Syllabus

Level 6 Certificate in Managing Public Service Building Control
(QAN: 610/0107/X)

Contents

1. Programme Structure and Rules of Combination

1.1 Qualification Aims

The CIOB Level 6 Certificate in Managing Public Service Building Control is designed for class 4 technical managers and non-technical managers leading a public service building control service. This qualification comprises one unit and is designed to develop the learner's knowledge and skills to understand building control specific managerial accountabilities that relate to understanding the Building Inspector Competency Framework (BICoF) in relation to service delivery planning and staff development, operational standards rules (OSRs), performance management and building control finance. This qualification comprises one unit:

Unit 1 – Managing Public Service Building Control

1.2 Progression to Other Qualifications

The certificate is at level 6 of the Regulated Qualifications Framework (RQF) and is assigned 20 credits. Higher education providers may consider these qualifications for exemption from certain modules within their degree or other relevant programmes.

1.3 Qualification Units

To achieve the Level 6 Diploma, learners are required to undertake one mandatory unit

- Unit 1 – Managing Public Service Building Control

Total Qualification Time for the Diploma is 200 hours (about 1 week 3 days); 60 guided learning hours plus 140 personal study hours.

1.4 Unit Exemptions

No exemptions are offered for this qualification.

1.5 Entry Requirements

Local authority staff who either have some level of managerial responsibility for the building control service or are on a development pathway to take on managerial responsibility including:
Registered building inspectors (RBIs) who are registered or are working towards class 4 technical manager registration.

or

Non-technical managers (non-RBIs) who can administratively manage a building control team, but not on technical matters.

1.6 Assessment

The assessments are set by the provider and must be approved by the CIOB Awarding Organisation prior to being issued to learners. Tutor-led formative assessments should be carried out throughout the course.

All completed assessments are marked by the centre, internally verified and subject to external moderation sampling by the CIOB Awarding Organisation.

The assessment criteria cover 3 areas:

1. **Task achievement** – This is a measure of how well the learner answers the task question/questions and the identification of the important aspects of the task.

2. **Technical Content: This is a measure of how well the learner identifies, describes, and evaluates the task's technical aspects.**

3. **Presentation** – This is a measure of how well the learner presents the assignment and includes the quality of the structure and paragraphing, the quality and relevance of visual or graphical content and the referencing used for quoted sources.

1.7   Grading

The tutor will award the learner a grade for each unit completed (pass, merit and distinction). Unit grades apply to overall performance in units including assignments, practical exercises, and course work.

Indicative marking descriptors for differentiating between levels of achievement when marking assignments are provided below (Section 1.8).

1.8 Indicative Marking Descriptors – Level 6 Certificate in Managing Public Service Building Control

* Please note that the bands below describe indicative characteristics only. An overall holistic approach is required when assessing a learners' work and assigning a grade.

Grade	Task Achievement The Relevance of the Response	Inclusion of Relevant Technical Knowledge in Content	Presentation/Coherence
Distinction			
70%+	The work demonstrates a comprehensive understanding of the task. All relevant information is included. The key issues are effectively identified and analysed. There is evaluation and some analysis of solutions to issues relevant to the task. The response shows control of content within the word count.	The work demonstrates a strong understanding of a wide range of technical issues relevant to the task. There is analysis of the advantages/disadvantages of possible choices, risks, and potential outcomes.	The work is appropriately structured, and the argument is developed coherently. There is a recognised form and correctly used of source referencing which supports the points in the task. Paragraphing and titling are used effectively to assist the reader. The use of visual/graphical information is clear and effective in assisting the reader. The graphical information is relevant to the task and is accurate.
Merit			
60-69%	The work demonstrates a clear understanding of the key issues relevant to the task. The issues are explained effectively, and potential solutions identified. There is some attempt to analyse the merits of the solutions to the task. The task is broadly achieved within the word count, if relevant to assignment.	The work demonstrates an understanding of the key technical issues of the task. There is a clear description of relevant technical aspects with some attempt to evaluate the merits of these as appropriate to the task.	Demonstrates an awareness of presentation and an attempt to present the information with clarity and coherence. There is well structured referencing of sources and use of paragraphing and titling to assist the reader. There is use of clear graphical information to support the assignment which has broad relevance to the task. There may be some limited inaccuracies/omissions in these.
Pass			
40-59%	The work demonstrates an understanding of the task. The main points are identified, and the task is achieved. There is no attempt to evaluate or analyse the solutions. There may be some inaccuracies, omissions and irrelevant content. There may be lack of control in relation to the word count.	The work demonstrates an understanding of the main technical issues which are identified. This may be limited to description with little evidence of evaluation. There may be some omissions and inaccuracies in the detail. There may be some irrelevant details.	There is an attempt to structure the information. There is evidence of paragraphing and titling which is not always appropriate. Some basic graphical information may be included which is of some assistance to the reader. There may be some omissions or inaccuracies. There is clear evidence of appropriate referencing. The work is generally coherent but there may be occasional lapses in coherence and structure.
Fail			
0-39%	The work shows a poor understanding of the task. Frequent inaccuracies. Failure to identify important aspects of the task. Much of the information is irrelevant to the task. There may be evidence of copy and paste from external sources. The response may be limited to lists of words with no attempt to explain the relevance/merits of these to the task. The assignment falls short of the word count.	The work demonstrates a lack of understanding of the technical aspects. There are omissions of important technical information. Errors are evident in the technical content. There is no attempt to explain the relevance of the technical content to the task.	Lacks structure and may be limited to lists of points which are not developed. Disorganised in structure causing difficulty for the reader to understand the points. The response is Illegible or incoherent in places. No referencing of external sources. The graphical illustrations are of poor quality or absent. They may be irrelevant. There may be errors and a lack of clarity causing difficulty for the reader to understand.

1.10   Indicative Reading List

The reference materials listed can be accessed through the CIOB Library and Information Service. For further information and how to join please see the website page at the link below:

https://www.ciob.org/library

Unit 1 - Managing Public Service Building Control

- Local Authority Building Control Accounting Guidance for England and Wales (Fully Revised Second Edition 2010) https://www.cipfa.org/policy-and-guidance/publications/l/local-authority-building-control-accounting-guidance-for-england-and-wales-pdf
- The Building (Local Authority Charges) Regulations 2010 http://www.legislation.gov.uk/uksi/2010/404/contents/made
- Ferry, D. J. and Brandon, P.S. (1999). Cost Planning of Buildings. 7th ed. Hutchinson; London
- Competent Persons Schemes https://www.gov.uk/building-regulations-competent-person-schemes
- Competent person scheme - current schemes and how schemes are authorised https://www.gov.uk/guidance/competent-person-scheme-current-schemes-and-how-schemes-areauthorised#how-schemes-are-authorised
- The Party Wall etc. Act 1996 http://www.legislation.gov.uk/ukpga/1996/40
- Water Act 2003 http://www.legislation.gov.uk/ukpga/2003/37

1.10   Knowledge and Skills Matrix

Unit 1 – Managing Public Service Building Control

Specialist Knowledge	Subject Knowledge and Understanding Specialist Skills	
Transferable Skills	Digital Skills Analysing Information Communication Skills Problem Solving Numeracy Project Management Skills	

2.Unit Contents

Title	Managing Public Service Building Control
Unit Reference Number	Unit 1
RQF Level	6
Credit value	20
Unit Guided Learning Hours	60
Unit Personal Study Hours	140
Total Qualification Time	200

Learning Outcomes The Learner will:	Assessment Criteria The Learner can:
1. Be able to apply the principles of leading and managing people.	1.1 Critically evaluate a range of management styles. 1.2 Apply leadership and management theories for a range of scenarios. 1.3 Prepare a staff development plan.
2. Be able to assess the factors impacting on the building control service.	2.1 Critically evaluate the internal and external factors that may affect building control. 2.2 Evaluate risk management approaches available for a given scenario. 2.3 Evaluate methods for enhancing transparency within service delivery.
3. Be able to undertake service planning for complex building control functions.	3.1 Formulate a business plan following the analysis of a range of data sets. 3.2 Create a resourcing strategy to meet business needs. 3.3 Appraise financial viability for a given scenario.
4. Be able to appraise methods of performance management.	4.1 Critically evaluate the factors that affect the performance of Building Control 4.2 Critically evaluate a service performance framework for the effective management of building control core responsibilities.
5. Be able to implement collaborative stakeholder engagement practices.	5.1 Produce a stakeholder engagement plan for a given scenario. 5.2 Evaluate business improvement opportunities based on stakeholder feedback.

Unit Information:

Scope:

This Unit has been designed to provide the skills necessary to manage other officers within a public sector building control team. It focusses on:

Planning your own and your team's workload using risk management, regulatory policies and procedures to maximise performance, efficiency and compliance.
- Communication and relationship management of identified stakeholders using appropriate language
- Financial regulations and resource management

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