



# CIOB

THE CHARTERED INSTITUTE OF BUILDING

## ***CIOB Awarding Organisation***

### **CIOB Student Handbook**

Level 3 Diploma Site Supervisory Studies

Level 4 Certificate Site Management

Level 4 Diploma Site Management

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## 1. Background

The Level 4 Certificate and Diploma in Site Management commenced with the CIOB Site Management and Education Training Scheme. This was launched in 1976 and initially operated at twelve centres. Over sixty approved centres, including colleges, universities and companies now offer the scheme in both the UK and Ireland. Since its inception almost 10,000 students have undertaken the course.

The Level 3 Diploma in Site Supervisory Studies commenced with the CIOB First Line Supervisors Scheme. This was launched in 1983 and today operates in over fifty approved centres across both the UK and Ireland.

The Site Supervisory Studies course provides the underpinning knowledge for the S/NVQ Level 3 in Construction Site Supervision and has been designed to meet the needs of those employed in, or training for, site supervision.

The Site Management course provides the underpinning knowledge for the S/NVQ Level 4 in Construction Site Management and is designed to meet the needs of those employed in, or training for site management. A Qualification of an already experienced site manager assists employers in satisfying regulatory health and safety requirements.

Gaining a CIOB qualification provides evidence to employers and clients that an internationally recognised level of studies has been successfully completed.

Both programmes are recognised routes to membership and have international recognition.

## 2. Programme Structure

### 2.1 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. Exemplar assignments have been provided for centre guidance.

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.

## 2.2 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. Exemplar assignments have been provided for centre guidance.

A candidate may be given exemption (planned) from the CIOB Health and Safety Unit 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 membership is only gained through candidates attending a CIOB Awarding Organisation Approved Centre.

## 2.3 Learning Methods and Assessment

The emphasis is on group participation and mutual learning with guidance from the course tutor. The programmes have been designed with the practical entrant in mind. You should be prepared to spend time in private study and coursework in addition to attendance at the centre.

Where your studies are interrupted the units already completed can be recorded by way of unit certification.

Course assessment is based on individual and group work and practical assignments.

## 2.4 Modes of Attendance

Centres are expected to adapt the hours during which the course is to run, to meet the needs of employers locally. Block release, day release, half day and evening, or evening-only attendance is available at different centres.

The commonest provision is 4pm-9pm one day a week for two years, linked to some weekend attendance.

The modular nature of the course will allow you, if necessary, to transfer to another centre to acquire uncompleted units. However, since centres may take the units in any order, transfer may produce problems in scheduling missed units. Centres will endeavour to help, but it is advisable to check with approved centres before committing to a transfer.

## 3. Membership of the Chartered Institute of Building

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

**Once you hold the Level 4 Diploma in Site Management, you can apply immediately to upgrade your membership of the CIOB, providing you meet the experience requirements.**

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

Once the CIOB has received the appropriate course fees and membership application, the CIOB will provide written confirmation of your registration. Record books are available online for each student. You will need the record book from the start of the course to enable you to keep track of your studies.

**NB: It is a requirement of the programme that the student has registered with the CIOB and paid the relevant fee at the start of the course.**

Further details about membership can be found on the web pages [www.ciob.org.uk/membership](http://www.ciob.org.uk/membership)

## 4. Funding

Funding through CITB-ConstructionSkills is available for professionals undergoing CIOB units 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/>

Often 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.

## 5. Student Record Books

It is necessary that students fully complete their 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 available to download from the website [www.ciob.org.uk/education](http://www.ciob.org.uk/education)

## 6. 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.

## 7. 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.

## **8. 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.

## **9. 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 unit 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.

## **10. Aegrotat Awards**

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

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

## **11. 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

## **12. 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 unit 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.

## **13. Credit Accumulation and Transfer (CAT)**

The CIOB Awarding Organisation takes a structured approach to the arrangements for identifying equivalent units within the qualifications unit databank. The following are considered to decide whether the content of a unit is truly equivalent:

- Unit title
- Level
- Credit value
- Learning outcomes
- Assessment criteria

The Awarding Organisation decision on the closeness of fit will be informed by the purpose of the qualification. In some instances a very close match between learning outcomes will be required; in others a looser connection between learning outcomes may be acceptable.

For more information regarding the Qualifications and Credit Framework (QCF) please visit <http://www.qcda.gov.uk> or request the full procedure by contacting the Awarding Organisation directly.

## **14. The Use of the Welsh and Irish (Gaeilge) Language**

### **14.1 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.

### **14.2 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 Ireland centres for the provision of our qualifications in Irish (Gaeilge) and/or dual language medium.

## **15. 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.

## **16. Reasonable Adjustments and Special Considerations (RASC)**

Reasonable adjustments may be permitted at the discretion of the centre in cases where the adjustment falls within the remit of the provider.

## **17. 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. Please refer to the Centre's own procedures for plagiarism or contact the Awarding Organisation directly.

## **18. Replacement Certificates, Fees and Charges**

Candidates and/or centres requesting a replacement certificate or transcript of completed units should contact the CIOB.

Details of replacement certificate and transcript fees and charges are available on our web pages [www.ciob.org.uk/education](http://www.ciob.org.uk/education) or by contacting us at [awardingorg@ciob.org.uk](mailto:awardingorg@ciob.org.uk).

## **19. CIOB Scholarship and Awards**

### **19.1 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 30<sup>th</sup> 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.

## **19.2 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](http://www.ciob.org.uk/education) or by contacting us at the contact details at the end of this section.

## **19.3 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](http://www.ciob.org.uk/education) or by contacting us at the contact details at the end of this section.

## **19.4 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](http://www.ciob.org.uk) or by contacting us at the contact details at the end of this section.

## **20. CIOB Awarding Organisation Fee Levels**

Programme fees are payable upon commencement of the course. Students may apply to CIOB online via the CIOB website <http://www.ciob.org.uk/membership> or through the Centre.

For up-to-date information on fees and associated costs, please refer to our web-pages; [www.ciob.org.uk/education](http://www.ciob.org.uk/education) or contact us on +44 (0) 118 630 742  
email: [awardingorg@ciob.org.uk](mailto:awardingorg@ciob.org.uk)

## 21. Student Feedback

The CIOB is committed to the quality of its courses. We feel it is important that we have input from our students on the delivery of our courses. You can assist us by completing our Student Satisfaction Survey and providing any additional information you feel important. We would welcome your comments and would appreciate the time taken in providing this valuable feedback. Our Student Satisfaction Survey can be found by visiting our website at [www.ciob.org.uk/courseinfo/sitemanagement](http://www.ciob.org.uk/courseinfo/sitemanagement). You may also obtain a Student feedback Form by either contacting the Vocational Coordinator (*details given below*) or from a CIOB External Verifier at the time of their inspection at your centre.

## 22. Awarding Organisation Documentation and Procedures

For a comprehensive list of CIOB documentation and procedures, please refer to the web-pages [www.ciob.org.uk/education](http://www.ciob.org.uk/education) or contact the CIOB by email at: [awardingorg@ciob.org.uk](mailto:awardingorg@ciob.org.uk) to request your copy.

Available information:

CIOB Awarding Organisation Policies and Procedures  
Including: Customer Services Statement, Appeals Procedure, Malpractice Procedure, Certification Procedure, Risk Management Procedure, The QCF Unit Databank, Equality and Diversity Policy and Reasonable Adjustments and Special Considerations Policy

## 23. Contact Information

For all Awarding Organisation enquiries, please contact:

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

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

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