

CIOB Accreditation: Guidance Document

This document provides guidance for higher education institutions (HEIs) which are seeking CIOB Accredited Centre Status and accreditation/re-accreditation of sub-degree/degree programmes.

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Contents

SECTION A INTRODUCTION	3
1. About the CIOB	3
2. What is Accreditation?	3
3. Benefits of Accreditation	4
4. Which programmes can CIOB accredit?	4
5. Appointment of an External Examiner	4
6. The CIOB Education Frameworks:.....	5
7. Accreditation Application Forms.....	5
8. Accreditation Fees.....	6
9. The Accreditation/Re-accreditation Visit	6
10. The Accreditation Panel.....	7
11. Accreditation Decisions.....	8
12. Withdrawal of Accreditation.....	8
13. Cancellation or postponement of a visit.....	9
SECTION B PREPARATION OF THE DOCUMENTATION	9
1. Key Deadlines for the HEI.....	9
2. The Application forms.....	10
3. How to prepare the Accreditation Submission	10
4. Example of how to organise your submission documents:.....	10
5. Sharing the Accreditation Submission.....	11
6. Accreditation visit	12
7. Accreditation visit – Panel requirements	12
8. Accreditation Invoice	12
Example Agenda.....	13
Times and sessions may differ slightly.....	13
SECTION C AFTER THE VISIT	15
1. The Panel's reports	15
2. D&I Charter	15
3. Annual monitoring	15
4. Changes to Accredited Programmes/Revalidation	15
5. Advertising & the Use of the CIOB Logo	15
6. Certificates of Excellence	16
7. Replacement Certificates.....	17
SECTION D APPEALS PROCEDURE	17
Grounds for an appeal.....	17
SECTION D FAQs	17

SECTION A INTRODUCTION

1. About the CIOB

As the Chartered Institute of Building, our mission is to champion the scientific principles, ethical values, and practical application of built environments worldwide. Our relentless dedication is directed towards enhancing the quality of life for individuals involved in and impacted by the built environment.

We play a crucial part in overseeing and fostering the management, leadership, education, and advancement of our industry. Our focus extends to providing guidance and education to our members as they embark on their professional journeys. Moreover, we strive to establish and uphold industry standards that policymakers and stakeholders must adhere to. Ultimately, our objective is to create a secure, comfortable, and trustworthy environment where the public can live and work.

Our Vision

Improve the quality of life for the users and creators of our built environment.

Our Mission

We drive up professional standards, push forward innovation, influence political decisions, and strengthen talent across the CIOB global community.

Our Values

Professionalism - We champion standards and professional ethics in the science and practice of building and construction.

Integrity - We strive for equity and fairness in our decision-making and treatment of others.

Excellence - We pursue the highest standards of quality in everything we do.

Respect - We consider the impact our actions will have on individuals and the public good.

2. What is Accreditation?

Accreditation by the CIOB is an internationally recognised seal of quality assurance for Higher Education Institutions (HEIs). It is the gold standard for educational programmes in the built environment.

CIOB Accreditation is only applicable to degree programmes that have undergone successful validation. HEIs cannot submit an application prior to gaining validation. However, to apply for accreditation HEIs do not have to be self-validating.

In cases where there is no graduating cohort yet, the CIOB can still accredit such programmes but, upon approval, HEIs will be awarded an 'Accreditation in Principle' status. Once the first cohort graduates, they will be required to provide the CIOB with progression statistics. If any significant concerns arise from these statistics, the Accreditation may be revoked.

Accreditation is typically approved for a period of five years after which time your institution must undergo a re-accreditation exercise.

The promotion of professionalism in the construction industry by rewarding high standards in education is a core part of CIOB's work. Our accreditation policy is to forge and develop links with teaching institutions and industry partners to promote best practice in education and in the industry. We therefore do not require that HEIs have

strong links to the CIOB to gain Accreditation but rather a commitment to develop those links over a period of five years. This will be achieved through engaging with CIOB's regional team.

3. Benefits of Accreditation

CIOB Accreditation is recognised all over the world as a mark of quality assurance. It provides a route to attaining excellence in the built environment discipline. Through Accreditation, HEIs can develop links with industry experts, gain access to the latest research, CPD events and influential figures in the industry. Accredited HEIs benefit from the use of the CIOB logo for advertising purposes.

For graduates of a CIOB accredited programme, it offers credibility, recognition, and increased competitiveness in the Construction industry. It ensures high-quality education aligned with industry standards, improving the curriculum and enhancing their career opportunities. Additionally, a CIOB Accredited degree opens doors for international mobility and as CIOB student members they are granted free access to valuable member benefits, such as the CIOB Library and the Academy offering free CPD resources.

4. Which programmes can CIOB accredit?

The CIOB can accredit the following qualifications:

HNC/HND programmes (or equivalent)
Foundation degrees (or equivalent)
Associate degrees
Bachelor (Ordinary) degrees
Bachelor (Honours) degrees
Master's degrees

Please note that the CIOB does not automatically accredit exit awards or sub degree qualifications, even where they form part of an accredited bachelor degree. These qualifications are treated as separate qualifications and HEIs should state on the Part B forms should they also wish for these qualifications to be considered for accreditation.

Subjects accepted for CIOB Accreditation include:

- Construction Management
- Quantity and Building Surveying
- Design Management
- Project Management
- Architectural Technology
- Civil Engineering

5. Appointment of an External Examiner

An external examiner must be appointed on all CIOB accredited programmes, irrespective of the existing quality assurance processes the HEI has in place. Programmes can be accredited without an EE, although this will be made a condition of the accreditation that one must be appointed within one year following the approval. Appointing an external examiner offers several benefits that contribute to the overall credibility and thoroughness of the assessment process:

1. Objective Evaluation:

External examiners offer an impartial and unbiased perspective on the quality and standards of the programme as they are not directly associated with the institution. This impartiality helps ensure a fair and accurate assessment of the students' performance and the programme's overall effectiveness.

2. Industry Alignment:

External examiners should hold relevant professional qualifications, also ensuring they provide valuable insights into industry standards and practices. Their expertise helps to ensure that the degree programme remains aligned with the current trends and requirements of the relevant professional field, enhancing the programme's relevance and ensuring graduates' preparedness for the industry.

3. Quality Assurance:

The CIOB Accreditation Panel consider the appointment of an external examiner to be an essential component of a comprehensive quality assurance system. They contribute to maintaining and enhancing the academic standards of the programme, thereby assuring stakeholders, including students, employers, and regulatory bodies, that the programme meets or exceeds the required benchmarks for quality education.

4. International Benchmarking:

External examiners often bring international perspectives and best practices to the assessment process, enabling the institution to benchmark its standards against global academic and industry norms. This facilitates the enhancement of the programme's global competitiveness and ensures that graduates are equipped with the necessary skills and knowledge to succeed in an increasingly interconnected world.

6. The CIOB Education Frameworks:

The Undergraduate and Master's Education Frameworks are the CIOB published standard in Construction Management Education. The Education Frameworks are of interest to HEIs reviewing existing programme content, as a reference document when designing a new programme, and for the purposes of gaining or renewing CIOB Accreditation. To request a copy, please contact the Accreditation Manager.

7. Accreditation Application Forms

CIOB Accreditation comprises three parts: Accredited Centre Status, Programme Accreditation, and finally Accreditation for Partnerships, which require three separate application forms.

Accredited Centre Status (ACS) – Part A Form

All Higher Education Institutions (HEIs) must apply for ACS, the only exception is for those HEIs unless they are operating a franchised programme from another HEI that already possesses ACS.

The purpose of this form is to assess the governance structure, quality assurance procedures, physical and human resources of Higher Education Institutions (HEIs) in relation to student needs. To initiate the application process, it is necessary to complete the form and submit various supporting documents, such as curriculum vitae (CVs) of staff members and External Examiners' Reports.

It is important to note that only one form needs to be completed, which will be internally evaluated by the Accreditation Manager.

Programme Accreditation – Part B Form

The purpose of this form is to assess the content and standard of a particular programme. The main part of the form is a "Mapping Document" where the HEI aligns the learning outcomes of their programmes with those outlined in the CIOB Education Framework. This document is then shared with our Accreditation Panel, consisting of Construction Academics from various parts of the world, who review and verify its alignment. Accreditation is granted when the programme adequately aligns with the CIOB Education Framework, thus establishing it as a CIOB Approved Construction Education.

It is crucial to note that a separate form must be completed for EACH degree programme that the HEI wishes to renew or seek accreditation for the first time.

Partnership/Franchise – Part C Form

If the HEI is also pursuing Accreditation for a franchised programme offered to either a UK or overseas partner, this form examines the agreement established between the parties involved. It assesses the quality assurance procedures in place and, if delivered overseas, it evaluates how the programme is delivered.

Please contact the Accreditation Manager for copies of the application forms.

8. Accreditation Fees

2025 / 2026 Fees

CIOB Programme accreditation - £742 (£1000)

CIOB Accreditation visit - £2284 (£3000)

CIOB Degree Apprenticeship recognition and the CIOB logo use - £500 (TBC for 2026)

CIOB accreditation extension fee per annum/per programme - £200 (TBC for 2026)

CIOB Accredited Centre Status renewal fee - £ 500

CIOB Accommodation and the travel expenses - The costs associated with the CIOB visit such as travel, flights, transfers, subsistence and accommodation for 2-3 panel members, will be charged to the HEIs after the visit.

9. The Accreditation/Re-accreditation Visit

The Accreditation visit is a mandatory requirement where the HEI is applying for Accredited Centre Status. Where the HEI is the franchised partner and therefore not required to apply for ACS, a visit is not mandatory, but this is at the discretion of the Accreditation Panel.

The visit typically spans one day and takes place on-site, commencing at 09:30 and concluding by 16:30. For an example of the standard visit agenda please see Section B 4. However, in exceptional circumstances, the visit can be conducted virtually as an alternative arrangement.

After the Accreditation Panel has thoroughly reviewed the submission and determined that there are no pre-requisites¹ to address, the Accreditation Manager will reach out to the HEI. They will collaborate to identify a suitable date for the Accreditation visit, which will typically fall within a time frame of 2- 6 months.

If the proposed visit date coincides with the holiday period, the HEI will need to propose alternative dates. This is necessary as the CIOB Visiting Panel will require the opportunity to engage with students during the visit. Similarly, if the department is undergoing a significant transformation process, such as substantial staffing changes or relocation to a different building, it is recommended to schedule the visit after these changes have been implemented. This ensures that the visit takes place under stable conditions, allowing for a more accurate assessment of the department's current state.

Regarding visits to overseas institutions, the Accreditation Manager will make an effort to coordinate multiple visits within the same region. However, it's important to note that this coordination process may extend the overall duration of the accreditation process for overseas HEIs.

10. The Accreditation Panel

The Accreditation Panel currently comprises of UK and overseas accreditation panel members.

The purpose of the Accreditation Panel is to ensure HEI applications for CIOB Accreditation meet the standards and learning outcomes set out in the Education Frameworks.

It is a mandatory requirement that Accreditation Panel members have experience working in further or higher education and be MCIOB or FCIOB. Additionally, members of the Accreditation Panel must be working or have worked in Academia, and should hold the following skills, knowledge, and experience:

- Experience in programme design and evaluation
- Experience and currency in own field
- Knowledge in construction regulation
- Knowledge in international developments within higher education
- Expertise in teaching and research
- Formal qualifications in education

The Accreditation Manager will assign two members from the Accreditation Panel to review and evaluate the HEI's accreditation submission. These panel members are required to disclose any conflicts of interest, such as current employment at the HEI, serving as external examiners, or having acted as consultants or advisors to the HEI within the past three years.

The Visiting Panel will comprise of up to three members (depending on the complexity and the size of accreditation) from the Accreditation Panel and the Accreditation Manager and, if feasible, the CIOB Regional Manager will be present.

The HEI retains the right to raise objections to one or more members of the Visiting Panel. However, a written explanation supporting the objection must be provided. Once any necessary changes to the panel have been made, the HEI will be requested to confirm its acceptance of the revised team.

¹ See section A 10 for more information about pre-requisites

11. Accreditation Decisions

Accreditation decisions made by the CIOB are based on the detailed accreditation submission from the HEI and the accreditation visit (if required). Where the programme is new and there has yet to be a graduating cohort, the HEI is awarded Accreditation in Principle.

Typically, the Visiting Panel will provide guidance to the HEI regarding the approval of accreditation during the concluding session of the Accreditation Visit. Accreditation approval may be subject to one or more of the outcomes described below:

Conditions

These are critical matters that the Visiting Panel deem as fundamental and require the HEI to address them within a period of up to one year.

Requirements

These refer to changes that the HEI needs to implement by the next renewal date.

Recommendations

These are suggested improvements put forth by the Visiting Panel, which are not obligatory for the institution to implement but are deemed beneficial.

Commendations

These are areas of good practice by the HEI

Pre-requisites

An accreditation visit cannot be scheduled until the Visiting Panel are satisfied the submission meets threshold standards. Where there are notable concerns, the HEI will be given feedback on how to improve their application and be given a deadline to re-submit. Pre-requisites may include the following reasons (please note this list is not exhaustive):

- Too many gaps in the mapping of the CIOB Education Framework, which cannot be addressed by setting a condition.
- Lack of focus on what construction management entails
- Lack of staff resources
- Lack of physical resources/equipment.
- Lack of management support in providing resources.

Following the Accreditation visit³, the Visiting Panel will provide the Accreditation Manager with a comprehensive Panel Report setting out the conditions, requirements and/or recommendations. This will be sent to the HEI, along with official confirmation of the accreditation and the accreditation certificates.

Accredited Centre Status and programme accreditation will normally be awarded for a period of five years. In some circumstances, accreditation can be backdated to when the HEI submitted their application and thus awarded for 6 years.

12. Withdrawal of Accreditation

CIOB Accreditation is not awarded indefinitely and can be withdrawn at any time during the accreditation period where serious concerns have been raised about the HEI or the accredited programme. Such concerns could be flagged during the HEIs annual review, and could include:

³ Or following the review of the paperwork where no visit has been carried out

- The programme no longer mapping to the CIOB Education Framework
- Lack of appropriately qualified and experienced staff
- Poor facilities and resources that have a serious impact on the student learning experience

Should a complaint be made by a student, the Accreditation Manager will contact the HEI and a meeting to discuss the complaint will be arranged. This will also trigger an Annual Monitoring review if one has not been completed within the last 6 months.

In the unlikely event of accreditation being withdrawn during the HEI's accreditation period, none of the students currently enrolled on an accredited programme will be adversely affected by any decision taken by the CIOB.

Should the HEI's accreditation not be successfully renewed, final year and Level 5 students currently enrolled on the programme will not be adversely affected by any decision taken by the CIOB.

13. Cancellation or postponement of a visit

In the unlikely event that the Accreditation visit is cancelled or postponed, the HEI will be responsible for refunding any travel or hotel expenses incurred by the CIOB if:

- It fails to submit an accreditation submission report which complies with the requirements outlined in Section B 2.
- It fails to submit the accreditation submission report by the deadline given.
- It provides an accreditation submission report which contains contradictory information or lacks sufficient detail to permit the visit team to adequately prepare for a visit.
- A finalised accreditation visit agenda is not returned in advance of the visit.
- There are other extenuating circumstances which prevent the visit from taking place that are not the fault of the CIOB.

The CIOB will be responsible for refunding any travel or hotel expenses incurred by the HEI if:

- The accreditation visit does not take place as a result of actions by the CIOB Visiting Team
- There are other extenuating circumstances which prevent the visit from taking place that are not the fault of the HEI.

SECTION B PREPARATION OF THE DOCUMENTATION

1. Key Deadlines for the HEI

To better manage HEIs' expectations with regards to time scales and to help with planning, the following guidelines have been created:

- after the panel reviewed your submission and all is well, accreditation visit can be scheduled.
- it can take 2 - 6 months from the day of submission to the day of the visit, It can be longer when organising the visit overseas.
- the CIOB will generally not schedule any visits during June, July and August.

2. The Application forms

Please contact the Accreditation Manager for copies of the Accreditation application forms. It is the responsibility of the HEI to ensure they are using the most up to date application forms. The submission may be rejected if the incorrect forms have been used.

Within the application forms, the HEI are asked not to provide hyperlinks to documents stored on a Virtual Learning Environment (VLE) or the HEI's intranet as individuals external to the HEI are often denied access.

If more than one programme is being considered for accreditation, any information common to each programme must be clearly cross-referenced.

3. How to prepare the Accreditation Submission

The HEI should prepare and organise their accreditation documents so that electronic folders, any sub-folders, and document titles clearly identify content and refer to the submission document as appropriate folders to facilitate the review process. **Please ensure document titles are short enough to prevent any technical problems associated with downloading and saving files with very long file paths.** The Accreditation Manager will only accept complete submissions, and where institutions are applying for Accredited Centre Status, they must submit their Part A and B together. A separate Part B form must be submitted for each programme.

The HEI must ensure that all relevant questions have been answered and where questions have been left unanswered may lead to the postponement of the Accreditation Visit. Referring to another document within the submission should only supplement a more comprehensive response.

4. Example of how to organise your submission documents:

Folder 1 - Application forms:

To include the relevant forms:

- Part A Application Form for Accredited Centre Status
- Part B Application Form for UG Programmes
- Part B Application Form for PG Programmes
- Part C Application Form for Franchised Agreements

Folder 2 - Part A appendices

To include the following documents, where available:

- A.1 HE Mission Statement & Strategic Plan
- A.2 HE Research Policy & Strategy
- A.3 HE Assessment Strategy
- A.4 HE Teaching & Learning Strategy
- A.5 Evidence of Links to Industry
- A.6 Self-Evaluation Document/Annual Report
- A.7 Internal Validation Report
- A.8 Quality Assurance Policy
- A.9 QAA Audit Reports
- A.10 Policy Statement for Allocation of Funds
- A.11 Policy Statement for Allocation of Human Resources
- A.12 Organisational Chart of Faculty/Department Structure
- A.13 Evidence of Staff/Student Ratio Data

- A.14 Environmental & Sustainability Policy
- A.15 Personal Tutoring Policy
- A.16 Health & Safety Policy
- A.17 Equal Opportunities Policy

Folder 3 - Part B appendices for BSc(Hons)/MSc

(A separate folder for each programme to be accredited/renewed)

Each folder should include the following mandatory documents:

- B.1 Programme Specification
- B.2 Student Handbook
- B.3 Module descriptors
- B.4 External Examiner reports (for existing programmes only and a minimum of last 3 years)
- B.5 Samples of student work (examples of pass/average/good student work at each level of the programme should be provided
 - Year 1 modules
 - Semester 1
 - Semester 2
 - Year 2 modules
 - Semester 1
 - Semester 2
 - Year 3 modules
 - Semester 1
 - Semester 2
 - Final year modules
 - Semester 1
 - Semester 2
 - Dissertations

Folder 4 - Staff CVs

To include CVs of **all** the staff teaching on the programme as well as the department/school's senior management team.

N.B Providing the staff CVs is mandatory requirement and in addition to the completion of the Staff Information table on page 3 of the UG Part B application form and on page 12 of the Master's application form. Failure to provide this information will result in a pre-requisite and the submission being returned to the HEI.

Folder 5 - Part C Appendices

To include any relevant documentation relating to the agreement between the two institutions, including:

- C.1 Memorandum of Understanding

5. Sharing the Accreditation Submission

After HEI has filled out their application forms and is prepared to submit them to the Accreditation Manager, the submission can be sent via email or, for larger submissions, it can be shared via SharePoint or One Drive.

Once the Accreditation Manager receives the submission, she will confirm receipt and ensure that all the required documents have been successfully downloaded. Prior to sending the submission to the Accreditation Panel for review, initial checks will be conducted. If any documents are found to be missing, the HEI will be promptly notified.

6. Accreditation visit

Once the visit date has been confirmed, the Accreditation Manager will provide the HEI with a draft agenda for the Accreditation visit. The HEI is responsible for filling in the highlighted sections in yellow and returning the finalised agenda at least 5 days before the accreditation visit. The HEI should also provide contact details for the individual who will meet the Visiting Panel when they arrive at the HEI, confirmation of the meeting point, and directions to the university.

The timings of each session can be changed by the HEI based on the availability of staff and students. However, it's important to note that the duration of each session, except for the tour of the facilities, cannot be altered.

An example agenda has been provided on page 13.

7. Accreditation visit – Panel requirements

The visiting panel does not need a separate base room, as it is more convenient for them to stay in a single and secure meeting room throughout the day, whenever possible.

In addition, copies of the visit agenda and instructions on how to connect to the institution's Wi-Fi should be provided.

Refreshments, including bottles of water, should be made available throughout the day.

8. Accreditation Invoice

Once HEI has submitted their accreditation application, the Accreditation Manager will contact the HEI to confirm the cost at each stage of accreditation process with the fees breakdown. HEI will be required to raise purchase order number/s during this process which should be raised promptly, following the request, and emailed to the Accreditation Manager, to avoid any delay with payment.

New HEIs may be required to complete and return a signed new customer form.

For any problems regarding the invoice or payment, please contact Accreditation Manager or our accounts team: accounts@ciob.org.uk.

Example Agenda
Times and sessions may differ slightly
CIOB Accreditation visit Agenda to:
Date:

Times	Activity	Venue/ location	Attending
09:25	Arrival of Panel		CIOB Panel: Accreditation Manager to input names
09:30-10:00	CIOB Panel private meeting		CIOB Panel
10:00-10:30	Welcome & introductions followed by a presentation from Head of School/Department providing an overview of department and programmes to be renewed/accredited		COB Panel University staff: Insert Names of attendees and their roles
10:30-11:30	Q&A session with Head of Department, senior staff and teaching team of the programmes to be renewed/accredited. The length of this meeting depends on how many programmes are being reviewed. If there are both UG and PG programmes, two separate Q&A sessions may be scheduled.		COB Panel University staff: Insert Names of attendees and their role
11:30-11:45	Coffee break		
11:45-12:15	Meeting with President /Principal to discuss the overall long-term strategic view of the Institute and how the department fits within this strategy.		COB Panel University staff: Insert Names of attendees and their role
12:15-13:00	Tour of the Institution's teaching and learning resources that students on the programmes use, to include: <ul style="list-style-type: none"> Laboratories and IT facilities used by the programme(s) Specialist teaching rooms used by the programme Library/Learning Resources (including a brief demonstration of access to online resources) 		COB Panel University staff: Insert Names of attendees and their role
13:00-13:30	Panel to look at a cross-section of student work (including dissertation samples) over a private		CIOB Panel

	panel lunch.		
13:30-14:30	Meeting with students of the programmes		COB Panel Students: Insert Names, programme/course and level/year of study
14:30-15:00	Q&A meeting with Head of Department and teaching staff to discuss any outstanding issues		COB Panel University staff: Insert Names of attendees and their role
15:00-15:30	Private CIOB Panel meeting		CIOB Panel
15:30-15:45	CIOB Panel feedback to Head of Department and programme team.		COB Panel University staff: Insert Names of attendees and their role
15:45	End of Visit		

SECTION C AFTER THE VISIT

1. The Panel's reports

The Accreditation Manager will email (and post) the HEI official confirmation of the accreditation approval, along with the Visiting Panel's report. Accreditation certificates will only be included where the accreditation is not subject to any conditions. These are withheld until the conditions have been met.

2. D&I Charter

To demonstrate commitment to Ethics, Diversity and Inclusion, following approval we do invite all our CIOB Accredited institutions to sign our D&I Charter. More information can be found here: [Equality, Diversity & Inclusion - A Special Report and Charter | CIOB](#).

3. Annual monitoring

Accreditation is awarded subject to the satisfactory fulfillment of the annual monitoring report, which is to be submitted each year, by the end of the year. This process is overseen by the Higher Education and Certifications Coordinator (HECC) (Elaine Dove – edove@ciob.org.uk), who will send the HEI a reminder of the AMR deadline along with a copy of the AMR template. The Completed AMR form must be brief and simply state if there are any changes to the programmes by ticking the appropriate option/s that fit/s the description of your changes the most. **At this stage, we do not require you to send any additional paperwork or files apart from your latest External Examiner report.** The AMR must be completed to ensure the continuation of the accreditation and failure to do so could result in the revocation of the accreditation.

4. Changes to Accredited Programmes/Revalidation

All changes or proposed changes to the structure, content, delivery or learning outcomes of accredited programmes must be reported in writing to the CIOB at least 30 days prior to implementation. Failure to report changes to accredited programmes may result in withdrawal of Accreditation. The HEI should send a letter, briefly outlining the changes to the Accreditation Manager.

5. Advertising & the Use of the CIOB Logo

The CIOB has developed some standard wording that HEIs are recommended to use on their websites and in their publicity material to describe the accredited status of their various degree programmes. This is outlined below:

Accredited Centre Status and for sub-degree qualifications

The [HEI name] holds CIOB Accredited Centre Status during the period [enter year to year] and that [programme name] is a CIOB Accredited programme (subject to conditions and/or subject to standard annual monitoring) during the period [enter year to year], having been judged to meet the CIOB Education Framework.

Prospective members holding this qualification have met the education requirements for CIOB Technical membership, and once they have gained typically three years' relevant work experience may enter CIOB membership as an applicant to progress towards TechCIOB without the requirement for an Individual Assessment.

Accredited Centre Status and for bachelor/master's degree qualifications

The [HEI name] holds CIOB Accredited Centre Status during the period [enter year to year] and that the [programme name] is a CIOB Accredited programme (subject to conditions and/or subject to standard annual monitoring) during the period [enter year to year], having been judged to meet the CIOB Education Framework. Prospective members holding this qualification have full academic exemption and once they have gained three to five years' relevant work experience may enter CIOB membership as an applicant to progress towards Chartered Membership without the requirement for an Individual Assessment.

For accredited programmes only where ACS has not been sought

Sub-degree programmes

[Programme name] is a CIOB Accredited programme (subject to conditions and/or subject to standard annual monitoring) during the period [enter year to year], having been judged to meet the CIOB Education Framework. Prospective members holding this qualification have met the education requirements for CIOB Technical membership, and once they have gained typically three years' relevant work experience may enter CIOB membership as an applicant to progress towards TechCIOB without the requirement for an Individual Assessment.

For bachelor/master's degree qualifications

The [programme name] is a CIOB Accredited programme (subject to conditions and/or subject to standard annual monitoring) during the period [enter year to year], having been judged to meet the CIOB Education Framework. Prospective members holding this qualification have full academic exemption and once they have gained three to five years' relevant work experience may enter CIOB membership as an applicant to progress towards Chartered Membership without the requirement for an Individual Assessment

For Apprenticeship recognition

The Apprenticeship programme [name] is CIOB recognised and the incorporated degree [degree name] is CIOB accredited.

HEIs delivering accredited programmes will be sent an electronic CIOB logo for advertising purposes upon their request along with the brand toolkit guide. It should be noted that the misuse of these logos and statements may lead to withdrawal of accreditation.

It is the responsibility of the HEI to ensure that they are fully compliant with any local advertising regulators (i.e. UK Competition and Markets Authority) when advertising accreditation on any external pages or materials.

6. Certificates of Excellence

Certificates of Excellence are awarded to the final year student⁴ who achieves the highest grade in their cohort on the accredited programme. They will receive a certificate along with a £50 Amazon voucher (or local equivalent). Certificates of Excellence are not available for students of non-accredited programmes. They are issued annually by the HECC by post only. For

further information contact Elaine Dove – edove@ciob.org.uk

The student must meet the eligibility criteria for the award.

7. Replacement Certificates

Replacement Accreditation Certificates and Certificates of Excellence are available upon request to the Accreditation Manager. These are charged at £30 each and will have the word “replacement” printed on them.

SECTION D APPEALS PROCEDURE

Grounds for an appeal

HEIs reserve the right to appeal against decisions of the accreditation process. All appeals must be made in writing and submitted to the Accreditation Manager within 30 days of receiving the decision. The written appeal must include the name and contact details of the appellant, details of the programme application and details of the grounds for the appeal. The HEI cannot submit any new material or documents into the appeal, and it is to be based solely on their previously submitted accreditation submission and all correspondence received thereafter. All appeals will be acknowledged in writing and the HEI will be kept informed at all stages of the appeal. For a full copy of the appeals procedure, please contact the Institute Secretary

Ms Sam Teague
Institute Secretary
CIOB
3 Arlington Square
Downshire Way
Berkshire
RG12 1WA.

SECTION D FAQs

1. How long does the accreditation process typically take?

The accreditation process can vary depending on various factors such as the complexity of the programme, the readiness of the institution, and the availability of the Accreditation Panel. On average, the process can take several months from the initial application to the accreditation decision.

2. Can a programme be accredited if it is delivered through distance learning or online platforms?

Yes, CIOB Accreditation is applicable to programmes delivered through distance learning or online platforms. The accreditation process evaluates the content and standard of the programme, regardless of the delivery method.

3. Can an international institution apply for CIOB Accreditation?

Yes, international institutions are eligible to apply for CIOB Accreditation. The accreditation process and criteria are designed to assess programmes globally, and the CIOB has members and Accreditation Panel members based in different countries.

4. Can an institution seek accreditation for multiple programmes simultaneously?

Yes, an institution can seek accreditation for multiple programmes simultaneously. Each programme will require a separate Part B application and accreditation evaluation, but there will only be one accreditation visit.

5. Is there any financial assistance available for institutions to cover the accreditation fees?

CIOB does not provide financial assistance or funding to cover the accreditation fees. The institution is responsible for covering the costs associated with the accreditation process, including application fees, visit fees, and accommodation fees.

6. What happens if an institution does not meet all the accreditation criteria?

If an institution does not meet all the accreditation criteria, the Accreditation Panel may provide conditions, requirements, or recommendations that need to be addressed by the institution within a specified timeframe. The institution will have an opportunity to make the necessary improvements and reapply for accreditation.

7. How often does an accredited institution need to undergo re-accreditation?

Accredited institutions are typically required to undergo re-accreditation every five years. This ensures that the programmes maintain alignment with the CIOB Education Framework and continue to meet the required standards.

8. Can an institution appeal the accreditation decision?

Yes, an institution has the right to appeal the accreditation decision but only where they feel the appropriate process wasn't followed. The institution is unable to submit any additional information to their submission. The appeal will be reviewed by the relevant CIOB staff.

9. Can an institution apply for accreditation if it does not have strong links to the CIOB?

CIOB Accreditation does not require institutions to have strong links to the CIOB at the time of application. However, institutions are expected to demonstrate a commitment to developing links with the CIOB and engaging with their regional team over the accreditation period.

10. Does an institution need to apply for accreditation for its Degree Apprenticeship programme, even if the full-time programme is already accredited?

CIOB recognises apprenticeship at sub-degree and degree level which are based on NOS or other standards, these do not need individual accreditation being based on a competency standards accepted by CIOB. If the full time programme is already accredited, DA courses will get CIOB's recognition status. A separate recognition fee will apply.

11. Are the CertHE, DipHE and BSc treated as separate accredited programmes? Yes, the CertHE and BSc are considered as distinct programmes when it comes to accreditation. They are not automatically accredited as exit awards or standalone qualifications, even if they correspond to year 1 or year 2 of the BSc programme. It is important to explicitly specify the CertHE on the accreditation forms to ensure that it is considered for accreditation. A separate programme fee will be charged for each qualification.