



CIOB

THE CHARTERED INSTITUTE OF BUILDING

RECORD BOOK

**LEVEL 4 CERTIFICATE IN SITE MANAGEMENT
LEVEL 4 DIPLOMA IN SITE MANAGEMENT**

STUDENTS NAME:

REGISTRATION DATE:

CIOB STUDENT MEMBERSHIP NO:

CENTRE:

UNIQUE LEARNER NUMBER:.....

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INTRODUCTION

INTRODUCTION TO THE CIOB

The CIOB is the international voice of the building professional, representing an unequalled body of knowledge concerning management of the total building process.

The Institute was founded in 1834 and granted a Royal Charter in September 1980, standing as a testament to the endeavours and ambitions of members. The Institute has more than 42,000 members drawn from the top ranks world wide: skilled managers and professionals with a common commitment to achieving and maintaining the highest possible standards. The designations MCIOB and FCIOB are recognised internationally as the mark of a true professional in the construction industry and recognition of its qualifications as a passport to opportunity.

The CIOB is involved throughout the construction industry in the maintenance and promotion of the highest standards in construction through seminars, educational events and accreditation. The CIOB promotes the science and practice of building for public benefit such as through setting good practice in the construction industry, advancement in public education in the science and practice of building, including all necessary research and the publication of the results of all such research in the publication of reports on construction issues– trends and sustainability etc.

Now that you have started your Site Management Diploma, you are required to maintain a personal Record Book.

This document is essential because:

- a) It will serve as your programme and personal record for the whole of the scheme
- b) It will keep your employers aware of the efforts which you are making.
- c) It will provide proof for employers, potential and actual, and training officers that you have undertaken training units and obtained qualifications in site management.

Please make your Record Book available whenever required to college, employer or the Chartered Institute of Building.

LEARNING AGREEMENT

CIOB LEVEL 4 DIPLOMA IN SITE MANAGEMENT

The **Learning Provider** undertakes to provide an assessed learning programme that meets the CIOB requirements for the Diploma in Site Management.

Signature of Course Leader/Tutor:

Print:

The **Learner's Employer** undertakes to support the learner during the programme and provide opportunities for him/her to achieve the required standards.

Signature of Employer:

Print:

The **Learner** undertakes to draw full benefit from the programme and the support provided and promises to apply himself/herself diligently in order to achieve the required standards

Signature of Learner:

PERSONAL PARTICULARS

(to be completed by the student)

Surname:

Forenames(s):

Date of Birth:

General Education:
(give details and dates of schools attended and certificates obtained)

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Technical Education:
(give details and dates of courses attended and qualifications obtained, if any)

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RECORD OF EXPERIENCE TO DATE (to be completed by the student)

DATE FROM/TO	JOB TITLE	NAME AND OCCUPATION	DESCRIPTION OF CONTRACTS ON WHICH ENGAGED

Level 4 UNITS COMPLETED

College

Date Started..... Completed

UNITS COMPLETED	COLLEGE
Level 4 certificate Stage	
Units completed Tutors Signature	Date

UNITS COMPLETED	COLLEGE
Level 4 Diploma Stage	
Units completed Tutors Signature	Date

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

CPD is a key part of professional life for any CIOB member and underpins the value of the professional qualification. An institute that cannot demonstrate a firm commitment to CPD undersells its members.

Every member has an obligation under Rule 13 of the CIOB Rules of Professional Competence and Conduct to maintain the currency of the professional qualification through CPD.

The CIOB operates a CPD monitoring programme which involves checking the CPD records of a random selection of members. You do not need to submit your CPD record unless you are contacted and asked to do so. You may also record your CPD online via the CIOB website.

All members are responsible for developing their own annual CPD plan, evaluating their CPD activities and keeping a record of the activities they undertake. Compliance does not require a set number of hours. The amount of CPD you do will depend on your circumstances, and be appropriate for your responsibilities and ongoing development.

Advantages of CPD

CPD is the process of regularly assessing current and future skill and knowledge requirements relevant to your responsibilities, then planning and implementing an ongoing programme of training and development to address these needs.

The process allows you to:

- Progress your career
- Maintain your professional status
- Reflect on personal achievements and invest in future development
- Learn from others and exchange knowledge and ideas
- Benchmark your performance
- Demonstrate to colleagues and clients that you're a self-starter and motivated to learn
- Develop the skills you need to do your job more effectively
- Learn in a flexible style, identifying and making the most of available development opportunities

CPD Activities

CPD activities might include:

- Open distance learning
- Private study
- Conferences, lectures and seminars
- Training courses
- Writing articles for publications
- Teaching
- Practice
- Preparing papers
- Examining, tutoring or mentoring

CPD PERSONAL DEVELOPMENT RECORD

Name

Membership No.

<i>Development Activity</i>				<i>Evaluation</i>		
Details of CPD activity	Dates	Effective learning time	Dev. Plan ref.	Key Learning Points	Key Benefits	Further comments

N.B. PLEASE DO NOT SUBMIT ANY CPD RECORDS TO CIOB UNLESS REQUESTED

NOW YOU HAVE COMPLETED

The Level 4 Diploma in Site Management means you are eligible to upgrade your student membership of the CIOB.

To apply, please refer to the website <http://www.ciob.org.uk/membership/grades>. The application form is at the bottom of the web page which you need to return with your certificate and the relevant fees.

If you wish to progress further to gain Chartered membership, then you can apply for the Experienced Practitioner Assessed (EPA) programme. This is designed for people with a sound background in a construction discipline, who may not have gained the exempting academic qualifications for full CIOB membership. <http://www.ciob.org.uk/membership/routes/epa>

Alternatively, there are a number of NVQ's available. NVQ 5 will lead to Chartered Membership (MCIOB). <http://www.edexcel.com/quals/nvq/cbe/Pages/more.aspx>

<http://www.ciob.org.uk/membership/myqualification/ukqualifications>