



CIOB Awarding Organisation

Guidance for Centres & Course Tutors

CIOB Level 3 Diploma in Site Supervisory Studies

CIOB Level 4 Certificate in Site Management

CIOB Level 4 Diploma in Site Management

July 2010

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1. Introduction

The CIOB Awarding Organisation Management Committee

The Awarding Organisation Management Committee (ABMC) was established under the specifications required by Ofqual in November 2008 to exercise effective control over awarding organisation functions. The ABMC sets, monitors, reviews and evaluates CIOB Site Supervisory and Site Management qualifications under the regulatory arrangements for Ofqual and the Qualifications Credit Framework.

The CIOB Management Team coordinates and administers the qualifications and awarding organisation processes.

The ABMC monitors the systems and applications for centres in relation to:

- Submission Approvals
- Monitoring Appeals
- Reasonable Adjustments and Special Considerations
- Qualification reviews
- External Verification
- Complaints

1.1 External Verification

External verification visits are carried out for each approved centre between February and March of every year. This forms part of the CIOB quality assurance procedure and supports the maintenance of its qualification standards.

Through an auditing process, external verification applies a level of rigour to ensure:

- Course administration, assessment and delivery is undertaken in a consistent manner across CIOB approved centres
- Each centre is maintaining the standards set by the Awarding Organisation, their regulators and the centre submission agreement
- Assessments are clear in aims, achievable within the time frame, rigorous, equitable and appropriate in level and subject matter.

External Verifiers are also available to assist and give advice to approved centres where appropriate, they may also provide assistance to events relating to the Awarding Organisation.

1.2 External Verifiers Standardisation Forum

All External Verifiers attend annual training at the CIOB External Verifiers Standardisation Forum to ensure standardisation in the verification audit.

In order to comply with the regulatory standards set by Ofqual, the CIOB are required to obtain from approved centres **at least two samples of internally verified assignments**, along with a copy of the Internal Verification Plan. Centres will be chosen at random, on an annual basis to present this information at the External Verifiers Standardisation Forum for review, where they will be reviewed as appropriate. The CIOB Awarding Organisation Management Team will also carry out further quarterly reviews on internally set assignments outside of the external verification period.

1.3 Qualifications and Credit Framework (QCF)

Under the Qualifications and Credit Framework (QCF) the CIOB qualifications provide an inclusive and flexible regulated qualification, thus providing a standard currency for learner achievement across the qualifications system through the award of credits when candidates complete the required units.

Under the structure of the QCF access can be gained to:

- Location of unit based qualifications under the framework
- Achievement for a recognised award of credits through our qualifications
- Identification of the level of achievement

- Accumulate and transfer credits between QCF recognised qualifications and relevant Awarding Organisations

1.4 Course Administration

The following notes refer to the administration of the Level 3 Certificate in Site Supervisory Studies (CSSS) and the Level 4 Certificate and Diploma in Site Management (C/DSM) at CIOB Approved Centres.

Neither scheme may run unless the centre concerned has made an initial submission based upon the latest edition of the syllabus and received approval from the CIOB Assessors Panel and ratified by the ABMC, through the current submissions process.

The CIOB Awarding Organisation team includes the *Head of Education (HoE)* and the *Vocational Coordinator (VOC)*. The Head of Education maintains responsibility for vocational education and acts as Secretary to the ABMC, which oversees the CIOB Assessors Panel as well as quality assurance, and qualification development. The VOC is responsible for the day to day coordination and administration of the schemes, liaison with the centres, External Verifiers and coordination of the ABMC.

Information for tutors takes the form of guidance documentation, such as this one, circulars and letters to individual tutors, from the CIOB AO Management Team.

Written notification must be given to the CIOB Management team prior to the implementation of any changes in structure of the programme, staffing at the centre, changes in timetable, or any planned changes to the structure, learning outcomes, or resourcing of the programme. It is required that regular information on the status of the schemes running at an approved centre is received from the course Programme Leader. Confirmation is also required that the student interview process is being carried out in accordance with procedures outlined within the centres initial submission and in line with any conditions set by the approval agreement.

Centre Support

1.5 Marketing and Recruitment

The use of the CIOB logo on any publicity material is subject to stringent conditions prescribed by the Institute. Centres wishing to use the logo (but not crest) are required to make contact with the CIOB Marketing Manager before use.

The CIOB logo may not be used under any circumstances prior to approval being given to run a programme.

Centre approval is required by the CIOB before any programme may be advertised by a Centre.

The CIOB Awarding Organisation will be pleased to assist tutors and centres with promotional material for presentations to students or employers.

The CIOB Awarding Organisation will be pleased to advise Centres of potential markets for recruitment of students.

Note: Approved Centres issued with sanctions may have marketing rights to CIOB courses temporarily withdrawn until reinstatement of certification.

1.6 Training and Development

Training is a key part of ensuring standards are applied consistently and with due regard to CIOB policy and regulatory requirements. The CIOB Awarding Organisation ensures External Verifiers are kept up to date with best practice & industry updates through attending standardisation training events, External Verifiers are encouraged to attend industry-relevant events and meetings and to take part in relevant industry specific committees either within the CIOB or external.

Centres are requested to contact the Awarding Organisation if they require training or clarification by the Awarding Organisation on an aspect of the AO. External Verifiers would usually be able to assist during the course of a centre visit and the AO administrative team would be able to clarify & provide processes and procedures upon request. Contact details are at the end of the document.

1.7 The use of the Welsh and Irish (Gaeilge) language

Welsh Language

The CIOB Awarding Organisation is sensitive to the sharpened focus from the Welsh Assembly, on the provision of Welsh medium dual language materials and wishes to respond positively to language needs in Wales.

The CIOB Awarding Organisation monitors demand on an annual basis to see if there is a requirement from our Welsh centres for the provision of our qualifications in Welsh and /or dual language medium.

If a demand is identified for our qualifications to be assessed through the medium of Welsh and/or dual language, evidence of this will be submitted to the CIOB ABMC. The Committee will take a decision as to whether or not this demand can be met.

If the Committee agrees to the case for offering CIOB qualifications through a mixture of English and Welsh, we will use the guidance produced by ACCAC/DELLS, '*The use of the Welsh Language in the Delivery and Assessment of VRQs (2002)*', to facilitate and implement this.

Irish (Gaeilge) Language

The CIOB is supportive of the Belfast Agreement, which committed the government to recognise the importance of the Irish language. We wish to respond positively to language needs in Ireland, through the provision of Irish (Gaeilge) medium and dual language material.

The CIOB Awarding Organisation monitors demand on an annual basis to establish if there is a requirement from our Northern Ireland centres for the provision of our qualifications in Irish (Gaeilge) and/or dual language medium.

If a demand is identified for our qualifications to be assessed through the medium of Irish (Gaeilge) and/or dual language, evidence of this will be submitted to the CIOB ABMC. The Committee will take a decision as to whether or not this demand can be met.

If the Committee agrees to the case for offering our qualifications through a mixture of English and Irish (Gaeilge), we will use the guidance produced by Department of Culture Arts and Leisure (DCAL), to facilitate and implement this.

Please see section 1.10: Feedback forms – declaration of demand at the end of this section

1.8 CIOB Branch Support

Your local CIOB regional branch will be pleased to assist tutors with providing promotional material for presentations to students or employers. Branches may also assist centres by attending centre open days, training or other events and may also provide documentation for centre CIOB notice boards. Each branch holds regular branch committee meetings, if centres feel they have any issues they would like to be discussed at these meetings then your local Branch Manager would be happy to discuss these with you.

1.9 Funding

Funding through CITB-ConstructionSkills is available for professionals undergoing CIOB programmes if claimed through the 'short duration' or 'training plan' routes. CITB grants are available to in-scope employers. Centres need to ensure that employers are aware of this. Individual funding may be granted to individual learners through their local Skills Funding Agency, through the learner support programme, which helps to support learners who would otherwise not be able to participate in learning for financial reasons. The learner support toolkit gives information on what learner support is, the rationale behind it, information on its impact on learners and who to contact. More information can be located at: <http://skillsfundingagency.bis.gov.uk/>

1.10 Declaration of demand for the use of Welsh and Irish Languages

Welsh language

Date:

Dear Sir/Madam,

RE: PROVISION OF CIOB QUALIFICATIONS THROUGH THE MEDIUM OF THE WELSH LANGUAGE

The CIOB is sensitive to the sharpened focus from the Welsh Assembly, on the provision of Welsh medium and dual language materials and wish to respond positively to language needs in Wales.

As one of our providers in Wales, we would like to ask for your feedback on demand for provision of our qualifications through the medium of Welsh.

Please take a moment of your time to complete the table of information below and submit it to the CIOB. Please note that an expression of demand may lead to a request for further information and does not oblige us to meet your request.

For more information on how to complete the table, and to submit completed applications, please email: awardingorg@ciob.org.uk

Qualification Title	Qualification Specification		Internal Assessment		External Assessment	
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Kind regards,

Course Programme Leader

Irish (GAEILGE) language

Date:

Dear Sir/Madam,

RE: PROVISION OF CIOB QUALIFICATIONS THROUGH THE MEDIUM OF IRISH (GAEILGE)

The CIOB is supportive of the Belfast Agreement, which committed the government to recognise the importance of the Irish language. We wish to respond positively language needs in Ireland, through the provision of Irish (Gaeilge) medium and dual language material.

As one of our providers in Ireland, we would like to ask for your feedback on demand for provision of our qualifications through the medium of Irish (Gaeilge).

Please take a moment of your time to complete the table of information below and submit it to the CIOB. Please note that an expression of demand may lead to a request for further information and does not oblige us to meet your request.

For more information on how to complete the table, and to submit completed applications, please email: awardingorg@ciob.org.uk

Qualification Title	Qualification Specification		Internal Assessment		External Assessment	
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Kind regards,

Course Programme Leader

2. Procedures for Students

2.1 Programme entry requirements & admissions procedure

The Level 3 Diploma in Site Supervisory Studies is aimed both at practising and potential supervisors in the construction industry. A wide range of backgrounds and differing lengths and levels of experience is catered for.

The Level 4 Certificate and Diploma in Site Management is designed to meet the needs of those employed in, or training for, site management. Candidates should have at least two years experience on site above the level of trade charge hand with some general management responsibility before embarking on the site management course.

The CIOB requires all potential students to be interviewed by the Programme Leader before they are accepted onto a CIOB course. Prior to interview, Programme leaders are required to conditionally approve applicants as meeting or exceeding the minimum entry requirements as outlined above.

Normally interviews will be held at the start of the academic year, but as not all centres operate September to July, flexibility is permitted thereby allowing 'roll on, roll off' schemes to operate.

The purpose of the interview by the centre programme leader is therefore:

- To confirm that the student is eligible in terms of knowledge and experience
- To evaluate if the candidate will be able to contribute to the course
- To identify and discuss any areas of particular need
- To agree aspects of the course and other studies that will assist the candidate
- To consider Accredited Prior Learning (APL)*
- To establish whether adjustments may be required

* It is the centres responsibility to evaluate the students' previous achievements.

As soon as possible after the interview, each applicant should be informed whether their application for the programme has been successful. Applicants should be informed that acceptance is subject to ratification by the CIOB and is dependant on the candidate being registered with the CIOB at the commencement of, and for the duration of the scheme as a student or other appropriate level.

Cheques for the course fee should normally be sent with the forms, ideally in a class grouping so that the tutor can ensure the individual applicants have carried out all the steps required for registration. Fee information is published annually and is available on the CIOB website.

Normally applicants' fees will be met by the employer. Career Development Loans also exist and there may be special provisions for the unemployed such as National and Local Charities who may choose to fund a student.

2.2 CIOB Student Membership Application

Students may apply for CIOB online via the CIOB website <http://www.ciob.org.uk/membership> or through the Centre. To ensure that up to date forms are used, applicants will normally obtain them from the course tutor. The tutor should ensure that the centre has supplies of the current application forms, obtainable from the CIOB.

Both the student and the tutor must complete the appropriate sections of the application forms for Level 3 and Level 4.

Student membership provides a number of benefits to candidates whilst studying for this qualification:

- Complete access to the CIOB Library & Information Service
- Advice on technical and legislative issues
- Information and updates through CIOB members area of website
- Access to branch activities and networking opportunities

2.3 Student Registration and Certification information for tutors and centres

- Centres are required to submit registration lists, completed CIOB membership application forms (if submitting on behalf of the student) and the required fees to the CIOB Awarding Organisation within 30 days of the commencement of a CIOB programme.
- The CIOB Awarding Organisation will then confirm the number of registered students and will issue centres with student record books for distribution in class
- Record books will also be issued to the centre for any student applying directly to the CIOB
- Centres are required to inform the CIOB Awarding Organisation of any changes to the student body including withdrawals and deferrals throughout the duration of the programme
- Centres are required to submit the counter-signed certification claim form confirming the candidate pass/fail details on completion of the programme by a candidate or cohort. It is the centres responsibility to ensure that all candidate details are spelled correctly.
- The Awarding Organisation will grant certification, on receipt of the completed claim forms from a centre, only to those candidates who have met the requirements of the programme and to those candidates who have paid all programme fees.
- The Awarding Organisation will ensure that the certification of candidates is subject to its own stringent quality control and verification procedure.

2.4 Requests for Certification

Certification claim forms must be completed in full and signed by the programme leader/head of department to be able to claim certificates. Forms that are not signed will be sent back and this will delay the claiming process.

Please refer to the certification policy as detailed in the Customer Services document or email awardingorg@ciob.org.uk for further information about the certification policy including procedures for claims, storage and fraud.

Please see appendix 2: 2.8 Certification Claim forms at the end of this section.

2.5 Student Unique Learner Number (ULN) & Personal Learning Record

The Qualifications Credit Framework enables candidates to study and acquire qualifications tailored to the individual needs. Approved Centres and Awarding Organisations under the framework are required to share information of learners' achievements and accumulated credits. This is accessed via a Personal Learning Record, which supports Credit Accumulation and Transfer (CAT). CAT enables learners to accumulate their achievements on a Personal Learner Record and transfer these units between learning providers and awarding organisations to gain full qualifications. The Unique Learner Number is the key identifier that will allow the different units awarded by different organisations to be matched together, accumulated and transferred, where appropriate for an individual to achieve full qualifications. The ULN is a ten digit number randomly generated and allocated to learners. The learners' centre applies for the ULN on behalf of the learner when they embark on a programme of study. The ULN will remain with the learner so that in the future all their learning experiences and achievements will be linked together as a lifelong learning record. The ULN will not replace the students' allocated CIOB membership registration number.

2.6 Student Record Books

It is necessary that centres fully complete student record books as and when required as these become experiential curricula vitae of the course. Record books are supplied by the CIOB Awarding Organisation and are available to download from the website www.ciob.org.uk/education

2.7 Contact details

For student enquiries and registrations please contact:

Administrative Secretary
The Chartered Institute of Building
Englemere
Kings Ride
Ascot
BERKSHIRE
SL5 7TB

Telephone: 01344 630785

E-mail: awardingorg@ciob.org.uk

Website: www.ciob.org.uk/education

2.8 Certificate Claim forms

- Certificate Claim form (A): Level 3 Site Supervisory Studies Diploma
- Certificate Claim form (B) Level 4 Site Management Certificate and Diploma

Certificate Claim Form (A)
CIOB Level 3 Site Supervisory Studies Diploma

Centre:

NAME	ADDRESS	MEMBERSHIP / REG NO/ ULN
	Post Code:	
This claim is for: <input type="checkbox"/> Diploma (all 6 units) <input type="checkbox"/> certification (7 credits per unit)	Highlight units successfully completed: <input type="checkbox"/> Planning building operations <input type="checkbox"/> Organising and controlling operations <input type="checkbox"/> Supervising safety at the workplace <input type="checkbox"/> Maintaining the dimensional accuracy of the works <input type="checkbox"/> Working with people <input type="checkbox"/> Developing personal skills of teams and self	

NAME	ADDRESS	MEMBERSHIP / REG NO/ ULN
	Post Code:	
This claim is for: <input type="checkbox"/> Diploma (all 6 units) <input type="checkbox"/> certification (7 credits per unit)	Highlight units successfully completed: <input type="checkbox"/> Planning building operations <input type="checkbox"/> Organising and controlling operations <input type="checkbox"/> Supervising safety at the workplace <input type="checkbox"/> Maintaining the dimensional accuracy of the works <input type="checkbox"/> Working with people <input type="checkbox"/> Developing personal skills of teams and self	

Course Leader Declaration: *I declare that the details above are correct, that the certificate (units) claim above is valid and correct. I understand that if certificates are claimed in error I must inform the Awarding Organisation immediately, failure to inform CIOB could result in approval withdrawal.*
 (Tick box)

Course Leader Signature **Date**

If you are completing more than one claim sheet please ensure you sign and date all copies and return to Vocational Coordinator, Direct Line + 44 (0)1344 630742 Email: awardingorg@ciob.org.uk

Please note: this claim form is to be used for programmes using the Qualifications and Credit Framework (QCF)

Certificate Claim Form (B)
CIOB Level 4 Site Management Certificate
CIOB Level 4 Site Management Diploma

Centre:

NAME	ADDRESS	MEMBERSHIP / REG NO/ ULN.
	Post Code:	
This claim is for: <input type="checkbox"/> Certificate (any 4 units) <input type="checkbox"/> Diploma (all 12 units) <input type="checkbox"/> certification (8 credits per unit)	Highlight units successfully completed: <input type="checkbox"/> Project Planning <input type="checkbox"/> Project Control and Monitoring <input type="checkbox"/> Managing the Quality of Site Work <input type="checkbox"/> Managing Health, Safety Welfare and Risk Control at work <input type="checkbox"/> Managing Dimensional Control on Sites <input type="checkbox"/> Developing and Managing People <input type="checkbox"/> Improving Managerial Skills <input type="checkbox"/> Contractual and Legal Responsibilities <input type="checkbox"/> Estimating and Measuring Work <input type="checkbox"/> Managing Sub-Contractors <input type="checkbox"/> Managing Building Services <input type="checkbox"/> Managing Technology of Modern Construction	

NAME	ADDRESS	MEMBERSHIP / REG NO./ULN
	Post Code:	
This claim is for: <input type="checkbox"/> Certificate (any 4 units) <input type="checkbox"/> Diploma (all 12 units) <input type="checkbox"/> certification (8 credits per unit)	Highlight units completed: <input type="checkbox"/> Project Planning <input type="checkbox"/> Project Control and Monitoring <input type="checkbox"/> Managing the Quality of Site Work <input type="checkbox"/> Managing Health, Safety Welfare and Risk Control at work <input type="checkbox"/> Managing Dimensional Control on Sites <input type="checkbox"/> Developing and Managing People <input type="checkbox"/> Improving Managerial Skills <input type="checkbox"/> Contractual and Legal Responsibilities <input type="checkbox"/> Estimating and Measuring Work <input type="checkbox"/> Managing Sub-Contractors <input type="checkbox"/> Managing Building Services <input type="checkbox"/> Managing Technology of Modern Construction	

Course Leader Declaration: *I declare that the details above are correct, that the certificate (units) claim above is valid and correct. I understand that if certificates are claimed in error I must inform the Awarding Organisation immediately, failure to inform CIOB could result in approval withdrawal.*
 (Tick box)

Course Leader Signature **Date**

If you are completing more than one claim sheet please ensure you sign and date all copies and return to Vocational Coordinator, Direct Line + 44 (0)1344 630742 Email: awardingorg@ciob.org.uk

Please note: this claim form is to be used for programmes using the Qualifications and Credit Framework (QCF)

3. Course Procedures

Structure

3.1 Level 3 Diploma in Site Supervisory Studies

The candidate must study a total of six units. The six units may be taken in any order. **To receive the full award the student must successfully complete all units.** Although units will vary in length a minimum of 180 guided learning hours (30 hours per unit on average) is required before the certificate is awarded.

Units:

1. Planning Building Operations – **assessment set by CIOB**
2. Organising and Controlling Operations
3. Supervising Safety at the Workplace
4. Maintaining the Dimensional Accuracy of the works – **assessment set by CIOB**
5. Working with People
6. Developing Personal Skills of Teams and Self

(For every hour spent of the candidate's class time it is suggested that one hour be spent on site)

Candidates may claim for individual credits for their achievement. Within the QCF it is possible to count credits awarded from another qualification and/or recognised awarding organisation within a rule of combination.

The assessments in two of the units within this programme are set by CIOB and will be externally assessed as part of the requirements of Ofqual. The remaining four assignments are to be devised by the centre and submitted for approval. Exemplar assignments have been provided for centre guidance. Submission templates can be found in section 5 of this document.

The CIOB Awarding Organisation requires pass or fail marks only on completion of the qualification for the candidate to receive their award.

CIOB membership is only gained through candidates attending a CIOB Awarding Organisation Approved Centre.

3.2 Level 4 Certificate and Diploma in Site Management

Any four units must be successfully completed for the award of Certificate. A further eight units, a total of twelve units must be successfully completed and will result in the award of the Diploma.

The candidate must study and successfully complete a total of twelve units to gain the full Diploma award. The twelve units may be taken in any order.

Although units will vary in length, a minimum of 360 guided learning hours (30 hours per unit on average) is required before the Diploma can be awarded.

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.

(For every two hours spent of the candidates' class time, it is suggested that one hour be spent on site)

Candidates may claim for individual credits for their achievement. Within the QCF it is possible to count credits awarded from another qualification and/or recognised awarding organisation within a rule of combination.

The assessments in four of the units within this programme are set by CIOB and will be externally assessed as part of the requirements of Ofqual. The remaining eight assignments are to be devised by the centre and submitted for approval. Exemplar assignments have been provided for centre guidance. Submission templates can be found in section 5 of this document.

Health and Safety Exemption

A candidate may be given exemption (planned) from the CIOB Health and Safety where they have been awarded a certificate for the CITB Site Management Safety Training Scheme (ref XA6) or other approved health and safety award. The candidate is required to have completed this within a set period of the last three years.

The CIOB Awarding Organisation requires pass or fail marks only on completion of the qualification for the candidate to receive their award.

CIOB certification is only gained through candidates attending a CIOB Awarding Organisation Approved Centre.

3.3 Revision, Re-Drafting and Interim Review of Work

Candidates are free to **revise and redraft** a piece of coursework without teacher involvement before submitting the final piece.

Teachers may review coursework before it is handed in for final assessment. Provided that advice remains at the general level, enabling the candidate to take the initiative in making amendments, there is no need to record this advice as assistance or to deduct marks. Generally one review would be expected to be sufficient to enable candidates to understand the demands of the assessment criteria. Advice may be given in either oral or written form.

Having reviewed the candidate's coursework **it is not acceptable** for teachers to give, either to individual candidates or to groups, detailed advice and suggestions as to how the work may be improved in order to meet the assessment criteria. Examples of unacceptable assistance include:

- detailed indication of errors or omissions;
- advice on specific improvements needed to meet the criteria;
- the provision of outlines, paragraph or section headings, or
- writing frames specific to the coursework task(units);
- Personal intervention to improve the presentation or content of the coursework.

As indicated above, a clear distinction must be drawn between any interim review of coursework and final assessment for the intended examination session. Once work is submitted for final assessment it may not be revised.

This limit is to ensure that the course work remains that of the candidates and therefore does not give an unfair advantage over other candidates.

3.4 Exemptions

Exemptions are based on the following definition:

“The facility for a learner to claim exemption from some of the achievements of a QCF qualification, using evidence of certificated, non-QCF achievement deemed to be of equivalent value.” (QCF, 2008)

Learners who have certificated achievements outside of the QCF can claim exemption from units within QCF qualifications that are deemed to be of equal value. Therefore, a learner could achieve a qualification through a combination of credits awarded for units within the QCF, and exemption from the requirement to achieve credits for a unit or units based on certificated achievements outside the QCF.

Requested exemptions from learners holding certificated achievements which are not included in the awarding Organisation rules of combination should be considered by the provider and Awarding Organisation on an individual basis. This avoids duplication of effort and ensures the learners do not duplicate learning and undergo unnecessary assessment. Each application is recorded and the outcome updated by the Awarding Organisation.

The Awarding Organisation has set time limits for qualifications when considering exemptions, the maximum period for a qualification undertaken to be recognised by the Awarding Organisation is generally within a time frame of 3 years.

Health and Safety

A candidate may be given exemption (planned) from the CIOB Health and Safety in Level 4 Site Management where they have been awarded a certificate for the CITB Site Management Safety Training Scheme (ref XA6) or other approved health and safety award. The candidate is required to have completed this within a set period of the last three years.

Requests for recognition of Health and Safety awards other than the CITB Site Management Safety Training Scheme (ref XA6) will be considered upon submission of course details. The Awarding Organisation reserves the right to refuse requests. Any approval of non CITB Site Management Safety Training Scheme (ref XA6) will be for a period of no more than 3 years. Centres will be required to request re-approval.

3.5 Recognition of Prior Learning (RPL)

Where learners do not have prior certificated achievements, but do have some non-formal or informal learning, they may seek recognition of prior learning (RPL). This is defined as:

“A method of assessment (leading to the award of credit) that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.” (QCA 2008)

It is the responsibility of the centre to advise the Awarding Organisation within 30 days if a student has prior learning or wishes to transfer credit.

Claims for RPL must be made in relation to a whole or a number of units within a qualification. The CIOB Awarding Organisation does not award credit via RPL for the partial completion of a unit. The credits awarded will be identical regardless of the route taken to achieve them.

3.6 Aegrotat Awards

The CIOB Awarding Organisation does not grant Aegrotat or Posthumous Awards.

The Awarding Organisation will award certification for those units that have been successfully completed by a candidate. The Centre must submit a certificate claim form to request certification.

Quality Control Systems

3.7 Internal Verification

The CIOB is committed to ensuring that the standards of its qualifications are maintained at a national level. The Centre's provision of an effective Internal Verification system is designed to achieve this requirement. All centres are required to appoint an Internal Verifier as part of the CIOB quality assurance process and to maintain managed and auditable records for production during the External Verification inspection. Further information on the CIOB Awarding Organisation Internal Verification Policy can be found within our guidance documentation.

3.8 External Verification

The External Verification system forms part of the CIOB quality assurance procedure and supports the maintenance of its qualification standards. Through an auditing process, external verification applies a level of rigour to ensure that course administration, assessment and delivery is undertaken in an accurate and consistent, manner across CIOB Approved Centres.

The CIOB is committed to ensuring that the standard of its qualifications are maintained at a national level. External Verifiers are appointed to undertake inspections at each CIOB Approved Centre.

3.9 Reasonable Adjustments and Special Considerations (RASC)

The Awarding Organisation RASC policy is aimed to be used by centres which are approved to offer CIOB qualifications to determine on a case by case basis whether reasonable adjustments are necessary and what reasonable adjustments will be necessary. Centres may wish to discuss RASC at an early stage with their Internal and/or their External Verifier.

Reasonable adjustments may be permitted at the discretion of the centre in cases where the adjustment falls within the remit of the provider. Centres may also consult their External Verifier or apply to the CIOB for permission (please see form 4 within the RASC policy for permission guidance).

All adjustments must be notified to the CIOB Awarding Organisation for monitoring purposes.

3.10 Equality & Diversity

The CIOB Awarding Organisation is committed to ensuring that all courses leading to CIOB qualifications are accessible to all students who wish to take them.

The Awarding Organisation opposes all forms of unlawful and unfair discrimination. It is a requirement that approved centres delivering CIOB qualifications provide equality and fairness to all students and do not discriminate on grounds of gender, marital status, race, ethnic origin, colour, disability, sexual orientation, religion or age.

Centres are required to ensure that there are no unnecessary barriers to access or to learning and 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.

Please refer to the Equality and Diversity policy as published on our web-pages www.ciob.org.uk/education

The Awarding Organisation requires the approved centre to:

- Have systems in place addressing inequalities and barriers leading to discrimination between people of different religions and beliefs, racial groups, ages, marital / civil partnership status and sexual orientations; between men and women generally; between disabled and non-disabled people; between persons of different political opinion; between those with dependants and those without; or on any other grounds or status. (QCA 2008)
- Gather data in relation to equality and diversity
- Monitor and respond to the data
- Have an equality and diversity policy embedded within all centre functions

The Awarding Organisation recommends centres support candidates by:

- Diagnostic testing of the candidate to identify the level of numeric and literacy skills to establish any support required
- Assessing the preferred learning style of the candidate
- Identifying any barriers to learning for a candidate and referring the candidate to the Equality and Diversity Manager or equivalent personnel.

The Awarding Organisation reviews the Centre's measures for equality and diversity, how they are evaluated and or analysed and the current set action plan at the External Verifiers' visits to the Centre. The External Verifier will also request the Equality and Diversity data gathered by the centre for purposes of monitoring by the Awarding Organisation. If a centre has a steering group covering Equality and Diversity in place, the External Verifier will request copies of the meeting minutes and/or terms of reference for Awarding Organisation records.

If a centre receives a complaint from a student where they feel they have been disadvantaged, the Awarding Organisation must be notified and provided with the centre's recommendations.

If a student feels that the centre somehow has not met their requirements for equality and diversity, students are requested to follow the Awarding Organisation appeals procedure.

If no actions for reasonable adjustments or special considerations implemented were practicable, a student could be disadvantaged and the Awarding Organisation may take appropriate action if a centre is found to be failing in terms of equality and diversity. The following penalties may be implemented on agreement of the Awarding Body Management Committee:

- Sanctions would be imposed and reviewed by a specified deadline
- Withdrawal of certification

The Awarding Organisation will send out student feedback forms to registered students for evaluation of the effectiveness of equality and diversity within approved centres. All forms received will be monitored, summarised and presented to the management committee (ABMC). Further information on equality and diversity can be found within the assessment section in the procedural and guidance documentation.

3.11 Document Retention

The Awarding Organisation requests that centres retain documentation and sufficient information of candidates' assessment decisions **for a period no less than 5 years** from a candidate's completion of a CIOB programme. This will enable centres and the Awarding Organisation to track and monitor the candidates' progression of achievement and for record purposes of certification. The documentation should include the supporting evidence as listed below.

Approved centres should keep records of adjustments they have permitted and those they have requested from the CIOB Awarding Organisation. Approved centres should also keep records of their decisions to permit adjustments to assessments. The documentation should include the supporting evidence as listed below.

The supporting evidence should include:

- Assessment decisions
- Internal Verification records
- External Verification documentation
- Certification Claim forms
- RASC requests
- Appeals

Internally and externally set assignments should be retained in a lockable cabinet/cupboard accessible only to those staff involved in delivery of the CIOB qualifications. The Awarding Organisation requests assignments are retained until the Awarding Organisation provides any updated documentation of which all centres will be notified of within a reasonable timescale for centres to implement into their course structure.

3.12 Plagiarism

Awards are made in recognition of a student's personal achievement. All work submitted by students for assessment is accepted on the understanding that via the student signing the assignment declaration form, they are confirming that it is their own work.

Plagiarism is defined as the presentation of work, in any form, which is not one's own, without acknowledgement of the sources. Cases of plagiarism can also arise from one student copying another student's work or from inappropriate collaboration.

Plagiarism is considered to be a fraudulent act, an offence against the standards as set by the Awarding Organisation. Alleged plagiarism, at whatever stage of a student's studies, whether before or after completion, will be investigated and dealt with appropriately by the approved centre.

Where a student is suspected of plagiarism the approved centre should follow its internal procedures and notify the Awarding Organisation.

Issues may arise when candidates are found to have received assistance from others or have plagiarised the work of other candidates or authors. The risk of this is greater when the opportunity to observe the activities of candidates or producing evidence at first hand is not present. When this *direct evidence is not available*, steps should be taken to confirm that the candidates' evidence was genuinely produced by them. This is referred to as the process of **authentication**. A rigorous authentication system will minimise the number of malpractice cases encountered.

Authentication can be achieved by using one or more of the following:

- Controlled access to online materials
- Use of personal logs
- Personal statements produced by your candidates
- Peer reports
- Questioning
- Write-ups under supervised conditions
- Witness testimonies

4. CIOB Scholarship and Awards

4.1 Site Management Awards Scheme

The Chartered Institute of Building (CIOB) Site Management Award Scheme was launched in June 2006 as part of the celebration to mark the 30th anniversary of the CIOB SMETS programme (Site Management Education and Training Scheme). The purpose of the award scheme is to promote best practice and reward training and professionalism within site management for those candidates who have demonstrated application in the advancement of knowledge, application through occupational competence and ultimately, by contributing to improvements in site management practice and activities. The value of the awards scheme also lies in the process of assessment which brings together centres, employers, CIOB regional staff and CIOB HQ.

As the leading professional institute representing managers of the construction process and built environment, CIOB recognises the importance of site management and the key function this role has on the success of the project. The CIOB Site Management programme aims to develop key skills and knowledge required for site managers to progress into an active leadership role. The award scheme endorses excellence and innovation in site management. The awards scheme will be held nationally and include our providers both within the UK and the Republic of Ireland. All current providers registered through CIOB and delivering the Level 4 Certificate and Diploma in Site Management will be eligible to commence the process of assessment, subject to the conditions of entry for their candidates. The process will begin with each CIOB Approved Centre delivering the Level 4 programme, identifying and nominating suitable candidates for the award scheme. The nominees will then progress to an assessment of their occupational performance; this requires input from both the nominee and their employer. The final stage candidates will attend an interview where they will give a 20 minute presentation on an agreed subject and answer a set of questions. Candidates will be encouraged to give an overview of their personal ideas of and perceptions for future development of site management practice.

4.2 Entry Criteria

- Candidates must have completed the CIOB Level 4 Certificate in Site Management and be currently attending or completed the Level 4 Diploma in Site Management programme.
- Candidates must have responsibility for the management of construction work and operations on site.

For more information about the Site Management Awards and to nominate a student, please visit our website: www.ciob.org.uk/education or contact us at the contact details at the end of this section.

4.3 Paul Andree Memorial Award

In conjunction with the Site Management Awards Scheme (SMAS) the Paul Andree Memorial Award is presented to the candidate who has shown outstanding dedication and achievement in their area of expertise and is nominated through the SMAS awards process.

The process begins with approved centres delivering the level 4 programme identifying and nominating suitable candidates for the award scheme.

Further information for the awards scheme can be found on our website at www.ciob.org.uk/education or by contacting us at the contact details at the end of this section.

4.4 Other CIOB Scholarships and Awards

As a champion of the built environment, the CIOB offers a range of scholarships to support students, graduates, academics and practitioners in order to promote and reward the industry's future leaders. The scholarships, prizes and bursaries on offer include awards for research, travel, course fees and projects covering the whole construction process.

The CIOB scholarships are available to bright, motivated and ambitious individuals who show the potential to succeed in the construction industry.

Further information can be found on our website at www.ciob.org.uk/education or by contacting us at the contact details at the end of this section.

Contact details:

**Vocational Coordinator
The Chartered Institute of Building
Englemere
Kings Ride
Ascot
BERKSHIRE
SL5 7TB**

Telephone: 01344 630742

E-mail: awardingorg@ciob.org.uk

Website: www.ciob.org.uk/education

5. Assessment and Marking Schemes

5.1 Guidance on assessment for centres and academic staff

The guidance is designed to help teaching staff refresh, review and refine their approaches to designing and developing assessment tools and marking criteria. A key aspect of assessment is the relationship (alignment) between intended learning outcomes, learning opportunities, assessment methods/tasks and criteria for marking and eventual feedback to students. Ideas on the theory and practice of assessing students have been taken from the Learning and Teaching Support Network Generic Centre Assessment Series of guides which the reader should refer to as an aid to developing higher level assessment skills. Three of these guides are appropriately referenced in this document.

Introduction

Assessment is the most important aspect of the learning process, in that it provides feedback and confirmation, for the student and tutor, that a series of learning outcomes have been achieved. At the heart of course design and development is the relationship ('alignment'- Brown, 2001) between course aims/learning outcomes and assessment methods and tasks.

Each assessment method will be seeking to measure student knowledge, understanding (*the use of knowledge gained*), behaviour and abilities. Clearly the tasks and activities selected for assessment purposes need to effectively allow students to demonstrate the achievement of learning outcomes as measured against agreed clear criteria.

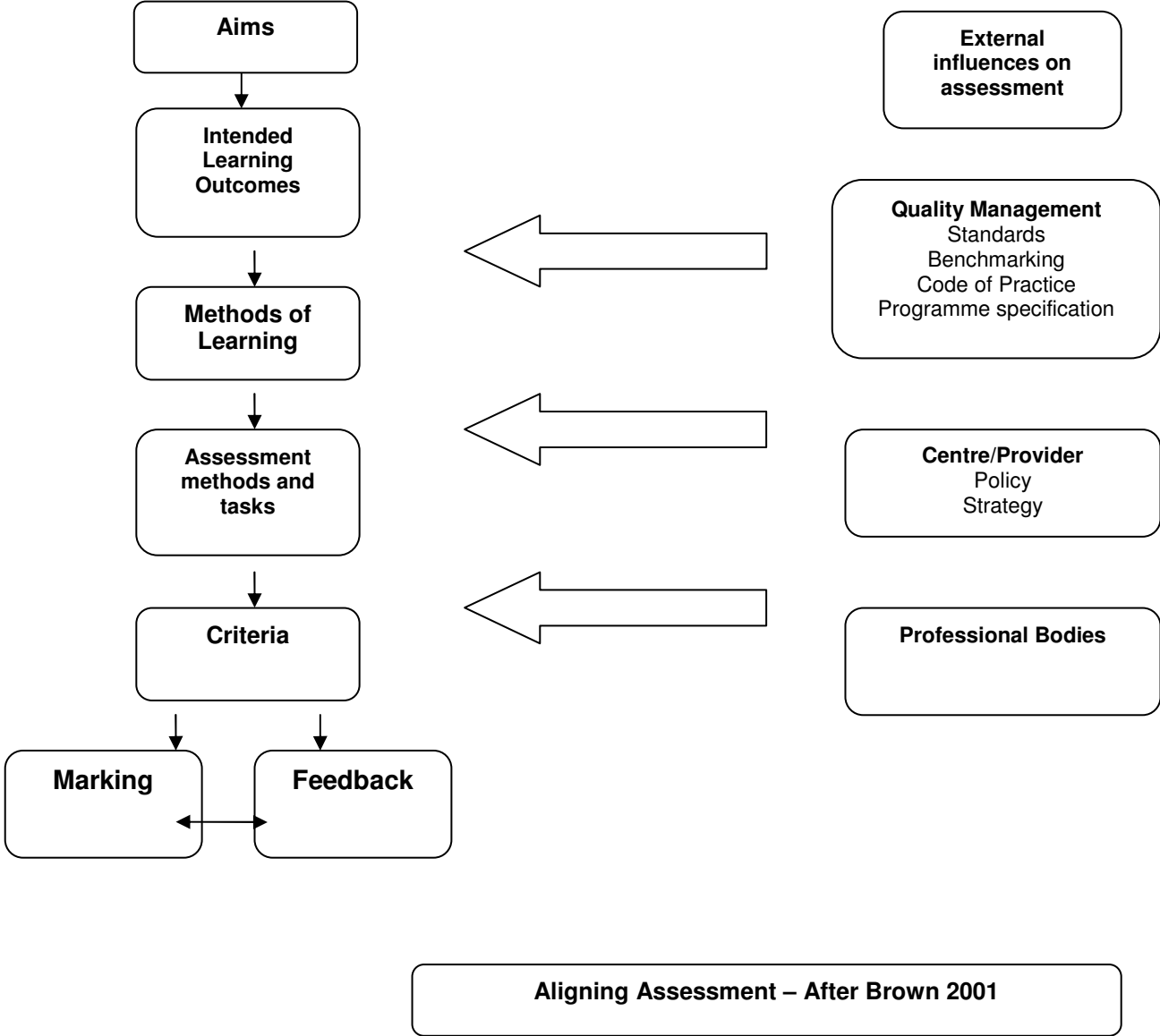
The Need for Alignment:

Brown (2001) argues that without clear course aims and realistic learning outcomes students encounter a 'fuzzy' learning environment. In these circumstances tutors will find it very difficult to design and employ assessment methods which are effective and 'fit-for purpose'.

Clear realistic learning outcomes provide students with a sound focus on what is to be learned and tutors with a structure on approaches to teaching and creating learning opportunities. Effective assessment methods/tasks are related to the achievement of learning outcomes and methods of learning.

It is important that tutors demonstrate consistency of judgement as a means of ensuring the validity of the assessment process and those students are provided with feedback which enhances and adds to the learning process.

The following diagram illustrates the concept of Assessment Alignment:



Assessment of Learning Outcomes:

Should every learning outcome be assessed?

There are arguments for and against assessing all learning outcomes identified in a course, in a summative way (see section on formative and summative assessment in the latter of this guide).

If the tutor adopts the assessment of every learning outcome of every unit, then there is a clear risk of over assessment. Race (2001) identifies that UK students may well be the most over-assessed students in Europe.

A sound approach is to ensure that within each unit teaching and learning opportunities are provided which gradually move students towards the achievement of course outcomes and that some programme outcomes are assessed in some of the units such, that by the end of the diet of assessment, all key outcomes have been assessed at each level (Course or unit) on at least two occasions. The most important aspect of this approach will be to ensure that 'essential Knowledge and skills' are assessed.

The approach should ensure that individual 'outcome assessment' is repeated, thus identifying a more reliable measure of achievement, and a realistic, not overloaded diet is achieved. It is also good practice to produce a matrix of course learning outcomes and the assessments used in individual units or units to help identify the links between the overall diet of assessment and the achievement of course aims.

Purposes of Assessment:

Brown (2001) identifies three main purposes of assessment:

- Provide a license to proceed to the next stage (course/programme) or to graduation.
- Classify the performance of students in rank order.
- Improve student learning.

This guide focuses on the 'license to proceed' purpose and as such the assessment tasks should be based upon core knowledge and skills and the pass or fail threshold, which must be clearly identified and based upon criterion referenced behaviour. Purposes are related to the concepts of formative and summative assessment.

Formative Assessment:

Formative assessment (Knight, 2001) provides feedback to students during the learning process and develops opportunities to improve learning and understanding. For example it is good practice to pose a range of tutorial questions, to be responded to during the delivery of a unit.

The questions will encourage students to research and gain knowledge and understanding in line with a desired learning outcome and should also help in responding to the summative assessment which will provide the marks for the unit

For example:

L.O = Identify and compare means of motivating others and apply the principles to the work situation.

Tutorial Questions:

- How is motivating people different from directing people?
- Examine the relationship between line managers and the people they are responsible for
- What is the relationship between leadership and motivation of groups and individuals?

Summative Assessment:

Summative assessment contributes to the marks for a level or qualification. It could be in the form of an examination (where it is truly 'summative' or in the form of coursework which would usually be both summative and formative (Knight, 2001). Indicative mark schemes are included in the assignment briefs. Centres are required to give pass or fail marks only.

Principles of Assessment:

Brown (2001) identifies six key principles of assessment which can be derived from the diagram presented.

- Assessment shapes learning so if learning is to be changed then change the assessment method.
- Match the assessment tasks to the learning outcomes.
- Match the criteria to the task and learning outcomes. (***criterion-referenced grading***)
 - i) Identify what counts as desirable performance*
 - ii) Specify it as precisely as possible.*
 - iii) Judge (and mark) evidence of achievement accordingly. (Knight, 2001).*
- Keep criteria simple – *Indicative mark schemes are included in the assignment briefs. Centres are required to give pass or fail marks only.*
- Be fair, reliable and valid in marking.
- Provide meaningful timely feedback.

References:

Brown.G (2001) "Assessment: A Guide for Lecturers". LTSN Generic Centre: ISBN 1-904190-00-6

Race.P (2001) "Assessment: A Guide for Students". LTSN Generic Centre: ISBN 1-904190-03-0

Knight.P (2001) "A Briefing on Key Concepts- Formative and Summative, criterion and norm-referenced assessment". LTSN Generic Centre: ISBN 1-904190-05-7

5.2 Compulsory Assessments and Indicative Marking Criteria

The CIOB Compulsory Assignment Brief and Marking Criteria for the academic year 2010-2011 can be found in Section 8 in the appendices. For any queries, please contact us awardingorg@ciob.org.uk

Level 3 Diploma in Site Supervisory Studies

Title:

- 1 Planning Building Operations
- 4 Maintaining the Dimensional Accuracy of the Works

Level 4 Certificate and Diploma in Site Management

Title:

- 1 Project Planning
- 3 Managing the Quality of Site Work
- 4 Managing Health, Safety, Welfare and Risk Control at Work
- 5 Managing Dimensional Control on Sites

5.3 Exemplar Material & Design of Assignments

- 5.3.1 Exemplar assignments and material are available at the end of this document in the appendices section 8.
- 5.3.2 All assignments designed and set by centres must be approved by the Awarding Organisation. To submit assignments for approval, please complete the template in the appendices section 8.
- 5.3.3 Indicative mark schemes are included in the assignment briefs. Centres are required to give pass or fail marks only.

6. Guidance Documents available to Centres and Tutors

All Centres should have access to the guidance documentation via the web-resources on www.ciob.org.uk/education and via a hard-copy file for reference. If a centre requires further details, please contact us for more information.

7. Contact details

For student enquiries, registrations and record books please contact:

Administrative Secretary
The Chartered Institute of Building
Englemere
Kings Ride
Ascot
BERKSHIRE
SL5 7TB

Telephone: 01344 630785

E-mail: awardingorg@ciob.org.uk

Website: www.ciob.org.uk/education

For all other enquires or to request documentation or certificate claims, please contact:

Vocational Coordinator
The Chartered Institute of Building
Englemere
Kings Ride
Ascot
BERKSHIRE
SL5 7TB

Telephone: 01344 630742

E-mail: awardingorg@ciob.org.uk

Website: www.ciob.org.uk/education

8. Appendices

- 8.1 Compulsory Assignment Brief and Marking Criteria
- 8.2 Template for Assignment Submission and Approval
- 8.3 Assignment Template
- 8.4 Exemplar Assignments

8.1: Compulsory Assignment Brief and Marking Criteria

Chartered Institute of Building

Level 3 Certificate in Site Supervisory Studies
Academic Year 2010-2011

CIOB Compulsory Assignment Brief and Marking Criteria

Number: 1
Title: Planning Building Operations

Outcomes

By the satisfactory completion of this you should be competent to:

1. Obtain relevant information in order to plan operations.
2. Determine methods of working for operations.
3. Determine programmes for operations. (Bar chart Only)
4. Provide information on programmes and working methods.

On completion of this assignment all of the learning and practice objectives for this unit have been met.

Submission Date of Assignment Task:

Assignment Brief

Introduction

You are employed as a General Foreman by a local medium size building company on a new housing project, which is valued at over seven-hundred-and-fifty thousand pounds. You have possession of the site on the 1st August. You have been supplied with Drawings N^o. SD/01 and UNITS/D02.

Assignment Tasks

As part of the proposed project's pre-contract planning process you are required to:

1. Produce a list of information required to plan the project and explain the relevance to the project in hand.
(Word Limit – 400words)
2. Identify and describe a minimum of five factors which will have an effect on the way the work is carried out, any potential problem areas (planning, programming, logistical, health & safety), and suggest possible ways of overcoming these.
(Word Limit – 600words)

3. Prepare a method statement (of twenty activities) for the purpose of producing 4 below.
(Word Limit – 600words)
4. Prepare a bar chart and highlight on the programme critical activities and milestone dates.
(Word Limit – N/A – Practical Exercise)

Presentation

Your work must be word processed and formatted appropriately.
Each aspect of your work must identify your full name, and be signed and dated.
Assignment front sheets (supplied) must be completed and used.

Suggested Reading and Recommended Text

Construction Site Studies Production, Administration and Personnel by George Forster (Longman).

Further Reading List

Planning and Programming in Construction. A Guide to Good Practice (CIOB)

Assessment Criteria:

This assignment pack includes the brief; the assessment sheet and an example of a method statement (which you may choose to use in your solution).

The following information is given for your guidance:

1. Date of possession 1st August
2. Contract period 20 weeks.
3. No weekend working allowed.
4. Holiday Period –no working allowed
5. Working week 8-00 am – 5-00 pm (lunch 1-00-to 2-00 pm)
6. Buffer time to be allowed. 2 weeks prior to completion

For this assignment, the candidate is required to demonstrate both analytical and practical skills in completing the tasks. Tutor's assessment of the candidates work will be made both from observation of the practical work and evaluation of the written analytical/explanatory work.

Marking Criteria:

To be developed by provider and moderated by CIOB, however, an indicative marking criterion is presented below as guidance for providers:

Indicative Marking Criteria:

TASK 1

Objective: The student will:

- Use structured writing skills
- Use good communication Skills
- Demonstrate an ability to identify the construction activities for the project.
- Identify the sources of this information

Activities:

- Presentation of a List of construction activities – set-up site through to hand-over
- Identification of information sources – to include the contract, drawings and specification and client requirements.

Planning Building Operations cont'd

TASK 2

Objective: To achieve a pass for this work the student will:

- Demonstrate an ability to identify issues/constraints to programming.

Activities:

- **Identification** of issues/constraints – examples might be restrictions to hours of work, section hand-over.
- **Approaches** to rectification – appropriate allowances to methods and methodology.

TASK 3

Objective: To achieve a pass for this work the student will:

- *Analyse the available information*
- *Develop and present a method statement.*

Activities: - to be identified

- **Analysis.** – Resources selected and methods identified.
- **Method Statement.** – produced using a standard template.

TASK 4

Objective: To achieve a pass for this work the student will:

- Analyse available resources.
- Develop and present bar chart.
- Identify critical path

Activities:

- **Analysis** – using the method statement produced in task 3.
- **Bar Chart** – using appropriate software.
- **Critical Path** – suggest a linked bar chart is employed.

Chartered Institute of Building

Level 3 Certificate in Site Supervisory Studies
Academic Year 2010-2011

CIOB Compulsory Assignment Brief and Marking Criteria

Number: 4

Title: Maintaining the Dimensional Accuracy of the Works

Outcomes

By the satisfactory completion of this you should be competent to:

4.1. Maintain the dimensional accuracy of construction work

On completion of this assignment all of the learning and practice objectives for this unit have been met.

Submission Date of Assignment Task:

Maintaining the dimensional accuracy of the works Cont'd

Assignment Brief

For the purposes of this compulsory assignment, your tutor will adopt the role of Contracts Manager.

Introduction

You are employed as a trainee site supervisor with a medium sized construction organisation with a busy order book in housing development. Setting out buildings and maintaining line and level control during construction forms an important part of your training.

Your Contracts Manager has instructed that you carry out the preparation and setting out for one single detached dwelling within a housing development, the details of which are given on Drawing SD/01 and SD/02.

The location of the site and dwelling will be identified to you by your Contracts Manager.

The tasks which you have been given are detailed below. Read through all tasks before commencing the assignment.

Assignment Tasks

TASK 1

- a) **Examine** the drawings SD/01 and SD/02, issued for the development.
- b) **List** any inaccurate or missing information which you will need to carry out the setting out accurately, and to maintain line and level control for the building.
- c) **Present** your list of required information to your Contracts Manager who will then provide you with further details.

(Word Limit 600 words)

TASK 2

Once the outstanding information identified in the previous task has been obtained, visit the site to begin setting out activities.

- a) **Establish** a Temporary Bench Mark (TBM) or Datum Point for level control
- b) **Establish** a building line from which to set out the building
- c) **Set Out** the building ensuring accuracy to the information given, using the appropriate equipment including setting up of pegs and profiles.
- d) **Establish and Mark** line and level information on each of the profiles which tradesmen will require for constructing the substructure of the building.
- e) **Determine** the lengths required for a traveller to be used with the profiles for:-
 - 1) Foundation Excavation level
 - 2) Foundation Concrete level

(Word Limit – N/A Practical Exercise)

Maintaining the dimensional accuracy of the works Cont'd

TASK 3

To ensure accuracy, the setting out work will need to be checked before construction work commences.

1. **Explain** the checks for accuracy which you have carried out at each stage of your setting out tasks.
2. **Provide** evidence records of your setting out work and checks made
3. **Describe** what action you would take to remedy deviations from the accurate position, line and level of setting out works
(Word Limit – 1000 words)

Presentation

Your work must be word processed and formatted appropriately. Each aspect of your work must identify your full name, and be signed and dated.

Assignment front sheets (supplied) must be completed and used.

Suggested Reading

Recommended Text

Title: CONSTRUCTION SITE STUDIES: Production, Administration and Personnel
Author: G Forster
Publisher: Longman
ISBN No 0-582-01971-0

Further Reading List

Title: SURVEYING FOR CONSTRUCTION
Author: William Irvine
Publisher: McGraw-Hill
ISBN No 0-07-707998-1

Assessment Criteria:

For this assignment, the Candidate is required to demonstrate both analytical and practical skills in completing the tasks. Tutor's assessment of the Candidates work will be made both from observation of the practical work and evaluation of the written analytical/explanatory work.

When examining the drawings, the Candidate should identify incorrect or missing information from drawings SD/01 and SD/02, which will be required to complete the setting out of the house and to maintain line and level until the shell is complete. Once the Candidate has requested all this information, the Tutor will issue the outstanding information to the Candidate and setting out can commence.

The setting out work may be carried out by Candidates in teams, but each team should not exceed 3 candidates and each Candidate must contribute to each part of the setting out process for assessment purposes.

The Candidate must demonstrate the correct selection and use of equipment and instrumentation required to carry out the setting out works, and the accuracy achieved should be appropriate to the type and scale of this work. All necessary checks, i.e. closed survey to datum to establish TBM; diagonal dimension check for building squareness must be undertaken, and evidence of these checks together with any calculations etc for the practical setting out tasks must included in the Candidate's submission to support the Tutor's observation assessment.

Maintaining the dimensional accuracy of the works Cont'd

Marking Schemes:

To be developed by provider and moderated by CIOB, however, an Indicative Marking criterion is presented below as guidance for providers:

Indicative Marking Criteria:

TASK 1:

Objective: To achieve a pass for this work the student will:

- Use structured writing skills
- Use good communication Skills
- Demonstrate an ability to identify errors/discrepancies on drawings and specifications.
- Demonstrate an ability to use diagrams/sketches as a communication tool alongside clear listing of information.

Activities:

- **Presentation of a List** of any inaccurate or missing information in a structured fashion. **Presentation of the list** of required information to your Contracts Manager –short verbal presentation required.

TASK 2:

Objective: To achieve a pass for this work the student will:

- Demonstrate an ability to effectively use a level to create benchmarks.
- Effectively set out lines for reference to building limits.
- Produce tools to aid the establishment of depth and depth control.

Activities:

- **Establish** a Temporary Bench Mark (TBM) or Datum Point for level control –efficient setting-up and use of instrument.
- **Establish** a building line from which to set out the building – data and calculations to be clearly shown.
- **Set Out** the building ensuring accuracy to the information given using the appropriate equipment including setting up of pegs and profiles – data and calculations to be shown.
- **Establish and Mark** line and level information on each of the profiles which tradesmen will require for constructing the substructure of the building.
- **Determine** the lengths required for a traveller to be used with the profiles for (all calculations to be shown):-
 - Foundation Excavation level
 - Foundation Concrete level

TASK 3:

Objective: To achieve a pass for this work the student will:

- Describe a series of tests to ensure accuracy of setting out.
- Present documentation as an audit trail for testing accuracy.
- Describe remedial action if setting out is found to be in error.

Activities:

- **Explanations** of the checks for accuracy – three examples required.
- **Evidence records** – all data and calculations required to be shown.
- **Description of actions** – the need to adjust/re-set the offending setting out which should now be checked again by a third party.

Chartered Institute of Building

Level 4 Certificate and Diploma in Site Management
Academic Year 2010-2011

CIOB Compulsory Assignment Brief and Marking Criteria.

Number: 1
Title: Project Planning

Outcomes:

By the satisfactory completion of this you should be competent to

1. Identify and obtain relevant information in order to plan works
2. Determine method of works
3. Determine programme of works

On completion of this assignment all of the learning and practice objectives for this unit have been met.

Submission Date of Assignment Task:

Assignment Brief

Introduction

You were a former buyer and now a Site Manager for a large national house builder with specific responsibilities for planning and programming on the Englemere Village centre project. Your company has a good health & safety record and the Contracts Manager is keen to maintain and even improve this standard. To this end, your solutions to the following planning & programming tasks should address pertinent health & safety matters.

Assignment Tasks

Tasks

To complete the planning process you will need to carry out the following tasks.

1. Evaluate the project information available and prepare a list of information you will need from your company in order to plan the work. This information will take one week to produce by your company.
(Word Limit – 250 words)
2. Create of a list of activities and prepare an appropriate method statement for your contract programme.
(Word Limit – 450 words for a structured method statement)
3. Evaluate the durations for each of the activities.
(Word Limit – calculations approx: 100 words)
4. Produce a contract programme using a standard planning technique. The contract programme is to include 18 – 20 activities covering the contract period. The chart should show sufficient information to assist in preparing tasks 5 and 6.
(Word Limit – chart approx: 250 words).
5. Produce the following contract control documents:
 - a. A labour resource profile
 - b. A plant requirement schedule
 - c. A material delivery schedule

(Word Limits – Tables approx: 300 words)

6. Produce a short-term programme from the completion of the substructure of the building.
(Word Limit – chart approx: 200 words)
7. Present your completed work to fellow course members acting as your company peers.

(Word Limit – suggest power point presentation approx: 400 words including charts)

Project Planning Cont'd

Presentation

Your work must be word processed and formatted appropriately.

Each aspect of your work must identify your full name and be signed and dated.

The completed work is to be presented in a professional manner for the approval of the Contracts Manager. All tasks to be bound into a suitable folder that must include the assignment front sheet (supplied), contents page, the names of all course members and their individual contributions and any references

Suggested Reading

Recommended Text

Construction Planning, Programming and Control (Cooke, B & Williams, P)

Further Reading List

Construction Site Studies - Production, Administration and Personnel - 2nd Edition (Forster, G).

Assessment Criteria:

Additional Information

1. The overall aim of this assignment is to give the candidate an in depth knowledge of the planning and programming process in construction projects.
2. You should have use of the following drawings to be able to carry out the work:
DM07a DM07b DM07c DM07d DM07e DM07f
3. The assignment is a group activity containing no more than three course members.

Marking Schemes:

To be developed by provider and moderated by CIOB, however, an Indicative Marking criterion is presented below as guidance for providers:

Indicative Marking Criteria:

TASK 1:

Objective: To achieve a pass for this work the student will:

- Carry out sound research in terms of key activities on the project.
- Analyse the relationships (dependencies) between activities.
- Demonstrate an ability to cross-reference the data collected.

Activities:

- **Identify** the construction activities – set-up site through to hand-over.
- **Cross-reference** the information – to include the contract, drawings and specification and client requirements.
- **Identify** the dependencies.

TASK 2:

Objective: To achieve a pass for this work the student will:

- Demonstrate an ability create a list which identifies precedence and dependency.
- Produce a structured method statement identifying methods and resources.

Activities:

- **List** activities/constraints
- **Method statement**– identifying methods – Labour-plant and materials.

TASK 3:

Objective: To achieve a pass for this work the student will:

- Evaluate the durations for each of the activities in a structured fashion clearly showing calculations.

Activities:

- **Analysis** – resources selected and methods identified.
- **Calculate** durations

TASK 4:

Objective: To achieve a pass for this work the student will:

- Produce a contract programme using a standard planning technique (selected software package to be employed).

Activities:

- **Bar Chart** – using appropriate software.
- **Critical Path** – suggest a linked bar chart is employed.
- **At least 18 activities to be shown.**

TASK 5:

Objective: To achieve a pass for this work the student will:

- Produce the following contract control documents:

Activities:

- **Production** of a structured resource profile table.
- **Production** of a structured plant schedule.
- **Production** of a structured material delivery schedule.

Project Planning Cont'd

TASK 6:

Objective: To achieve a pass for this work the student will:

- Produce a short-term programme from the completion of the substructure of the building and identifying one weeks work.

Activities:

- **Bar chart** for one weeks work

TASK 7:

Objective:

Present your completed work to fellow course members acting as your company peers.
(Word Limit – suggest power point presentation approx: 400words including charts)

To achieve a pass for this work the student will:

- Develop and use a power point presentation employing the ingredients produced at each of the tasks above.

Activities:

- **Power-point** presentation
- **Presentation** to group

Chartered Institute of Building

Level 4 Certificate and Diploma in Site Management
Academic Year 2010-2011

CIOB Compulsory Assignment Brief and Marking Criteria.

Number: 3
Title: Managing the Quality of Site Work

Outcomes

By the satisfactory completion of this you should be competent to:

1. Operate and maintain systems to monitor the quality of work- inspections, testing, reporting
2. Communicate quality systems, procedures and standards to project personnel
3. Carry out inspections of completed and partially completed work to ensure that project and statutory requirements are complied with
4. Liaise and discuss with other members of the construction team on quality control matters
5. Carry out corrective action to maintain quality standards

On completion of this assignment all of the learning and practice objectives for this unit have been met.

Submission Date of Assignment Task:

Assignment Brief

Introduction

The attached drawings show a development of a new sports hall and changing facility at Englemere Village Centre. The details are given on drawing no DM/07A, B, C, D, E, and F.

This is a prestigious development that has partly been funded by public subscription and the Client who is represented by the Chair and treasurer of the local sports association has indicated that the quality of the finished project and the management of the ongoing quality of the construction process is paramount. The agreed cost of the work has been negotiated with your employer by the client.

Using the information you are provided with you need to carry out the following tasks:

Assignment Tasks

TASK 1:

Identify and explain how you would meet the quality criteria of appearance, structural soundness and dimensional accuracy. Provide examples of the control documents you will use to support your written statements.

(Word Limit 400 words)

TASK 2:

All substructure works on site are to be carried out by groundwork's subcontractor who will provide all the labour and plant needed to complete the work. However, you are responsible for both control of materials on site and for their compliance with the quality criteria /specifications.

Unfortunately, concrete test cubes you have made from concrete placed in the ground beams of the building and which have been tested by an independent testing company have failed to meet the required specification for the compressive strength of the concrete.

Describe the steps that should have been taken to enable the quality tracking of the concrete which has been supplied by a local ready mix company and the quality standards that should be in place to prevent such a failure.

(Word Limit approx 200 words – (essentially a flow diagram, is required)

Managing the Quality of Site Work Cont'd

TASK 3:

In your position as the Site Manager you are responsible for ensuring that all works comply with the specified requirements and those procedures and activities that need to be carried out to maintain the project quality requirements are in place to ensure that the requirements of the drawings and the specification are met. Some of the tasks you will have to carry out may be as follows:

- a. Inspection, testing and completion of inspection records.
- b. Handling and storage of materials.
- c. Material testing and records.
- d. Communicating quality requirements to those involved with the work.

(Word Limit N/A – above activities to be clearly shown on quality plan)

TASK 4:

Produce a quality plan for the project, ensuring that any documents produced in tasks 1-3 are included in the plan.

(Word Limit approx 1500 words – a tabular approach is desirable for the presentation of the management tool aspect of the plan)

Presentation

Each aspect of your work must identify your full name and be signed and dated.

Assignment front sheets (supplied) must be completed and used.

The work of individual members of the group who carried out the assignment must be identified in the work produced.

Suggested Reading

Recommended Text

BS 8000 Workmanship of Building Sites
ISO 90000

The Practice of Construction Management-Blackwell ISBN 0-632-04142-0
Mitchells Materials Technology-Longman ISBN 0-582-21259-6

Further Reading List

Mitchells Structure and Fabric Parts 1 and 2 Longman 0-582-21605-2 and 0-582-21865-9

Assessment Criteria:

The tasks in this assignment can best be carried out by a small group of a maximum of three course members. The production of written reports should be kept to a minimum with the emphasis on the production of material that can be displayed and explained to the group/tutor.

The documentation which the group produce should be, where possible, real life examples which are not just blank forms.

Where possible it would be of great benefit for the group to research and discuss the issues raised with experts from within their companies.

Marking Schemes:

To be developed by provider and moderated by CIOB, however, an Indicative Marking criterion is presented below as guidance for providers:

Indicative Marking Scheme:

TASK 1:

Objective: To achieve a pass for this work the student will:

- Identify and explain how the quality criteria of appearance, structural soundness and dimensional accuracy would be managed.
- Provide examples of the control documents can be used to support the written statements.

Activities:

Identification and explanation:

- Appearance – samples/sample panels.
- Structural soundness – Engineers calculations and tests.
- Dimensional Accuracy – drawings and setting out data.

Control Documents

- Specification notes and manufacturers materials.
- Test criteria and data sheets.
- Setting out calculations and dimension books.

TASK 2:

Objective: To achieve a pass for this work the student will:

- Produce a flow diagram which clearly identifies the steps/process in a quality tracking system.

Activities:

- **Production of a flow diagram - *clearly identifying the steps in the process.***

TASK 3:

Objective: To achieve a pass for this work the student will:

- Identify the inspection, testing and inspection records required
- Describe the requirements of a handling and storage of materials systems
- Identify the material testing and records required.
- Describe a system for communicating quality requirements to those involved with the work.

Activities:

- **Identification** of the inspection, testing and inspection records required
- **Description** of the requirements of a handling and storage of materials systems
- **Identification** of the material testing and records required.
- **Description** of a system for communicating quality requirements to those involved with the work.

Each of the above to be included as sections within the Quality Plan produced for **Task 4**

TASK 4:

Objective: To achieve a pass for this work the student will:

- Produce a quality plan for the project, ensuring that any documents produced in tasks 1-3 are included in the plan.
-

Activities:

Production of a Quality Plan which:

- Includes company policy statements on quality management.
- Includes sections for data generated in Tasks 1-3.
- Uses a tabular approach to identifying materials and activities and how these will be monitored and managed as part of a quality management system.

Chartered Institute of Building

Level 4 Certificate and Diploma in Site Management
Academic Year 2010-2011

CIOB Compulsory Assignment Brief and Marking Criteria.

Number: 4

Title: **Managing Health, Safety, Welfare and Risk Control at Work**

Outcomes

By the satisfactory completion of this you should be competent to:

- 1 Manage construction work so that any applicable statutory regulations are adhered to
- 2 Ensure that Health and Safety procedures are adhered to during the progress of the work.
- 3 Carry out a short presentation to a group of colleagues in an effective manner

On completion of this assignment all of the learning and practice objectives for this unit have been met.

Submission Date of Assignment Task:

Assignment Brief

Introduction

As a Site Manager you are responsible for the implementation, maintenance and monitoring of all aspects of Health and Safety on your site. This assignment will address the issues involved in carrying out your role in this process. In carrying out the assignment the tasks are to be completed using Drawings no DM/07/A-F which give details of a project for which you have been appointed as the Site Manager. Any further information you may need will be provided by your Project Manager. Any decisions you make should be in line with Statutory Requirements and cost effective practice.

Assignment Tasks

1. The Construction, Design and Management Regulations place clear Health and Safety responsibilities on all parties to a Construction Contract and also details the responsibilities they have to each other. Produce a diagrammatic document that shows these responsibilities. The document is to be used to demonstrate through tool box talks the requirements of the Regulations to junior site staff and subcontractors site supervisors. **(Word Limit 200 words – flow diagram required)**
2. Using the information provided produce method statements for the substructure and the roof construction of the building using the method statements carry out a risk assessment of the proposed methods and then detail a safe system of work for the methods which have been determined ensuring that any residual risk is addressed in detail. **(Word Limit approx 400 words – essentially three tables require)**
3. Maintenance, inspection and feedback on breaches of Health and Safety legislation on site must be carried out on an ongoing basis. Produce a flow diagram/procedural chart to show and describe the activities involved including where necessary examples of documents that need to be in place as part of the process. **(Word Limit 200 words – above activities to be clearly shown on a flow chart)**
4. It is important that Health and Safety procedures on site required by Statutory Authorities are carried out in an appropriate manner. Prepare a site induction presentation to be given to all subcontractors that will detail their responsibilities under statutory legislation and highlight Health and Safety considerations for the site illustrated on the drawings. **(Word Limit approx 1000 words)**
5. Prepare a deliver a 10 minute presentation to your Project Manager and your class group using the information that has been produced in tasks 1-4 above. The title of the presentation is to be “The Role of the Site Manager in Ensuring Health and Safety on Construction Sites” **(Word Limit approx 400 words- power-point presentation)**

Presentation

- Each aspect of your work must identify your full name and be signed and dated.
- Assignment front sheets (supplied) must be completed and used.
- The completed work is to be presented in a professional manner for the approval of the Contracts Manager. All assignment work is to be bound into a suitable folder that must include the assignment front sheet (supplied), contents page and any references. The presentation of the project is to be on an individual basis. The presentation is to form part of the assessment for the unit.

Suggested Reading

Recommended Text

CITB Course Book (up-to-date copy)

Further Reading List

To be identified by course tutors.

Assessment Criteria:

Your tutor will take the role of your project manager who should be approached for any information /clarification that you may need.

Reference to Task 2 agreement should be reached with your Project Manager regarding the list of activities you have to produce before you produce your method statements.

Where possible it would be of great benefit to research and discuss the issues raised with experts from within your company.

Marking Schemes:

To be developed by provider and moderated by CIOB, however, an Indicative Marking criterion is presented below as guidance for providers:

Indicative Marking Scheme:

TASK 1:

Objective: To achieve a pass for this work the student will:

- Identify and describe the duties and responsibilities (parties to the contract) detailed by the CDM regulations.
- Present the above in a clearly structured flow diagram.

Activities:

Identification and explanation:

- Duties and responsibilities identified.
- Production of clear flow diagram.

TASK 2:

Objective: To achieve a pass for this work the student will:

- Produce two clear method statements.
- Produce a risk assessment which clearly identifies safe working systems required.

Activities:

- Production of two method statements.
- Production of risk assessment identifying safe methods required.

TASK 3:

Objective: To achieve a pass for this work the student will:

- Produce a flow diagram/procedural chart to show and describe the activities involved in the maintenance, inspection and feedback on breaches of Health and Safety legislation on site.

Activities:

- Production of flow diagram.

TASK 4:

Objective: To achieve a pass for this work the student will:

- Prepare and produce a site induction presentation for use with all subcontractors that will detail their responsibilities under statutory legislation and highlight Health and Safety considerations for the site.

Activities:

- Production of an induction presentation.

TASK 5:

Objective: To achieve a pass for this work the student will:

- Prepare, produce and present "The Role of the Site Manager" power-point presentation.

Activities:

- Power-point presentation

Chartered Institute of Building

Level 4 Certificate and Diploma in Site Management
Academic Year 2010-2011

CIOB Compulsory Assignment Brief and Marking Criteria

Number: 5

Title: **Managing Dimensional Control on Sites**

Outcomes

By the satisfactory completion of this you should be competent to:

1. Establish and maintain dimensional requirements for a project.
2. Establish and check site lines and levels.

On completion of this assignment all of the learning and practice objectives for this unit have been met.

Submission Date of Assignment Task:

Assignment Brief

Introduction

This unit is designed to give course members the opportunity to develop their knowledge and skill in the use of survey equipment and techniques, in order that dimensional and level control on site is established and maintained.

The tasks are to be carried out on land and buildings identified by the lecturer.

The tasks which you have been given are detailed below. Read through all tasks before commencing the assignment.

Assignment Tasks

You are asked to carry out the following tasks:

In order that quantities of over site excavation can be checked:

1. Carry out a dimensional survey of the land recording the information in a standard way.
(Word Limit 200 words – this is primarily a practical exercise with lines and levels recorded on drawings and dimension/level books)
2. Plot the dimensional survey using the information from site.
(Word Limit 200 words – survey data plotted on drawings)
3. Carry out a level survey of the area of land indicated by your tutor, recording the readings in a standard method, reduce the levels and check the readings for accuracy. Your tutor will indicate a suitable datum point where the levels should relate to.
(Word Limit –approx 400 words – records of readings in dimension/level book clearly showing required calculations)
4. Plot the survey information taken from the site to show the levels of the land referenced to the datum point.
(Word Limit 200 words – survey data (show contours) plotted on drawings)

The following tasks are to be carried out using appropriate equipment:

5. Your client is somewhat concerned that an existing building that they own has suffered from movement and is not now vertical. Reassure the client that their fears are unfounded. Report your findings to your client; your tutor will indicate the building, which should be used for the exercise.
(Word limit 600 words – Short report required based upon tests for verticality using instruments)
6. Your company has recently suffered problems regarding the setting out of horizontal angles on several roadway projects. Your Contracts Manager has asked that you demonstrate to a group of 2-3 colleagues how this should be done using a practical example of setting out an angle. The angle will be determined by your tutor. Your colleagues will check the angle once it has been established on site.
(Word limit - not applicable – practical exercise)

Managing Dimensional Control on Sites Cont'd

Presentation

Each aspect of your work must identify your full name and be signed and dated. The completed work is to be presented in a professional manner for the approval of the Contracts Manager. All tasks to be bound into a suitable folder that must include the assignment front sheet (supplied), contents page, the names of all course members and their individual contributions and any references.

Suggested Reading

Recommended Text

Surveying - Bannister, Raymond and Baker
ISBN 0-582-30249 8 - Longman

Assessment Criteria:

1. The overall aim of this assignment is to give the Candidate an in-depth knowledge of the surveying and levelling process in construction projects.
2. The assignment is a group activity containing no more than three course members.

For this assignment, the Candidates are required to demonstrate both analytical and practical skills in completing the tasks. Tutor's assessment of the Candidates work will be made both from observation of the practical work and evaluation of the written analytical/explanatory work.

The setting out work may be carried out by Candidates in teams, but each team should not exceed 3 Candidates and each Candidate must contribute to each part of the setting out process for assessment purposes.

Marking Schemes:

To be developed by provider and moderated by CIOB
However an Indicative Marking scheme is presented below as guidance for providers:

Indicative Marking Scheme:

TASK 1:

Objective: To achieve a pass for this work the student will:

- Carry out a dimensional survey of the land recording the information in a standard way.

Activities:

- ***This is primarily a practical exercise with lines and levels recorded on drawings and dimension/level books – selection and use of equipment will be important.***

Managing Dimensional Control on Sites Cont'd

TASK 2:

Objective: To achieve a pass for this work the student will:

- Plot the dimensional survey using the information from site.

Activities:

- **Lines and levels** will be plotted on a layout plan.

TASK 3:

Objective: To achieve a pass for this work the student will:

- Carry out a level survey of the area of land and will record the readings using a standard methodology, reduce the levels and check the readings for accuracy. *Records of readings in dimension/level book clearly showing required calculations must be clearly presented.*

Activities:

- **Level survey** carried out.
- **Records** clearly presented
- **Reduced** levels presented
- **Checks for accuracy** carried out and clearly shown.

TASK 4:

Objective: To achieve a pass for this work the student will:

- Plot the survey information taken from the site to show the levels of the land referenced to the datum point.

Activities:

- **Survey data (show contours)** is plotted on drawings

TASK 5:

Objective: To achieve a pass for this work the student will:

- Reassure the client that their fears are unfounded.
- Report their findings to the client

(Word limit 600 words – Short report required based upon tests for verticality using instruments)

Activities:

- **Carry out** tests for 'verticality' using instruments.
- **Produce a short report** on the findings with clear conclusions.

TASK 6:

Objective: To achieve a pass for this work the student will:

- Demonstrate how to set out an angle using a theodolite
- Describe how this has been achieved to colleagues
- Allow the colleagues to check the setting out and to receive comments

Activities:

- **Setting out** the angle using instrument.
- **Clear description** of approach presented.
- **Checking outcomes** by colleagues

8.2 Template for Assignment Submission and Approval

Centre Name:	Address:
Tutor Name:	Tel:
Job title:	Email:
Qualification title:	
title:	
Proposed Assignment title:	
Assignment Brief:	
<p>Please explain how this assignment meets the learning objectives of the unit:</p> <p>1) Outline which learning outcomes the assignment measures with reference to the balance of knowledge and skills in the assessment</p> <p>2) Outline the methods by which the assignment measures the learning outcomes</p>	
Assessment method: <i>(formative, summative, diagnostic etc)</i>	
Timeframe for assignment completion: <i>(days or weeks)</i>	
<p>Indicative range of assessment outcome: Please provide details of the indicative range of objectives and activities.</p>	
<p>Please submit the template for assignment submission and approval to awardingorg@ciob.org.uk together with the following documentation:</p> <ul style="list-style-type: none"> • Assignment template • Any drawings and supplementary documentation • The matrix of units and assessment <p>The AO will endeavor to respond within 30 days of submission.</p>	

8.3 Assignment Template

The Chartered Institute of Building Level 3 Diploma in Site Supervisory Studies Level 4 Certificate and Diploma in Site Management Academic Year 2010-2011 <i>(please delete as appropriate)</i>
Assignment Brief and Marking Criteria
Number:
Title:
Outcomes:
Submission Date of Assignment Task:
Assignment Brief:
Assignment Tasks:
Presentation:
Suggested Reading:
Assessment Criteria:
Indicative Marking Schemes: <i>(List objectives and activities for each task for students at the pass or fail threshold)</i>
Please submit the assignment template to awardingorg@ciob.org.uk together with the following documentation: <ul style="list-style-type: none">• Template for Assignment Submission and Approval.• Any drawings and supplementary documentation• The matrix of units and assessment The AO will endeavor to respond within 30 days of submission.

8.4 Exemplar Assignments

All exemplar assignments are for teaching programmes beginning September 2010. For exemplar assignments pre Sept 2010 please contact the Awarding Organisation.

Level 3 units: 2, 3, 5, & 6

Level 4 units: 5

Chartered Institute of Building

**Level 3 Diploma in Site Supervisory Studies
Academic Year 2010-2011**

Exemplary Assignment 2

This assignment brief must be signed and included with your assignment work

Number: 2

Title: Organising and Controlling Operations

Outcomes

By the satisfactory completion of this you should be competent to:

- Inspect and prepare workplace for operations.
- Assign responsibility for tasks necessary for the completion of operations.
- Contribute to procuring the supply of materials for operations.
- Contribute to procuring the supply of plant, equipment and tools for operations.
- Arrange for the proper and safe handling and storage of materials including the identification of any defective materials.
- Monitor and control the supply and use of site plant, small tools and equipment.
- Monitor and control supply and use of materials for operations.
- Monitor and control standards of workmanship.
- Monitor progress of operations.
- Maintain administrative systems for operations.

On completion of this assignment all of the learning and practice objectives for this unit have been met.

Candidate Declaration:

I declare that the evidence submitted is my own work:

Candidate Name:Candidate Signature:

Assessor Declaration:

I declare that the evidence submitted is the candidate's own work and that the candidate meets all of the requirements for this module:

Assessor Name: Assessor Signature:

Assignment Brief

Introduction

You are employed as a general foreman by a local medium size building company on a new housing project, which is valued at over seven hundred and fifty thousand pounds. You have possession of the site on the 1st August and the planned handover date is set for the end of the following July. You have been supplied with Drawings No. SD/01 and UNITS/D02.

The tasks which you have been given are detailed below. Read through all tasks before commencing the assignment.

Assignment Tasks

1. Produce a workplace layout on the attached drawing, showing all relevant administration and welfare accommodation, storage for materials and plant and security arrangements.
2. Produce a schedule of the materials required for the superstructure of one detached house to watertight.
3. Produce a plant schedule for the items required to construct the sub-structure of one detached house.
4. List and briefly describe a range of documents that could be used to monitor plant and materials on site.
5. Explain how actual progress can be monitored on site with the construction of the detached house on the pre-contract programme as prepared in Task 4 of 1 and list **four** possible causes of delay to progress.
6. How are the standards of workmanship monitored and controlled? Give **three** examples where you as a supervisor will need to control quality.

Presentation

Each aspect of your work must identify your full name, and be signed and dated.

Assignment front sheets (supplied) must be completed and used

Submissions date:

Suggested Reading

Recommended Text

Further Reading List

Assessment Criteria:

TASK:	DESCRIPTION:
1.	Site layout
2.	Material schedule
3.	Plant schedule
4.	Monitor plant and materials
5.	Monitor progress
6.	Standards of workmanship

Marking Schemes

To be developed by provider and moderated by CIOB Awarding Organisation

Chartered Institute of Building

LEVEL 3 DIPLOMA IN SITE SUPERVISORY STUDIES
Academic Year 2010-2011

EXEMPLARY ASSIGNMENT 3

This assignment brief must be signed and included with your assignment work

Number: 3

Title: Supervising Safety at the Workplace

Outcomes

By the satisfactory completion of this you should be competent to:

1. Give guidance to operatives on the use of protective clothing and equipment
2. Operate standard procedures for maintaining a safe and healthy working environment
3. Identify and provide information needed by operatives and other personnel on safe working methods
4. Give guidance to operatives in order that the work is carried out safely
5. Identify hazards and plan construction work in order that it is carried out in a safe manner
6. Maintain safety information and statutory records

On completion of this assignment all of the learning and practice objectives for this unit have been met.

Candidate Declaration:

I declare that the evidence submitted is my own work:

Candidate Name:Candidate Signature:

Assessor Declaration:

I declare that the evidence submitted is the candidate's own work and that the candidate meets all of the requirements for this module:

Assessor Name: Assessor Signature:

Assignment Brief

Introduction

You are employed as a general foreman by a local medium size building company on a new housing project, which is valued at over seven hundred and fifty thousand pounds. You have possession of the site on the 1st August and the planned handover date is set for the end of the following July. You have been supplied with Drawings No. SD/01 and UNITS/D02.

The tasks which you have been given are detailed below. Read through all tasks before commencing the assignment.

Assignment Tasks

1. Produce a one-page health and safety fact sheet explaining the dangers encountered on site. The sheet is to be distributed to children at the nearby school.
2. Briefly explain the various types of information required in order to plan and operate a safe and healthy working environment. Where would this information come from?
3. How are safety plans communicated to site personnel?
4. Identify the registers and safety records that are relevant to the project.
5. List items of protective equipment that should be made available to the operatives on site.
6. What statutory notices and signage must be displayed on the site?
7. Using the Health and Safety Executive Publication '5 Steps to Risk assessment' carry out a risk assessment on an area of the work as identified by the lecturer.
8. Provide an answer to the case study on the trench collapsing.

Presentation

Each aspect of your work must identify your full name, and be signed and dated.

Assignment front sheets (supplied) must be completed and used

Submissions date:

Suggested Reading

Recommended Text

Further Reading List

Assessment Criteria:

TASK	DESCRIPTION
1.	Fact sheet
2.	Types of information required and where it comes from
3.	Communication of safety plans
4.	Registers and safety records
5.	PPE
6.	Statutory notices
7.	Risk assessment
8.	<i>Case study</i>

Marking Schemes

To be developed by provider and moderated by CIOB Awarding Organisation

Chartered Institute of Building

**CIOB Level 3 Diploma in Site Supervisory Studies
Academic Year 2010-2011**

Exemplary Assignment 5

This assignment brief must be signed and included with your assignment work

Number: 5

Title: Working with People

Outcomes

By the satisfactory completion of this you should be competent to:

1. Contribute to identifying the requirements of a job and the person best fitted for that job.
2. Contribute to the selection of personnel for employment.
3. Maintain productive working relationships with the immediate manager, colleagues and those to whom one has a supervisory responsibility.
4. Identify and minimise interpersonal conflict.
5. Contribute to the implementation of disciplinary and grievances.
6. Participate in interviews for recruitment, discipline and grievances.
7. Establish and maintain relationships with customers.

On completion of this assignment all of the learning and practice objectives for this unit have been met.

Candidate Declaration:

I declare that the evidence submitted is my own work:

Candidate Name:**Candidate Signature:**

Assessor Declaration:

I declare that the evidence submitted is the candidate's own work and that the candidate meets all of the requirements for this module:

Assessor Name: **Assessor Signature:**

Assignment Brief

Introduction

You are employed as a site supervisor by a local medium size building company on a new housing project, which is valued at over seven hundred and fifty thousand pounds. Your company has decided to recruit a trainee general foreman to assist you. The company does not have a personnel department and the contracts manager has asked you to contribute to the recruitment and selection process.

The tasks which you have been given are detailed below. Read through all tasks before commencing the assignment.

Assignment Tasks

Task 1

1. Prepare an advertisement suitable for a local newspaper to advertise the above position.
2. Design an application form for use by the company.
3. Produce a curriculum vitae (CV) submitted by one of the applicants.
4. Prepare **two** questions that you might ask the applicants at interview.

Task 2

1. Briefly explain in your role of site supervisor, how you can motivate the workforce.
2. List **four** items that make a successful leader.
3. How do you know if your leadership style is effective?

Task 3

1. Briefly explain why conflict may occur at work.
2. The following situations have occurred on your site. Suggest a suitable course of action to take.
 - (a) The productivity of the directly employed operatives on site is unsatisfactory, causing some areas of the work to fall behind programme.
 - (b) It has been reported to you that a labour only sub-contractor has been removing materials from the site without authorisation.
3. What is the difference between a complaint and a grievance?

Task 4

1. Who are your customers?
2. Briefly explain the requirements of maintaining good relationships with your customers.

Presentation

Each aspect of your work must identify your full name, and be signed and dated.

Assignment front sheets (supplied) must be completed and used

Submissions date:

Suggested Reading

Recommended Text

Further Reading List

Assessment Criteria:

Task	Description
1	<ol style="list-style-type: none">1. Advertisement2. Application form3. CV4. Interview questions
2	<ol style="list-style-type: none">1. Description2. Motivation of the workforce3. Successful leadership4. Effective leadership
3	<ol style="list-style-type: none">1. Description2. Conflict3. Discipline question4. Complaint and grievance

4

1. Description
2. Customers
3. Relationships

Marking Schemes

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Chartered Institute of Building

LEVEL 3 DIPLOMA IN SITE SUPERVISORY STUDIES

Academic Year 2010-2011

Exemplar Assignment 6

This assignment brief must be signed and included with your assignment work

Number: 6

Title: Developing Personal Skills of Teams and Self

Outcomes

By the satisfactory completion of this you should be competent to:

1. Contribute to identifying and implementing training and development for teams and individuals
2. Contribute to the assessment of teams and individuals against training and development objectives.
3. Develop oneself in the job.
4. Issue clear instructions to individuals and groups.
5. Prepare and keep notes, diaries and other records concerning site instructions, activities and progress.
6. Provide managers with required site information.

On completion of this assignment all of the learning and practice objectives for this unit have been met.

Candidate Declaration:

I declare that the evidence submitted is my own work:

Candidate Name:Candidate Signature:

Assessor Declaration:

I declare that the evidence submitted is the candidate's own work and that the candidate meets all of the requirements for this module:

Assessor Name: Assessor Signature:

Assignment Brief

Introduction

The tasks which you have been given are detailed below. Read through all tasks before commencing the assignment.

Assignment Tasks

Task 1

1. There are various ways of providing training for individuals and teams. Briefly explain where each of the following could be used:
 - Specifically designed work activities
 - Education/training courses and seminars
 - Secondments/transfers
 - Job rotation
 - Shadowing
2. Produce a training plan for a new apprentice who has just started with your company, having achieved 4 GCSE's.

Task 2

1. Prepare a self-development plan for the next 3 years.
2. Write a paragraph or two (no more than 100 words), which you think appraises your own job performance.
3. Identify a sub-ordinate or colleague and state typical performance targets.

Task 3

1. Explain the importance of communication at work and give **three** examples of ways a supervisor can communicate.
2. What information does a supervisor need to do their job?
3. Submit the worksheet, which covers giving written instructions.

Presentation

Each aspect of your work must identify your full name, and be signed and dated.

Assignment front sheets (supplied) must be completed and used

Submissions date:

Suggested Reading

Recommended Text

Further Reading List

Assessment Criteria:

Task	Description
1	<ol style="list-style-type: none">1. Description2. Ways of providing training3. Training plan
2	<ol style="list-style-type: none">1. Description2. Self development plan3. Appraisal paragraph4. Performance targets
3	<ol style="list-style-type: none">1. Description2. Communication3. Information needs4. Written instructions

Marking Schemes

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An Indicative Marking Criterion is outlined within the CIOB Awarding Organisation Tutor Guidance Document 2010

Chartered Institute of Building

**CIOB Level 4 Certificate in Site Management
Academic Year 2010 - 2011**

Exemplar Assignment 5: Management Techniques

This assignment brief must be signed and included with your assignment work

Number: 6

Title: Developing and Managing People

Outcomes

On completion of this assignment all of the learning and practice objectives for this unit have been met.

Candidate Declaration:

I declare that the evidence submitted is my own work:

Candidate Name:Candidate Signature:

Assessor Declaration:

I declare that the evidence submitted is the candidate's own work and that the candidate meets all of the requirements for this module:

Assessor Name: Assessor Signature:

Assignment Brief

Introduction

The tasks which you have been given are detailed below. Read through all tasks before commencing the assignment.

Assignment Tasks

Part A - Motivation

Task 1

Explain the factors, which motivated you to accept your current job and detail the extent to which these factors are being or have been fulfilled. Explain the reasons for the factors being satisfied to a greater or lesser extent than you envisaged.

Task 2

If any of the factors are not being fulfilled explain how important this is to your motivation and what you and/or management should do about the problem.

Part B - Leadership

Task 3

Describe the role of the modern day site manager and identify commonly used leadership skills and techniques.

Part C - Conflict

Task 4

Identify the causes of interpersonal conflict and suggest ways of minimising these causes.

Part D - Negotiation

Task 5

Explain how the negotiation process works and illustrate the various negotiating tactics and ways of breaking the deadlock that are used.

Part E - Stress Management

Task 6

List the factors that are most likely to cause you stress. How do you know you are suffering from stress? What measures can you take to reduce personal stress?

Presentation

Each aspect of your work must identify your full name, and be signed and dated.

Assignment front sheets (supplied) must be completed and used

Submissions date:**Suggested Reading****Recommended Text****Further Reading List****Assessment Criteria:****Marking Schemes**

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