:

1. Project Planning – **assessment set by CIOB**
2. Project Control and Monitoring
3. Managing the Quality of Site Work - **assessment set by CIOB**
4. Managing Health, Safety Welfare and Risk Control at Work – **assessment set by CIOB**
5. Managing Dimensional Control on Sites – **assessment set by CIOB**
6. Developing and Managing People
7. Improving Managerial Skills
8. Contractual and Legal Responsibilities
9. Estimating and Measuring Work
10. Managing Sub-Contractors
11. Managing Building Services
12. Managing Technology of Modern Construction.

All units are to be completed by candidates. There will be formal evaluation at the end of four specified units above, set by the CIOB. The further eight units are to be devised by the centre. Exemplar materials will be provided by the CIOB. Performance is assessed by project work and assignments.

Following completion of any **four units**, the Certificate is awarded. The Diploma is gained following subsequent completion of a further **eight units**. The twelve units may be taken in any order however, all twelve units are mandatory for the full diploma qualification. *It is suggested that unit four is completed in the Certificate year of the course. On the QCF, Students will be able to achieve unit certification, i.e. the award of credit for completed individual units.*

Completion of the Level 4 Diploma in Site Management with requisite experience will entitle the holder to apply for Associate Membership of the CIOB and to use the designatory letters ACIOB.

3. What is Centre Approval?

CIOB Centre Approval is designed to meet the learning and quality assurance needs of those providing education, training and skills development. These include colleges of further education, private firms and training providers.

CIOB Centre Approval provides:

- Contemporary and relevant programmes of learning for Site Supervision and Site Management personnel
- Internationally recognised qualifications at Levels 3 and 4
- A system of quality assurance, supported by an annual audit process
- Support and assistance from dedicated staff at the CIOB
- Access to information through the CIOB website

Following CIOB approval, a centre can:

- Externally market, develop and deliver CIOB qualifications from the NQF *and* QCF at Levels 3 and 4
- Deliver the course for a period of five years
- Contact the CIOB for advice and support

4. What is involved in CIOB Centre Approval?

The CIOB Awarding Organisation requires all centres to be formally approved before they are able to offer a course to learners. Centre Approval is sought through the Submissions Process. The process examines the internal systems, procedures and resources of a centre to determine its suitability for delivering courses. In addition, proposals submitted by a Centre are examined for delivering qualifications it wishes to run.

Centres are approved initially for **5 years** from the commencement of the academic year in which the application is approved. It will continue to run throughout this period unless certification is withdrawn following application of sanctions. Certification for centres without student registration for a continual period of 3 years will lapse and will be required to re-apply for CIOB Centre Approval.

Centres are provided with a unique ID number which should be referred to in all correspondence with the CIOB Awarding Organisation.

CIOB Awarding Organisation are regulated by Ofqual and adhere to regulatory arrangements for the QCF. CIOB approved centres must adhere to the procedures set by the CIOB Awarding Organisation to offer qualifications within the QCF.

5. Summary of the Submissions Process

- Centres seeking approval will need to make a written submission using the CIOB Approved Centre Application Form to the CIOB Vocational Coordinator.
- Downloadable copies of the form can be found on our website at: www.ciob.org.uk/education and also at the end of this section.
- The submission must cover five areas:
 - General information
 - Recourses to support the programme
 - The learning process
 - Equality of opportunity
 - Procedures for course organisation and review
- The CIOB Assessors Panel comprising Members and Fellows of the Institute will examine the proposal. *An individual Assessor will examine the proposal and summarise the documentation for presentation at the next Awarding Organisation Management Committee (ABMC) meeting for approval.*
- *Following an initial assessment of submission proposals, the Awarding Organisation Management Committee (ABMC) may recommend that the centre be followed up by a visit where a CIOB External Verifier will discuss quality assurance and course delivery issues with centre staff. This will assist and support the centre in its submission. **Appendix 2** provides an example of a submissions visit itinerary.* Where considerable issues over the quality of submissions are determined, the college will be advised to make a re-submission.
- A submission that meets the criteria of the CIOB Centre Approval process, approval will be granted for a period of 5 years. A CIOB Approved Centre Certificate will be issued.

6. External Verification

Following Centre Approval, each centre is assigned an External Verifier who will be responsible for monitoring compliancy with statutory regulations, CIOB quality assurance procedures, assessment criteria and centre resources. An initial visit will be made within 6 months of launching a programme. CIOB External Verifiers are trained annually by the CIOB to ensure continual awareness of regulatory requirements and to provide a consistent approach and equality of inspection across all CIOB Approved Centres.

Approved centres will be monitored annually throughout each 5 year period through the following areas:

- External verification reports
- Internal CIOB report to Awarding Organisation Management Committee (ABMC)
- Direct feedback from randomly selected students to the CIOB
- Direct feedback from randomly selected employers to the CIOB
- Direct feedback from CIOB local branch offices to the CIOB

Approved centres will be expected to engage in continuous improvement and to promote to all students potential progression routes through the CIOB. Approved Centres are obliged under the terms of certification, to ensure compliancy with any requests for access to premises, records, information, candidates and staff for the purpose of CIOB External Verification.

All records and assessment material must be retained by the Centre for the purposes of monitoring & certification for a period of 5 years.

7. How do I make an application to become an Approved Centre?

When submitting a proposal to become a CIOB Approved Centre, you must provide written evidence which meets the following criteria listed below in the following 5 checklists:

Part 1: General Information		
	Evidence	Provided
1.1	Name of Centre	<input type="checkbox"/>
1.2	Title of proposed course, option streams and proposed start date	<input type="checkbox"/>
1.3	Name of Department or Faculty	<input type="checkbox"/>
1.4	Name of Programme Manager.	<input type="checkbox"/>
1.5	Name of the centre Quality Nominee (the single point of accountability for the quality assurance management for the assessment of units and qualifications).	<input type="checkbox"/>
1.6	Introductory information on the Centre and Department or Faculty	<input type="checkbox"/>
1.7	Rationale for offering the course	<input type="checkbox"/>
1.8	Location of the programme's development within the Centre business plan	<input type="checkbox"/>

Part 2: Resources to Support the Programme		
	Evidence	Provided
2.1	<i>Details of the arrangements in place to obtain the learners Unique Learner Number (ULN)</i>	<input type="checkbox"/>
2.2	<i>Appropriate facilities to track learners credit accumulation</i>	<input type="checkbox"/>
2.3	Marketing of the programme and evidence of demand	<input type="checkbox"/>
2.4	Evidence of employer or funding organisation involvement in the development of the programme	
2.5	Learning resources accessible through the centre	<input type="checkbox"/>
2.6	Funding of new resources accessible through the centre	<input type="checkbox"/>
2.7	<i>Methods for recording exemptions, when necessary</i>	<input type="checkbox"/>
2.8	<i>The administrative arrangements to access the record of the learners previous achievements in their learner record to ensure opportunities for credit transfer and exemption</i>	<input type="checkbox"/>
2.9	<i>The systems in place to track the progress of learners towards their target awards</i>	<input type="checkbox"/>

2.10	<i>The arrangements in place that allow for recognition of prior learning (RPL) when appropriate</i>	<input type="checkbox"/>
2.11	<i>Detail of secure retention and transmission of details of assessment outcomes to the Awarding Organisation.</i>	<input type="checkbox"/>
2.12	<i>Integration of on-site elements to include practical work, visits, liaison with CIOB Regional Centres and events and in addition to 'problem-solving' activities to ensure real-life applications of course delivery</i>	<input type="checkbox"/>
2.13	Identification of the course team members facilitating each activity	<input type="checkbox"/>
2.14	The systems necessary to support the assessment of units and the accumulation and transfer of credits	<input type="checkbox"/>
2.15	Curricula Vitae and evidence of Site Supervisory and Management expertise relevant to the programme (staff involved in teaching and assessment must have or be working towards an appropriate teaching qualification, for example a Cert.Ed or D32, 33 or 34), 'A' units or other assessor qualifications).	<input type="checkbox"/>
2.16	A plan for the professional development of the Course Team members in relation to Site Supervision and Management practice. (A number of staff should be ideally corporate members of the CIOB or working towards this).	<input type="checkbox"/>
2.17	Systems in place to assure the quality of the programme's design and to control the quality of its delivery.	<input type="checkbox"/>
2.18	<i>Agreement to provide the Awarding Organisation and their regulators access to premises, people and records, and to cooperate with the Awarding Organisation's monitoring activities.</i>	<input type="checkbox"/>

Part 3: The Learning Process		
	Evidence	Provided
3.1	Teaching and learning strategies to be adopted by the course team.	<input type="checkbox"/>
3.2	Student induction (Combined course induction with CIOB student registration should be completed at this stage).	<input type="checkbox"/>
3.3	Students are to be provided with a unique learner number (ULN)	<input type="checkbox"/>
3.4	A weekly timetable, which <i>includes session breaks</i>	<input type="checkbox"/>
3.5	A timetable and syllabus for the course duration.	<input type="checkbox"/>
3.6	A student handbook which refers to the role of the CIOB, its policies, procedures and contact details.	<input type="checkbox"/>

3.7	A detailed <i>specification</i> of the teaching and learning programme for at least the first term. The <i>programme specification</i> should include: <ul style="list-style-type: none"> • Specified learning outcomes • Link each activity to a learning outcome shown on the CIOB course specification • An Indication of how each learning outcome addressed will be tested through the assignment programme • Provision of an assignment sample (at least two), together with the assessment criteria, which allow for a variety of forms of evidence. • Identification of the course team member facilitating each activity 	<input type="checkbox"/>
3.8	An assignment programme for the course duration	<input type="checkbox"/>
3.9	A list of guest speakers, showing how they will be integrated into the programme and supported by the course team.	<input type="checkbox"/>
3.10	A rationale for the external assessment element, together with sample documentation	<input type="checkbox"/>

Part 4: Equality of Opportunity		
<p>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.</p> <p>The CIOB Assessors Panel will expect to see additional documentation that relates to the equality of opportunity. Centres are advised to use the following checklist to ensure that they can satisfy CIOB requirements in this area.</p>		
	Evidence	Provided
4.1	Does the centre/department have a written Equal Opportunities Policy? Is it comprehensive?	<input type="checkbox"/>
4.2	Does the centre have an implementation strategy which identifies targets and a timetable for implementation?	<input type="checkbox"/>
4.3	Is there a rationale for ensuring open access within the constraints of entry requirements?	<input type="checkbox"/>
4.4	Is the curriculum content non-discriminatory and do options suit under-represented groups?	<input type="checkbox"/>
4.5	Does the centre have adequate wheelchair and WC facilities?	<input type="checkbox"/>

4.6	Does the centre provide teaching/learning facilities for students with sight, hearing or other impairments?	<input type="checkbox"/>
4.7	Is the course structure discriminating in any way? e.g. are the start and finish times of the course suitable?	<input type="checkbox"/>
4.8	Does the department monitor take up of the course and progression through the course?	<input type="checkbox"/>
4.9	What steps would the centre take to redress any imbalance in enrolment?	<input type="checkbox"/>
4.10	What are the enrolment procedures? Are they non-discriminatory?	<input type="checkbox"/>
4.11	Whenever the course operates an access policy what support requirements are offered to students with non-standard entry requirements?	<input type="checkbox"/>
4.12	Is equal opportunity part of the culture of the team/course proposal i.e.; is an awareness of Equal Opportunities issues present?	<input type="checkbox"/>
4.13	Whenever there is split-site teaching, how are students with physical impairments catered for?	<input type="checkbox"/>
4.14	Whenever the course involves evening sessions, are there any support/transport arrangements for vulnerable students?	<input type="checkbox"/>
4.15	Is the balance of teaching on the course appropriate for the course in terms of race, gender, experience, etc?	<input type="checkbox"/>

Part 5: Procedures for Course Organisation and Review		
<p>In order for the programme to operate appropriately, CIOB will need to be provided with evidence which demonstrates proposals for systematic and continuous quality assurance processes in course delivery. The following details will need to be provided at the time of submission:</p>		
	Evidence	Provided
5.1	Systems and written procedures in place to assure the quality of the programme's design, delivery and internal verification (quality management documentation)	<input type="checkbox"/>
5.2	Arrangements for course team meetings, annual review of the programme and student participation.	<input type="checkbox"/>
5.3	Arrangements to provide the Awarding Organisation and regulators access to premises, people and records and to cooperate with monitoring activities.	<input type="checkbox"/>

8. Guidance for New Centres Seeking Initial Approval

The procedure set out below is for Centre Approval of Learning Providers seeking approval to run the Level 3 or 4 programme for the first time. It is anticipated that new centres may opt to run either the level 3 or level 4 in the first instance.

Procedures

To allow for adequate preparation, a centre is required to issue an expression of interest to the CIOB Awarding Organisation before it expects the programme to begin.

- The centre makes an expression of interest in running the programme(s) to the CIOB Awarding Organisation.
- The CIOB Awarding Organisation sends copies of the relevant course specification(s) and submission guidelines to the centre.
- The centre sends **two copies** of the completed submission to the CIOB Awarding Organisation.
- The CIOB Assessor Panel member summarises and considers the application in accordance with the criteria requirements
- The CIOB Assessor presents the proposal to the Awarding Organisation Management Committee (ABMC) for their consideration and approval
- Letter of approval/non approval sent to colleges informing of decision.
- CIOB Approved Centre Certificate issued to successful centres.
- The ABMC may recommend on the decision outcome for an External Verifier to make a visit to the centre to discuss conditions.
- All relevant documentation sent to approved centres (including set assignments) and student forms.
- External Verifier appointed to college and centre list updated. External Verifiers are expected to visit a newly approved centre in the first six months of running. Any changes to course provision since the initial submission must be notified to the CIOB Awarding Organisation

Separate submissions will be required from colleges wishing to offer more than one CIOB qualification in the first instance.

Approval will be for **a five year period**. Centres not running courses for three successive years will be required to seek re-approval.

We ask that the following processes be included within the submission:

New Centres seeking initial approval – checklist		
	Evidence	Provided
1	Please supply a single named point of accountability for the quality assurance and management for the assessment of units and qualifications such as the Quality Nominee. (This must be updated every time new staff are recruited).	<input type="checkbox"/>
2	Centres must express how they will hold and transmit securely the details of assessment outcomes to the CIOB Awarding Organisation.	<input type="checkbox"/>
3	Centres must provide information on staffing, resources and systems necessary to support the assessment of units and the awards, accumulation and transfer of credits and where necessary the recording of exemptions.	<input type="checkbox"/>

4	Centres are required to have arrangements in place to obtain on behalf of its learners a Unique Learner Number (ULN) and a learner record (unless a learner chooses not to have one).	<input type="checkbox"/>
5	When a learner provides consent, centres may gain access to the record of the learner's previous achievements in their learner record to ensure that opportunities for credit transfer and exemption are maximised.	<input type="checkbox"/>
6	A centre must provide details that administrative systems are in place to track the progress of learners towards their own target awards.	<input type="checkbox"/>
7	Where appropriate centres should have in place arrangements that allow for Recognition of Prior Learning (RPL)	<input type="checkbox"/>
8	Where a centre has a partnership arrangement between organisations, centres should provide evidence of documentation in the respective of roles and responsibilities of each partner	<input type="checkbox"/>
9	The centre must agree to provide the CIOB Awarding Organisation and the qualifications regulators with access to the premises, people, records, and to co-operate with the Awarding Bodies monitoring activities.	<input type="checkbox"/>

9. Guidance for Centres Seeking Re-Approval

Procedures:

- Six months prior to the end of approval (usually five years), the CIOB Awarding Organisation will invite the Centre to seek re-approval for a further five years
- The CIOB Awarding Organisation Management Team (ABMT) will be appointed to oversee the re-approval process. The Awarding Organisation Management Committee (ABMC) will monitor this process
- The centre will provide the CIOB Awarding Organisation with the information as detailed below in the checklist:

Centres seeking re-approval checklist		
	Evidence	Provided
1	An update on the Centre's quality assurance system	<input type="checkbox"/>
2	A record of the internal validation of the course	<input type="checkbox"/>
3	Minutes of Course Team meetings held over the five year period of operation	<input type="checkbox"/>
4	Minutes of employer liaison meetings over the five years	<input type="checkbox"/>
5	Action plans and outcomes arising from the External Verifiers reports	<input type="checkbox"/>
6	A report on how the centre's equal opportunities policy has been implemented in the delivery of the course	<input type="checkbox"/>

Re-approval Decision

Following a meeting of the Awarding Organisation Management Committee the decision will be as follows:

- Re-approval for a specific period, usually five years although a shorter period may be designated according to circumstances
- Time limited conditions for approval will usually be set
- Recommendations, to be monitored over time, will usually be made for the continued delivery of the course(s)
- In certain circumstances, the Awarding Organisation Management Committee may decide to suspend approval until some or all of the conditions have been met

Please note: Unless the CIOB Assessor require a visit to the Centre, this will not form a mandatory part of the re-approval process.

10. Example of Submissions Visit Itinerary

10.30am	Introductory session to meet Course Leaders and discuss general issues of course demand and funding
11.00am	Meeting with local employers who intend to support the course (if required)
11.30am	Private meeting of panel to discuss course submission
12.45pm	Tour of college facilities and lunch
1.45pm	Submissions Panel leader meets with Course Team to discuss submission
3.15pm	Private meeting of panel to make approval decision
3.45pm	Feedback to Course Team
4.15pm	Close

11. Submission form for Centre Approval: Application form for CIOB Approved Centre status

This form is for use by centres when seeking approval by the CIOB Awarding Organisation to offer the Level 3 CIOB Diploma in Site Supervisory Studies and the Level 4 Certificate/Diploma in Site Management.

Please refer to the course specifications and the CIOB Guidance to Centres in preparing your submission. The form has been designed to aid you in assembling the required information and supporting documentation.

Submissions should be sent to:

Vocational Coordinator
The CIOB Awarding Organisation
The Chartered Institute of Building
Englemere
Kings Ride
Ascot,
Berkshire
SL5 8BJ

Telephone : 01344 630742

E-mail: awardingorg@ciob.org.uk

An electronic downloadable version of this form is available at www.ciob.org.uk/education
Please use this form and send to CIOB under separate cover.

Should you require any further information or clarification, please do not hesitate to contact us on
+ 44 (0)1344 630742



CIOB

THE CHARTERED INSTITUTE OF BUILDING

Application form for CIOB Approved Centre status

2010

PART 1: GENERAL INFORMATION	
Date:	
Centre:	
Name of key contact:	
Job title:	
Contact Telephone:	Email:
Centre name and address:	
Post code:	
Title of Course to be Offered: (please tick box) <input type="checkbox"/> Level 3 Diploma in Site Supervisory Studies <input type="checkbox"/> Level 4 Certificate in Site Management <input type="checkbox"/> Level 4 Diploma in Site Management	
Department in which course will be offered:	
Contact responsible for quality assurance and management of the course(s) (please append CV):	
Proposed start date of programme(s):	
Please also enclose (tick indicating details included in submitted application) <input type="checkbox"/> A brief introduction to your Centre and department <input type="checkbox"/> A rationale for offering the course <input type="checkbox"/> Location of the programme's development within the Centre business plan	

Part 2: Resources to Support the Programme

Please respond to each heading and attach/include the appropriate supporting documents with your application (e.g. staff CV's, Centre information, copies of Centre procedures and details of resources).

Please make sure any additional documents you attach are saved in a way that the AO can easily cross-reference them to your application.

Please give details of the following required evidence for submission	Checklist attached/ provided
1 Evidence of the arrangements in place to obtain the learners Unique Learner Number (ULN)	<input type="checkbox"/>
2 Appropriate facilities to track learners credit accumulation	<input type="checkbox"/>
3 Marketing of the programme and evidence of demand	<input type="checkbox"/>
4 Evidence of employer or funding organisation involvement in the development of the programme	<input type="checkbox"/>
5 Learning resources accessible through the centre	<input type="checkbox"/>
6 Funding of new resources accessible through the centre	<input type="checkbox"/>
7 Methods for recording exemptions, when necessary	<input type="checkbox"/>
8 The administrative arrangements to access the record of the learners previous achievements in their learner record to ensure opportunities for credit transfer and exemption	<input type="checkbox"/>

Part 2: Resources to Support the Programme (continued...)		
9	The systems in place to track the progress of learners towards their target awards	<input type="checkbox"/>
10	The arrangements in place that allow for recognition of prior learning (RPL) when appropriate	<input type="checkbox"/>
11	Detail of secure retention and transmission of details of assessment outcomes to the Awarding Organisation.	<input type="checkbox"/>
12	Integration of on-site elements to include practical work, visits, liaison with CIOB Regional Centres and events and in addition to 'problem-solving' activities to ensure real-life applications of course delivery	<input type="checkbox"/>
13	Identification of the course team members facilitating each activity	<input type="checkbox"/>
14	The systems necessary to support the assessment of units and the accumulation and transfer of credits	<input type="checkbox"/>
15	Curricula Vitae and evidence of Site Supervisory and Management expertise relevant to the programme (staff involved in teaching and assessment must have or be working towards an appropriate teaching qualification, for example a Cert.Ed or D32, 33 or 34), 'A' units or other assessor qualifications).	<input type="checkbox"/>
16	A plan for the professional development of the Course Team members in relation to Site Supervision and Management practice. (A number of staff should be ideally corporate members of the CIOB or working towards this).	<input type="checkbox"/>
17	Systems in place to assure the quality of the programme's design and to control the quality of its delivery.	<input type="checkbox"/>
18	Agreement to provide the Awarding Organisation and their regulators access to premises, people and records, and to cooperate with the Awarding Organisation's monitoring activities (YES/NO)	<input type="checkbox"/>

Part 3: The Learning Process

Please respond to each heading and attach/include the appropriate supporting documents with your application

Please make sure any additional documents you attach are saved in a way that the AO can easily cross-reference them to your application.

Please give details of the following required evidence for submission		Checklist attached/ provided
1	Teaching and learning strategies to be adopted by the course team (please give details below and attach any supplementary information)	<input type="checkbox"/>
2	Student induction (Combined course induction with CIOB student registration should be completed at this stage).	<input type="checkbox"/>
3	Students are to be provided with a unique learner number (ULN)	<input type="checkbox"/>
4	A weekly timetable, which <i>includes session breaks</i>	<input type="checkbox"/>
5	A timetable and syllabus for the course duration.	<input type="checkbox"/>
6	A student handbook which refers to the role of the CIOB, its policies, procedures and contact details.	<input type="checkbox"/>

Part 3: The Learning Process (continued...)		
7	<p>A detailed specification of the teaching and learning programme for at least the first term / a representative cross-section of the course.</p> <p>The programme specification should include:</p> <ul style="list-style-type: none"> • Specified learning outcomes • Link of each activity to a learning outcome shown on the CIOB course specification • An Indication of how each learning outcome addressed will be tested through the assignment programme • Provision of an assignment sample (at least two), together with the assessment criteria, which allow for a variety of forms of evidence. • Identification of the course team member facilitating each activity • Integration of on-site elements to include practical work, visits, liaison with CIOB Regional Centre and events in addition to 'problem-solving' activities to ensure real-life applications of course delivery 	<input type="checkbox"/>
8	An assignment programme for the course duration	<input type="checkbox"/>
9	A list of guest speakers, showing how they will be integrated into the programme and supported by the course team.	<input type="checkbox"/>
10	A rationale for the external assessment element, together with sample documentation	<input type="checkbox"/>
11	A student handbook which refers to the role of the CIOB, its policies and guidance procedures and contact details.	<input type="checkbox"/>
<p>NB: The timetable and syllabus must demonstrate that the proposed course covers the full range of the syllabus and that an appropriate number of hours are devoted to each unit. It is often helpful to show this diagrammatically. Start and finish dates should be provided and the mode of attendance identified.</p> <p>The Level 3 Diploma in Site Supervisory Studies requires a minimum of 180 hours class contact time. The Level 4 Certificate in Site Management requires a minimum of 120 hours class contact time with a further 240 hours for the Diploma. Additional time should be incorporated into the timetable should your Centre wish to offer the full twelve units</p>		

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 Assessors Panel will expect to see additional documentation that relates to the equality of opportunity. Centres are advised to use the following checklist to ensure that they can satisfy CIOB requirements in this area.

Please give details of the following required evidence for submission Please attach any supporting documents		Checklist
1	Does the centre/department have a written Equal Opportunities Policy? Is it comprehensive?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Does the centre have an implementation strategy which identifies targets and a timetable for implementation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3	Is there a rationale for ensuring open access within the constraints of entry requirements?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Part 4: Equality of opportunity (continued...)

4	Is the curriculum content non-discriminatory and do options suit under-represented groups?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5	Does the centre have adequate wheelchair and WC facilities?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6	Does the centre provide teaching/learning facilities for students with sight, hearing or other impairments?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7	Is the course structure discriminating in any way? e.g. are the start and finish times of the course suitable?	<input type="checkbox"/> YES <input type="checkbox"/> NO

8	Does the department monitor take up of the course and progression through the course?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9	What steps would the centre take to redress any imbalance in enrolment?	<input type="checkbox"/> (evidence provided)
10	What are the enrolment procedures?	<input type="checkbox"/> (evidence provided)
10a	Are they non-discriminatory?	<input type="checkbox"/> YES <input type="checkbox"/> NO
11	Whenever the course operates an access policy what support requirements are offered to students with non-standard entry requirements?	<input type="checkbox"/> (evidence provided)
12	Is equal opportunity part of the culture of the team/course proposal i.e.; is an awareness of Equal Opportunities issues present?	<input type="checkbox"/> YES <input type="checkbox"/> NO
13	Whenever there is split-site teaching, how are students with physical impairments catered for?	<input type="checkbox"/> (evidence provided)
14	Whenever the course involves evening sessions, are there any support/transport arrangements for vulnerable students?	<input type="checkbox"/> YES <input type="checkbox"/> NO
15	Is the balance of teaching on the course appropriate for the course in terms of race, gender, experience, etc?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Part 5: Procedures for Course Organisation and Review

In order for the programme to operate appropriately, CIOB will need to be provided with evidence which demonstrates proposals for systematic and continuous quality assurance processes in course delivery. The following details will need to be provided at the time of submission:

	Please give details of the following required evidence for submission Please attach any supporting documents	Checklist provided
1	Systems and written procedures in place to assure the quality of the programme's design, delivery and internal verification (quality management documentation)	<input type="checkbox"/>
2	Arrangements for course team meetings, annual review of the programme and student participation.	<input type="checkbox"/>
3	Arrangements to provide the Awarding Organisation and regulators access to premises, people and records and to cooperate with monitoring activities.	<input type="checkbox"/>

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

Declaration:

I understand that the information I have submitted is to be used by the CIOB Awarding Organisation as evidence to support the application to become an approved centre and that the evidence I have submitted is accurate to the best of my knowledge (check box if agree)

Name:

Position:

Centre:

Date:

Signature

check box if sending this form electronically

Please return all forms and supporting documentation to the CIOB Awarding Organisation awardingorg@ciob.org.uk