

# Syllabus

Level 5 Diploma in Public Service Building  
Control Surveying (603/3882/9Ofqual)

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# 1. Programme Structure and Rules of Combination

## 1.1. Rationale

### CIOB Level 5 Diploma in Public Service Building Control Surveying

The CIOB Level 5 Diploma in Public Service Building Control Surveying is designed for building control officers working in the construction sector who are able to deal with new housing, low and high-rise apartments and commercial and industrial projects. This qualification develops the learner's knowledge and skills to evaluate applications for compliance, liaise with stakeholders and carry out inspections to construction projects safely and efficiently.

## 1.2 Progression to other qualifications

This programme provides the underpinning knowledge and understanding for the BSc (Hons) Degree in Building Control Surveying. Higher education providers may consider these qualifications for exemption from certain units within their degree programmes. Candidates can also progress to full chartered membership of the CIOB through the Chartered Membership Programme.

## 1.3 Programme Rules of Combination

To achieve the Level 5 Diploma, candidates are required to undertake all six units. All units may also be studied individually for unit certification. Units must be undertaken in numerical order.

## 1.4 Unit Exemptions

Exemptions may be granted for related qualifications. Requests for exemptions must be sent to the CIOB Awarding Organisation, addressed to the Associate Director of Education, via [awardingorg@ciob.org.uk](mailto:awardingorg@ciob.org.uk)

Requests for exemptions should be accompanied by a transcript of the units studied and relevant unit 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).

Learners have the right to appeal an exemption decision via the independent CIOB Grievance and Appeals Panel. Requests should be addressed to the CIOB Legal Secretary, via [awardingorg@ciob.org.uk](mailto:awardingorg@ciob.org.uk).

## 1.5 Entry Requirements

CIOB Level 4 Diploma in Public Service Building Control

**Or**

Extensive experience in building control

## 1.6 Unit and Assessment Grades

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

Indicative marking descriptors for differentiating between levels of achievement when marking assignments are provided below (Section 1.9).

## 1.7 Grading

The overall grade for a CIOB qualification is calculated using a points system. Each unit grade attracts points as follows:

Fail	0 points
Pass	1 point
Merit	2 points
Distinction	3 points
Unit Exemption	1 point

## 1.8 Assessment

The assignments and exams are set by the approved provider and must be submitted for approval to the CIOB Awarding Organisation prior to being distributed to learners. The CIOB provides guidance and advice on the design and delivery of assessments.

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

The assessment criteria are based on 3 areas:

1. **Task Achievement** – This is a measure of how well the candidate 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 candidate identifies, describes and evaluates the technical aspects of the task.
3. **Presentation** – This is a measure of how well the candidate presents the assignment and includes the quality of the lay out and paragraphing, the quality and relevance of visual or graphical content and the referencing used for quoted sources.

## 1.9 Level 5 Diploma in Public Service Building Control Surveying Indicative Marking Descriptors

Grade	Task Achievement The Relevance of the Response	Inclusion of Relevant Technical Knowledge in Content	Presentation/Coherence
<b>Distinction</b>			
70%+	Exceptionally detailed and original responses to the assignment, with critical use of independently sourced contextual material. Evaluation and some analysis of solutions to issues relevant to the task. The response shows control of content within the word count.	Outstanding demonstration of linked understanding and application of relevant theory, concepts and models.	Extremely well structured with high level of analysis. No obvious errors in referencing or grammar or syntax as appropriate. The work is appropriately structured and the argument is developed coherently. There is a recognised 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 is accurate.
<b>Merit</b>			
60-69%	The work demonstrates a clear understanding of the main issues relevant to the task. Answers most if not all detailed aspects of the question. Content mainly relevant and accurate. The task is broadly achieved within the word count, if relevant to assignment.	Demonstrates a thorough knowledge and understanding of relevant theory and concepts and application of theoretical models. Evidence of a developing appreciation of contextual issues.	Demonstrates an awareness of presentation and an attempt to present the information with clarity and coherence. There is 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. Some small repeated errors in referencing or grammar or syntax as appropriate.
<b>Pass</b>			
40-59%	Satisfactory attempt to address question/issues with content relevant to assignment topic. This may lack development or personal interpretation. The work demonstrates an understanding of the task. The main points are identified and the task is achieved. There may be some inaccuracies, omissions and irrelevant content. There may be lack of control in relation to the word count.	Some general understanding of topic theory and concepts. 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. 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. The work is appropriately referenced where necessary.
<b>Fail</b>			
0-39%	Some learning outcomes and / or assessment criteria not met. The task is not fully achieved and the content not wholly relevant.	Little or no evidence of understanding of relevant theory. Very repetitive of taught input – no development or application. The use of extensive quoted passages evident.	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.

### 1.9.1 Calculating Overall Qualification Grade

To calculate the overall qualification grade, the individual unit grades should be added together and compared to the table below:

### 1.9.2 Level 5 Diploma in Public Service Building Control Surveying, Points and Grading

Candidates must pass 6 units of the programme.

Total Points and final grades for Diploma	Final Grade achieved
18	<b>Distinction</b>
17	
16	
15 Refer to internal moderation procedures	
14 Refer to internal moderation procedures	<b>Merit</b>
13	
12	
11	
10 Refer to internal moderation procedures	<b>Pass</b>
9 Refer to internal moderation procedures	
8	
7	
6 Refer to internal moderation procedures	<b>Deferred</b>
5 Refer to internal moderation procedures	
4	
3	
2	
1	
0	

## 1.10 Indicative Reading List

### General

Planning Portal <https://www.planningportal.co.uk/>

Legislation.gov.uk  
<http://www.legislation.gov.uk/>

Town & Country Planning Act 1990  
<http://www.legislation.gov.uk/ukpga/1990/8/contents>

Policy Planning System  
<https://www.gov.uk/government/policies/planning-system>

Central government information on the planning act  
<https://www.gov.uk/government/publications/2010-to-2015-government-policy-planning-reform/2010-to-2015-government-policy-planning-reform>

The Approved Documents England  
<https://www.labc.co.uk/guidance/technical-guidance>

The Approved Documents Wales  
<https://www.labc.co.uk/guidance/technical-guidance-wales>

### Unit 5.1 – Professional Practice – Energy Efficiency of Buildings

Fabric first - Focus on fabric and services performance to increase energy performance in new homes 2010, Energy Saving Trust.

BRE Expert Collection 12 Sustainable design and assets, BRE 2016

BRE Expert Collection 13 Issues and impacts of sustainability on the built environment, BRE 2016 The Green Guide to Specification 2009. BRE BR 501, Anderson J, Shiers D and Steele K

BRE BS EN 15978:2011 Sustainability of construction works. Assessment of environmental performance of buildings. Calculation method BSI

### Unit 5.2 – Professional Practice – Inclusivity

Principles of inclusive design 2006. Commission for Architecture and the Built Environment BS 7000-6:2005 Design management systems. Managing inclusive design. Guide BSI

Inclusive accessible design 2007, A Cave, RIBA

BS 8300:2009 Design of buildings and their approaches to meet the needs of disabled people - Code of practice (+A1:2010) BSI

Inclusion by Design: Equality, Diversity and the Built Environment 2008 Design Council

### Unit 5.3 – Professional Practice – Conversion of Premises

Energy efficiency and historic buildings 2012: English Heritage

BS EN ISO 14040:2006 Environmental management. Life cycle assessment. Principles and framework BSI

Consolidated Building Regulations 2015  
<https://www.labc.co.uk/knowledge-hub/resource-library/building-regulations-2010-incl-amends-dec-2016>

The Building Regulations &c. (Amendment) Regulations 2014  
<http://www.legislation.gov.uk/uksi/2014/579/contents/made>

#### **Unit 5.4 – Professional Practice – Fire Safety**

A Comprehensive Guide to Fire Safety BIP 2111:2008, Colin S Todd. BSI Aspects of Fire Precautions in Buildings CI/SfB98(K) 1993 Reid & Morris, BRE BRE Expert Collection 11 Fire Engineering, BRE 2016

BS 9999:2017 Fire safety in the design, management and use of buildings. Code of practice BSI

BS 9991:2015 Fire safety in the design, management and use of residential buildings. Code of practice BSI

BS 7974:2001 Application of fire safety engineering principles to the design of buildings. Code of practice, BSI

Smoke control in buildings: design principles. Digest DG 396 1994, H Morgan, IHS BRE Press Guidelines for the construction of fire-resisting structural elements 1988. Morris Read & Cooke, BRE BRE Expert Collection 10 Fire Protection, BRE 2016

Elementary Fire Engineering Handbook (IFE 50). IFE G Almond et al

#### **Unit 5.5 – Professional Practice - Licensing and Fire Safety of Premises**

Fire & Rescue Services Act 2004:  
<http://www.legislation.gov.uk/ukpga/2004/21/contents>

BS 9999:2017 Fire safety in the design, management and use of buildings. Code of practice, BSI

BS 7974:2001 Application of fire safety engineering principles to the design of buildings. Code of practice, BSI

BS EN 1993-1-2:2005 Eurocode 3. Design of steel structures. General rules. Structural fire design BSI BS EN 1995-1-2:2004 Eurocode 5. Design of timber structures. General. Structural fire design BSI

#### **Unit 5.6 – Professional Practice – Enforcement**

Tony Weir, An Introduction to Tort Law (2nd edition, 2006) The Building Act 1984  
<http://www.legislation.gov.uk/ukpga/1984/55>

Sustainable and Secure Buildings Act 2004  
<http://www.legislation.gov.uk/ukpga/2004/22/contents>

Climate Change and Sustainable Energy Act 2006  
<http://www.legislation.gov.uk/ukpga/2006/19/contents>

Consolidated Building Regulations 2015  
<https://www.labc.co.uk/knowledge-hub/resource-library/building-regulations-2010-incl-amends-dec-2016>

The Building Regulations &c. (Amendment) Regulations 2014  
<http://www.legislation.gov.uk/uksi/2014/579/contents/made>

The Building (Approved Inspectors etc.) Regulations 2010  
<http://www.legislation.gov.uk/uksi/2010/2215/contents/made>



## 1.11 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	Project Management Skills
5.1 Professional Practice – Energy Efficiency of Buildings							
5.2 Professional Practice – Inclusivity							
5.3 Professional Practice – Conversion of Premises							
5.4 Professional Practice – Fire Safety							
5.5 Professional Practice - Licensing and Fire Safety of Premises							
5.6 Professional Practice – Enforcement							

## Unit 5.1 – Professional Practice in Public Service Building Control– Energy Efficiency of Buildings

<b>Unit Title</b>	<b>Professional Practice in Public Service Building Control- Energy Efficiency of Buildings</b>
<b>Unit Reference Number</b>	<b>L/617/3615</b>
<b>Level</b>	<b>5</b>
<b>Credit Value</b>	<b>19</b>
<b>Unit Guided Learning Hours</b>	<b>57</b>
<b>Unit Personal Study Hours</b>	<b>133</b>
<b>Total Qualification Time</b>	<b>190</b>

<b>Learning Outcomes The Learner will:</b>	<b>Assessment Criteria The Learner can:</b>
1. Understand the performance characteristics of construction materials and components for modern and traditional methods of construction	1.1 Assess to what extent construction materials and components meet the minimum requirements of the Building Regulations
2. Be able to evaluate the energy efficiency aspects of a project to determine compliance with the Building Regulations	2.1 Evaluate the energy efficiency aspects of building projects to determine compliance with the Building Regulations

### **Unit Information:**

This unit is designed for existing or potential public service building control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce the English and Welsh Building Regulations effectively. The purpose of this unit is to develop and apply principles and applications of energy efficient construction technologies

This knowledge is gained through a mix of classroom learning, directed study time, tutor led virtual classrooms and experiential learning from the workplace.

This unit is assessed by a combination of written assignments, assessments and practical work-based tasks.

This unit may be taken as a single unit or form part of the: CIOB Level 5 Diploma in Public Service Building Control.

## Unit 5.2 – Professional Practice in Public Service Building Control - Inclusivity

<b>Unit Title</b>	<b>Professional Practice in Public Service Building Control– Inclusivity</b>
<b>Unit Reference Number</b>	<b>M/617/3610</b>
<b>Level</b>	<b>5</b>
<b>Credit Value</b>	<b>17</b>
<b>Unit Guided Learning Hours</b>	<b>51</b>
<b>Unit Personal Study Hours</b>	<b>119</b>
<b>Total Qualification Time</b>	<b>170</b>

<b>Learning Outcomes The Learner will:</b>	<b>Assessment Criteria The Learner can:</b>
1. Understand the consequences design can have on access and inclusivity.	1.1 Explain the principles behind the theory of inclusive design. 1.2 Interpret the principles, theory and practice of inclusive design in relation to the current access and inclusivity aspects of Building Regulations.
2. Be able to evaluate the access and inclusivity aspects of a project to determine compliance with the Building Regulations.	2.1 Evaluate the access requirements for building projects to determine compliance with the Building Regulations. 2.2 Apply inclusive design principles to suggest improvements for a proposal both inside and outside a building.

### Unit Information:

This unit is designed for existing or potential public service building control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce the English and Welsh Building Regulations in relation to access and inclusivity effectively.

The unit aims to provide an opportunity to develop an analytical appreciation of design. It considers the aspects of design in the context of the built environment.

This knowledge is gained through a mix of classroom learning, directed study time, tutor led virtual classrooms and experiential learning from the workplace.

This unit is assessed by a combination of written assignments, assessments and practical work-based tasks.

This unit may be taken as a single unit or form part of the CIOB Level 5 Diploma in Public Service Building Control.

## Unit 5.3 – Professional Practice in Public Service Building Control– Conversion of Premises

<b>Unit Title</b>	<b>Professional Practice in Public Service Building Control– Conversion of Premises</b>
<b>Unit Reference Number</b>	<b>F/617/3613</b>
<b>Level</b>	<b>5</b>
<b>Credit Value</b>	<b>18</b>
<b>Unit Guided Learning Hours</b>	<b>54</b>
<b>Unit Personal Study Hours</b>	<b>126</b>
<b>Total Qualification Time</b>	<b>180</b>

<b>Learning Outcomes The Learner will:</b>	<b>Assessment Criteria The Learner can:</b>
1. Understand the role of building control in the refurbishment of existing buildings.	1.1 Evaluate a plan for a conversion or a change of use. 1.2 Evaluate alternative solutions for achieving compliance with the Building Regulations.
2. Understand the acoustic performance of building materials in the refurbishment of existing buildings to residential use.	2.2 Evaluate a proposal for a converted premises in relation to the resistance of the passage of sound.

### **Unit Information:**

This unit is designed for existing or potential public service building control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce the English and Welsh building regulations, in relation to the conversion of premises, effectively.

This knowledge is gained through a mix of classroom learning, directed study time, tutor led virtual classrooms and experiential learning from the workplace.

This unit is assessed by a combination of written assignments, assessments and practical work-based tasks.

This unit may be taken as a single unit or form part of the CIOB Level 5 Diploma in Public Service Building Control.

## Unit 5.4 – Professional Practice in Public Service Building Control– Fire Safety

<b>Unit Title</b>	<b>Professional Practice in Public Service Building Control– Fire Safety</b>
<b>Unit Reference Number</b>	<b>T/617/3611</b>
<b>Level</b>	<b>5</b>
<b>Credit Value</b>	<b>18</b>
<b>Unit Guided Learning Hours</b>	<b>54</b>
<b>Unit Personal Study Hours</b>	<b>126</b>
<b>Total Qualification Time</b>	<b>180</b>

<b>Learning Outcomes The Learner will:</b>	<b>Assessment Criteria The Learner can:</b>
1. Be able to evaluate the fire safety aspects of a project to determine compliance with the Building Regulations.	1.1. Evaluate the fire safety aspects of a proposal with respect to: <ul style="list-style-type: none"><li>• Means of Escape provisions</li><li>• Internal Spread of fire</li><li>• External Spread of fire</li><li>• Passive fire protection measures</li><li>• Active fire protection measures</li><li>• Management of the premises</li><li>• Access and facilities for the Fire Service</li></ul>
2. Be able to analyse fire safety solutions and improvements within the design phase of a project, both individually and as part of a design team.	2.1. Identify the key professionals in the design team and explain their roles 2.2. Critically evaluate fire safety solutions of a given design. 2.3. Write a proposal for fire safety solutions for a given scenario

### **Unit Information:**

This unit is designed for existing or potential public service building control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce the English and Welsh Building Regulations in relation to fire safety effectively.

This knowledge is gained through a mix of classroom learning, directed study time, tutor led virtual classrooms and experiential learning from the workplace.

This unit is assessed by a combination of written assignments, assessments and practical work-based tasks.

This unit may be taken as a single Unit or form part of the CIOB Level 5 Diploma in Public Service Building Control.

## Unit 5.5 – Professional Practice in Public Service Building Control– Licensing and Fire Safety of Premises

<b>Unit Title</b>	<b>Professional Practice in Public Service Building Control– Licensing and Fire Safety of Premises</b>
<b>Unit Reference Number</b>	<b>J/617/3614</b>
<b>Level</b>	<b>5</b>
<b>Credit Value</b>	<b>16</b>
<b>Unit Guided Learning Hours</b>	<b>48</b>
<b>Unit Personal Study Hours</b>	<b>112</b>
<b>Total Qualification Time</b>	<b>160</b>

<b>Learning Outcomes The Learner will:</b>	<b>Assessment Criteria The Learner can:</b>
<ol style="list-style-type: none"><li>1. Understand the interaction of different professional disciplines in the fire safety aspects of premises.</li><li>2. Be able to evaluate a plan for compliance with fire safety aspects and the boundaries of building control involvement.</li></ol>	<ol style="list-style-type: none"><li>1.1. Describe the roles and responsibilities of the different professional disciplines involved in the fire safety aspects of a premises.</li><li>2.1. Evaluate a plan for a licensed premises for compliance with the Building Regulations, including the factors involved in determination of maximum occupancy.</li><li>2.2. Describe the boundaries of building control involvement in fire safety.</li><li>2.3. Explain the emerging role of building control in relation to fire safety following Dame Judith Hackitt’s review of Building Regulations and Fire Safety.</li></ol>

### **Unit Information:**

This unit is designed for existing or potential public service building control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce the English and Welsh building regulations effectively.

This unit incorporates the key aspects in the practices of Licensing, Fire Safety, Fire Risk Assessment and Fire Legislation which interact with the duties carried out by Public Service Building Control.

This knowledge is gained through a mix of classroom learning, directed study time, tutor led virtual classrooms and experiential learning from the workplace.

This unit is assessed by a combination of written assignments, assessments and practical work-based tasks.

This unit may be taken as a single Unit or form part of the CIOB Level 5 Diploma in Public Service Building Control.

## Unit 5.6 – Professional Practice in Public Service Building Control– Enforcement

<b>Unit Title</b>	<b>Professional Practice in Public Service Building Control– Enforcement</b>
<b>Unit Reference Number</b>	<b>A/617/3612</b>
<b>Level</b>	<b>5</b>
<b>Credit Value</b>	<b>19</b>
<b>Unit Guided Learning Hours</b>	<b>57</b>
<b>Unit Personal Study Hours</b>	<b>133</b>
<b>Total Qualification Time</b>	<b>190</b>

<b>Learning Outcomes The Learner will:</b>	<b>Assessment Criteria The Learner can:</b>
1. Understand the legal framework underpinning building control enforcement.	1.1. Evaluate the evolution of enforcement powers available to Public Service Building Control. 1.2. Explain the Building Control enforcement process.
2. Be able to apply and enforce the public safety aspects of Public Service Building Control.	2.1. Evaluate the powers including associated legislation available to a Public Service Building Control team to deal with its statutory function.
3. Be able to identify a range of solutions to resolve a breach of building regulations.	3.1. Produce a report to address a breach of building regulations on site.

### Unit Information:

This unit is designed for existing or potential public service building control surveyors, giving them the knowledge and skills required in order to be able to apply and enforce the English and Welsh building regulations effectively.

This knowledge is gained through a mix of classroom learning, directed study time, tutor led virtual classrooms and experiential learning from the workplace.

This unit is assessed by a combination of written assignments, assessments and practical work-based tasks.

This unit may be taken as a single unit or form part of the CIOB Level 5 Diploma in Public Service Building Control.