

Syllabus

Level 3 Diploma in Construction Site Supervisory
Studies
(QAN: 501/1798/1 Ofqual)

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1. Qualification Structure

1.1 Qualification Aims

The CIOB Level 3 Diploma in Site Supervisory Studies is designed for experienced building craft operatives and other experienced site workers in construction who are currently working in or progressing to a construction site supervisory role. The qualification develops the learner's knowledge and skills to supervise work on construction projects safely and efficiently.

It provides an important route into a supervisory role for experienced building craft operatives and other experienced site workers in construction. The learning outcomes include all the necessary knowledge and skills to assist in supervising a team working on a construction project of any type and size.

1.2 Progression to Other Qualifications

The CIOB Level 3 Diploma provides the underpinning knowledge and understanding for the National Vocational Qualifications (NVQs) in Construction Site Supervision. Education providers may consider this qualification for exemption from certain modules within their qualification programmes. Learners can also progress to full chartered membership of the CIOB through the Chartered Membership Programme.

1.3 Mandatory Units

The Site Supervisory programme comprises seven units, of which six must be completed to achieve the qualification. Learners are required to undertake Unit 3 - Supervising Health, Safety, Wellbeing and Environment of Construction Works unless exemption applies. All units may also be studied individually for unit certification.

Exemptions from certain units may be granted for related level 3 qualifications. All requests for exemptions are to be sent for consideration by the CIOB Awarding Organisation to awardingorg@ciob.org.uk.

To achieve the 6-unit Diploma, learners are required to undertake:

- Each of Units 1 to 5 (including Unit 3 - Supervising Health, Safety, Welfare and Environment of Construction Works)

and either

- Unit 6 - Supervising Construction Works to Existing Buildings and Structures
- or**
- Unit 7 - Supervising the Construction of New Buildings and Structures

Learners may choose to undertake all seven units of the Diploma in which case all seven will be listed on the Diploma transcript.

All units may also be studied individually for unit certification. Units need not be undertaken in any specific order.

Total Qualification Time: 192 guided learning hours plus 408 personal study hours = 600 hours TQT

1.4 Unit Exemptions

The following qualifications offer exemption from Unit 3 - Supervising Health, Safety, Wellbeing and Environment of Construction Works:

- CITB Site Safety Plus Certificate (Site Supervision Safety Training Scheme SSSTS)
- CITB Site Safety Plus Certificate (Site Management Safety Training Scheme SMSTS)

This certification must be valid for the duration of the CIOB Site Supervisory Studies course. A copy of the CITB Site Safety Plus certificate should be attached to the CIOB Registration Form. In cases where the expiration date occurs during the CIOB programme, the renewed CITB Site Safety Plus certificate must be presented with the CIOB Certificate Claims Form at the end of the programme.

Other exemptions may be granted for related level 3 qualifications. All requests for exemptions must be sent to the CIOB awarding organisation, addressed to the Director of Education and Standards, via awardingorg@ciob.org.uk.

Requests for exemptions should be accompanied by a transcript of the modules studied and relevant module descriptors. These will be reviewed by the CIOB's Chief External Verifier.

Exemptions will be granted for full units only with no exemption granted for part of a unit. Qualifications used to support an exemption application must be valid and have been achieved within the past five years. Exemptions will be granted for a maximum of one third of the qualification, (two units from the six required for the Diploma).

Applicants have the right to appeal an exemption decision via the independent CIOB Grievance and Appeals Panel. Requests should be addressed to the Director of Education and Standards, via awardingorg@ciob.org.uk.

1.5 Entry Requirements

- Level 2 S/NVQ, or equivalent, in a construction-related subject
or
- Two years' relevant construction experience

1.6 Assessment

The assessment process is set by the Awarding Organisation (CIOB), defining the requirements learners are expected to meet to demonstrate that a learning outcome has been achieved. All learning outcomes must be achieved in order to gain attainment of credit for that unit. The course is continuously assessed through centre-devised and externally-set assignments.

All centre-devised assignment briefs must be approved by the Awarding Organisation (CIOB) prior to issue to learners. Requests for approval should be sent to the Quality Coordinator via awardingorg@ciob.org.uk.

All completed assessments are marked internally, internally verified and are subject to external verification sampling.

The assessment criteria cover three 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 technical aspects of the task
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.

Whilst the units of this qualification are not formally graded and grades will not appear on either the certificate or the transcript, you may wish to use the following marking descriptors for the benefit of feedback to learners.

1.7 Indicative Marking Descriptors

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

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 main issues are effectively identified and managed. The response deals with all the issues relevant to the task. The response shows control of content within the word count.	The work demonstrates an understanding of a range of technical issues relevant to the task. There is identification of the important issues in terms of risk. There is an identification of the advantages/disadvantages of possible choices and potential outcomes.	The work is appropriately structured, and the descriptions are developed coherently. There is a recognised and correctly used form 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 accurate.
Merit			
56-69%	The work demonstrates an understanding of the main issues relevant to the task. The issues are explained, and potential solutions identified. There is some attempt to identify the merits of the solutions to the task. The task is broadly achieved within the word count if relevant to the assignment.	The work demonstrates an understanding of the technical issues of the task. There is a description of the technical aspects with some attempt to identify the merits of these to the task.	Demonstrates an awareness of presentation and an attempt to present the information with clarity and coherence. There is structured and consistent 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 inaccuracies/omissions in these.
Pass			
40-55%	The work demonstrates some understanding of the task. Most aspects of the task are achieved. The main points are identified. There may be some inaccuracies, omissions and irrelevant content. There may be some shortfall or lack of control in relation to the word count.	The work demonstrates an understanding of the technical issues which are identified. This may be limited to short descriptions. 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. There is clear evidence of at least rudimentary referencing. Some basic graphical information may be included which is of some assistance to the reader. There may be some omissions or inaccuracies. The work is generally coherent but there may be occasional lapses in coherence and structure.
Referral*			
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 cut 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.

1.8 Indicative Reading List

Unit 1 - Planning Construction Works

Baldwin, A. and Bordoli, D. (2014) *A Handbook for Project Planning and Scheduling* Chichester: Wiley Blackwell

Cooke, B. and Williams, P. (2009) *Construction Planning, Programming and Control*, 3rd edn. Oxford: Blackwell

The Institute of Civil Engineers (2020). Planning Construction Projects
https://www.designingbuildings.co.uk/wiki/Planning_construction_projects

Unit 2 - Organising and Controlling Construction Works

Harris, F. and McCaffer, R. (2013) *Modern Construction Management*, 7th edn. Oxford: Blackwell

Clough R., Sears, S.K. and Sears, G. (2015) *Construction Project Management: A Practical Guide to Field Construction Management*, 6th edn. Oxford: Wiley-Blackwell

Health & Safety Executive, (2020). *Site Organisation* -
www.hse.gov.uk/construction/safetytopics/siteorg.htm

Unit 3 - Supervising Health, Safety, Wellbeing and Environment of Construction Works

Hughes, P (2015) *Introduction to Health and Safety in Construction*, 5th edn. Abingdon: Taylor and Francis

McAleenan, C. and Oloke, D. (2015) *ICE Manual of Health and Safety in Construction*, 2nd edn. London: ICE Publishing

Health & Safety Executive (2017) *Health and Safety in the Construction Industry* Available at <http://www.hse.gov.uk/construction>

Health & Safety Executive – www.hse.gov.uk/construction/index.htm

Unit 4 - Maintaining the Dimensional Accuracy of Construction Works

Irvine, W. and MacLennan, F. (2006) *Surveying for Construction*, 5th edn. Oxford: McGraw Hill

Kavanagh, B. and Slattery, D. (2014) *Surveying with Construction Applications*, 8th edn. Harlow: Pearson

Nathanson, J., Lanzafama M., Kissam, P (2018) *Surveying Fundamentals and Practices* Cambridge: Pearson

Unit 5 - Working with People on a Construction Site

Forster, G. (2014) *Building Organisation and Procedures*, 2nd edn. Abingdon: Routledge

Steels, H.M. (2011) *Initial Professional Development for Civil Engineers* London: ICE Publishing

Emuze, F and Smallwood, J (2017) *Valuing People in Construction*. Abingdon, Oxon: Routledge

Business Link (Gov.UK) –
www.businesslink.gov.uk/bdotg/action/layer?r.s=tl&topicId=1073858787

Unit 6 – Supervising Construction Works to Existing Buildings and Structures

Forster, G (1989) *Construction Site Studies: Production, Administration and Personnel* London: Longman

Irvine, W and MacLennan, F (2005) *Surveying for Construction*, 5th edn. Oxford: McGraw-Hill Education

Chudley, R. and Greeno, R. (2016) *Building Construction Handbook*. 11th edn. London: Butterworth-Heinemann.

Alford, S. and Tricker, R. (2017) *Building Regulations in Brief*. 8th edn. London: Butterworth-Heinemann

Swallow, P. et al. (2016). *Measurement and Recording of Historic Buildings* Abingdon: Routledge

Glover, P (2013) *Building Surveys*. 8th Ed. Abingdon: Routledge

Unit 7 – Supervising the Construction of New Buildings and Structures

Forster, G (1989) *Construction Site Studies: Production, Administration and Personnel* London: Longman

Irvine, W and MacLennan, F (2005) *Surveying for Construction*, 5th edn. Oxford: McGraw-Hill Education

Alford, S and Tricker, R (2017) *Building Regulations in Brief*. 8th edn. London: Butterworth-Heinemann

1.9 Knowledge & Skills Matrix

Specialist Knowledge and Skills			Transferable Skills				
Unit Title	Subject Knowledge & Understanding	Specialist Skills Application	Application of IT Skills	Presentation Skills	Communication Skills	People Management Skills	Administration Skills
1. Planning Construction Works							
2. Organising and Controlling Construction Works							
3. Supervising Health, Safety, Wellbeing and Environment of Construction Works							
4. Maintaining the Dimensional Accuracy of Construction Works							
5. Working with People on a Construction Site							
6. Supervising Construction Works to Existing Buildings and Structures							
7. Supervising the Construction of New Buildings and Structures							

Unit 1 - Planning Construction Works

Unit Title	Planning Construction Works
Unit Reference Number	K/507/6735
Level	3
Credit value	10
Unit Guided Learning Hours	32
Unit Personal Study Hours	68

Learning outcomes: The learner will:	Assessment Criteria (CIOB Set Assignment) The Learner can:
1. Understand the importance of planning for construction works.	1.1 Explain the importance of planning for construction works. 1.2 Identify commonly available planning and programming tools.
2. Understand how to plan construction works.	2.1 Describe the information required to plan construction works. 2.2 Describe the processes for dealing with inaccurate and missing information.
3. Be able to plan construction works.	3.1 Produce a method statement for a given project in standard industry format.
4. Be able to prepare programmes for construction works.	4.1 Explain the range of planning techniques that can be used for programming construction works. 4.2 Produce a planning programme in standard industry format for construction works for a given project.

Unit Aim(s)

This unit is designed to meet the needs of construction site supervisors, to provide them with the knowledge and skills required to plan construction works.

This knowledge is gained through a mix of classroom learning, directed study time and experiential learning from the workplace. Alternatively, this unit can be studied through blended or distance learning approaches approved by the CIOB.

This unit is assessed by a CIOB set assignment. CIOB approval must be sought if altered by the centre.

This unit may be taken as a single unit (unit certification) or form part of the CIOB Level 3 Diploma in Site Supervisory Studies.

Unit 2 - Organising and Controlling Construction Works

Unit Title	Organising and Controlling Construction Works
Unit Reference Number	A/507/6741
Level	3
Credit value	10
Unit Guided Learning Hours	32
Unit Personal Study Hours	68

Learning outcomes: The learner will:	Assessment Criteria: The Learner can:
1. Know administrative systems for construction works.	1.1 Explain the reasons of planning and controlling of construction works. 1.2 Identify the information required to prepare the workplace for operations. 1.3 Explain communications systems which enable a construction works to meet its objectives.
2. Know how to plan workplace layouts that comply with statutory obligations.	2.1 Explain requirements for safe workplace layouts. 2.2 Explain the measures that have to be taken to fulfil statutory obligations to site occupiers, neighbours and the general public for a given project.
3. Be able to contribute to procuring the materials for construction works.	3.1 Describe the organisational procurement procedures. 3.2 Produce a materials schedule for a given project. 3.3 Calculate the quantities of materials for construction works.
4. Be able to monitor and control the progress and quality of operations.	4.1 Describe the range of methods of monitoring and controlling the progress and quality compliance of construction operations. 4.2 Produce a work plan to accommodate delays for a given project ensuring quality is maintained.
5. Know how to monitor the supply of materials, plant and equipment for operations.	5.1 Describe the processes used to monitor the use of materials, plant and equipment for construction works. 5.2 Explain the methods for efficient utilisation of materials, plant and equipment to minimise waste and loss.

Unit Aim(s)

This unit is designed to meet the needs of construction site supervisors, to provide them with the knowledge and skills required to organise and control construction works.

This knowledge is gained through a mix of classroom learning, directed study time and experiential learning from the workplace. Alternatively, this unit can be studied through blended or distance learning approaches approved by the CIOB. This unit may be assessed using the example provided by CIOB or centres may design their own. Any assignment designed by the centre must be approved by CIOB prior to distribution to students. Please send assignments for approval to awardingorg@ciob.org.uk

This unit may be taken as a single unit (unit certification) or form part of the CIOB Level 3 Diploma in Construction Site Supervisory Studies.

Unit 3 - Supervising Health, Safety, Wellbeing and Environment of Construction Works

Unit Title	Supervising Health, Safety, Welfare and Environment of Construction Works
Unit Reference Number	J/507/6824
Level	3
Credit value	10
Unit Guided Learning Hours	32
Unit Personal Study Hours	68

Learning outcomes: The learner will:	Assessment Criteria: The Learner can:
1. Understand the requirements and obligations for a safe and healthy working environment.	1.1 Explain the importance of health, safety, welfare and environment protection for construction works.
2. Know how to plan a safe and healthy working environment.	2.1 Explain the legal obligations of the supervisor for Health, Safety and Welfare for a given project. 2.2 Identify Health, Safety and Welfare risks on site for a given project. 2.3 Plan for reducing Health, Safety and Welfare risks for a given project.
3. Know how to induct the workforce and visitors regarding safe working.	3.1 Describe the Health, Safety and Welfare procedures for supervising site personnel and visitors / occupiers. 3.2 Produce an induction for site personnel and visitors.
4. Know how to control environmental risks for a given project.	4.1 Describe the environmental legislation that affects construction works. 4.2 Explain the procedures that would ensure compliance with environmental protection legislation.

Unit Aim(s)

This unit is designed to meet the needs of construction site supervisors, to provide them with the knowledge and skills required to supervise health, safety, welfare and environment of construction works.

This knowledge is gained through a mix of classroom learning, directed study time and experiential learning from the workplace. Alternatively, this unit can be studied through blended or distance learning approaches approved by the CIOB.

This unit is assessed by a CIOB set assignment. CIOB approval must be sought if altered by the centre.

This unit may be taken as a single unit (unit certification) or form part of the CIOB Level 3 Diploma in Construction Site Supervisory Studies.

Unit 4 - Maintaining the Dimensional Accuracy of Construction Works

Unit Title	Maintaining the Dimensional Accuracy of Construction Works
Unit Reference Number	F/507/6756
Level	3
Credit value	10
Unit Guided Learning Hours	32
Unit Personal Study Hours	68

Learning outcomes: The learner will:	Assessment Criteria: The Learner can:
1. Know how to measure and set out buildings and structures.	1.1 Compare the information required for measuring of existing buildings and structures and setting out of new projects. 1.2 Assess the accuracy of setting out information in the contract documents against the actual site dimensions for a given project.
2. Understand how to establish lines and levels for the works.	2.1 Identify checks for permanent and temporary benchmarks for a given project. 2.2 Know how to record set out lines and levels for construction operations. 2.3 Outline the benefits of using modern surveying equipment for a range of tasks.
3. Understand the processes for establishing the dimensions of an existing building or structure.	3.1 Identify surveying techniques for a range of building types and structures. 3.2 Know how to record the dimensions of an existing building or structure.

Unit Aim(s)

This unit is designed to meet the needs of construction site supervisors, to provide them with the knowledge and skills required to maintain the dimensional accuracy of construction works.

This knowledge is gained through a mix of classroom learning, directed study time and experiential learning from the workplace. Alternatively, this unit can be studied through blended or distance learning approaches approved by the CIOB.

This unit is assessed by a CIOB set assignment. CIOB approval must be sought if altered by the centre.

This unit may be taken as a single unit (unit certification) or form part of the CIOB Level 3 Diploma in Construction Site Supervisory Studies.

Unit 5 - Working with People on Construction Works

Unit Title	Working with People on Construction Works
Unit Reference Number	L/507/6758
Level	3
Credit value	10
Unit Guided Learning Hours	32
Unit Personal Study Hours	68

Learning outcomes: The learner will:	Assessment Criteria: The Learner can:
1. Know the selection process for new construction personnel.	1.1 Identify skills and qualifications requirements for a given post including essential and desirable characteristics. 1.2 Describe the organisational and legal requirements for the recruitment and selection of personnel.
2. Know how to maintain professional working relationships.	2.1 Identify the characteristics, professional conduct codes and ethical frameworks for maintaining good working relationships. 2.2 Describe the particular challenges of maintaining good working relationships with project stakeholders. 2.3 Identify schemes for engaging customers, neighbours and the wider community.
3. Understand the characteristics of leadership and people management skills.	3.1 Outline the different leadership and management styles for managing a given project. 3.2 Describe the factors that affect the motivation of teams. 3.3 Explain methods for managing interpersonal conflict between staff.
4. Be able to monitor the work of individuals and teams.	4.1 Explain the responsibilities of the site supervisor for monitoring and assessing the work of others. 4.2 Describe the systems for monitoring the work of others.
5. Know how to identify training and development needs for teams and individuals.	5.1 Explain the organisational procedures for supporting training and development needs. 5.2 Identify the various means of providing training for individuals and teams.

Unit Aim(s)

This unit is designed to meet the needs of construction site supervisors, to provide them with the knowledge and skills required to work with and supervise people on construction works. This knowledge is gained through a mix of classroom learning, directed study time and experiential learning from the workplace. Alternatively, this unit can be studied through blended or distance learning approaches approved by the CIOB.

This unit may be assessed using the example provided by CIOB or centres may design their own. Any assignment designed by the centre must be approved by CIOB prior to distribution to students. Please send assignments for approval to awardingorg@ciob.org.uk

This unit may be taken as a single unit (unit certification) or form part of the CIOB Level 3 Diploma in Construction Site Supervisory Studies.

Unit 6 - Supervising Construction Works to Existing Buildings and Structures

Unit Title	Supervising Works to Existing Buildings and Structures
Unit Reference Number	J/507/6810
Level	3
Credit value	10
Unit Guided Learning Hours	32
Unit Personal Study Hours	68

Learning outcomes: The learner will:	Assessment Criteria: The Learner can:
1. Understand the types of existing buildings and how it affects implementation of construction works.	1.1 Describe the main types of existing buildings and structures including their construction and materials. 1.2 Compare case studies of post construction works to existing buildings.
2. Understand protection of the built environment.	2.1 Explain the differences between the categories of protection for buildings and structures (Scheduled Monuments, listed buildings and buildings in conservation areas). 2.2 Illustrate how different categories of protection can impact on the implementation of works.
3. Understand the methods of ensuring quality on works to existing buildings and structures.	3.1 Illustrate the consequences of poor-quality control on construction works to existing buildings and structures. 3.2 Develop a quality plan that ensures specification compliance for a given construction works.
4. Know how to apply customer care to construction works to existing buildings and structures.	4.1 Explain the need for good customer care in the planning and undertaking construction works. 4.2 Present the differences in the approach to customer care in the planning and undertaking of construction works between occupied and unoccupied buildings and structures.

Unit Aim(s)

This unit is designed to meet the needs of construction site supervisors, to provide them with the knowledge and skills required to supervise construction works to existing buildings and structures.

This knowledge is gained through a mix of classroom learning, directed study time and experiential learning from the workplace. Alternatively, this unit can be studied through blended or distance learning approaches approved by the CIOB.

This unit may be assessed using the example provided by CIOB or centres may design their own. Any assignment designed by the centre must be approved by CIOB prior to distribution to students. Please send assignments for approval to awardingorg@ciob.org.uk.

This unit may be taken as a single unit (unit certification) or form part of the Level 3 Diploma in Construction Site Supervisory Studies.

Unit 7 - Supervising the Construction of New Buildings and Structures

Unit Title	Supervising the Construction of New Buildings and Structures
Unit Reference Number	K/507/6816
Level	3
Credit value	10
Unit Guided Learning Hours	32
Unit Personal Study Hours	68

Learning outcomes: The learner will:

1. Understand the types of new buildings and structures and how these affect implementation of construction works.
2. Understand service installations for buildings and structures.
3. Understand the methods of ensuring quality on works to new buildings and structures.

Assessment Criteria: The Learner can:

- 1.1 Describe the main types of new buildings and structures including their construction and materials.
- 2.2 Compare case studies of post construction works to new buildings and structures.
- 3.1 Describe the main service installations.
- 3.2 Explain the need for the integration of services.
- 3.3 Describe the process for the commissioning of services.
- 4.1 Illustrate the consequences of poor quality control on construction works to new buildings and structures.
- 4.2 Produce an outline quality plan that ensures specification compliance for a given construction works.

Unit Aim(s)

This unit is designed to meet the needs of construction site supervisors, to provide them with the knowledge and skills required to supervise the construction of new buildings and structures.

This knowledge is gained through a mix of classroom learning, directed study time and experiential learning from the workplace. Alternatively, this unit can be studied through blended or distance learning approaches approved by the CIOB.

This unit may be assessed using the example provided by CIOB or centres may design their own. Any assignment designed by the centre must be approved by CIOB prior to distribution to students. Please send assignments for approval to awardingorg@ciob.org.uk

This unit may be taken as a single unit (unit certification) or form part of the CIOB Level 3 Diploma in Construction Site Supervisory Studies.