

Surveying Technician Diploma

Programme Specification

Academic year September 2015 to August 2016

Reference:

Version: 1.0

Status: Final

Author: Nick Moore & Nikki Bulteel

Date: 20/11/2015

Summary Programme Details

Final Award	
Award:	Diploma
Title of (final) Programme	Surveying Technician
Credit points:	45
Level of award (QAA FHEQ):	Level 3
Intermediate award(s)	
Intermediate award 1:	n/a
Credit points:	
Level of award (QAA FHEQ):	
Intermediate award 2:	
Credit points:	
Level of award (QAA FHEQ):	
Validation	
Validating institution:	University College of Estate Management (UCEM)
Faculty	Management and Vocational
Date of last validation:	n/a
Date of next periodic review:	Tbc
Professional accreditation	
Accrediting body:	Royal Institution of Chartered Surveyors (RICS) (recognition only)
Date of last programme accreditation:	Pending November 2015 partnership meeting
Date of next periodic review:	See above
Accrediting body:	
Date of last	

Surveying Technician Diploma

accreditation:	
Date of next periodic review:	
Miscellaneous	
QAA benchmark statement	n/a as a level 3 qualification it is aligned with RQF - Ofqual see https://www.gov.uk/government/consultations/after-the-qcf-a-new-qualifications-framework This superseded QCF- which has helped in framing the size of the qualification as this was in place at the time BIS signed of the apprenticeship framework. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/371294/2008-08-15-regulatory-arrangements-qcf-august08.pdf
Date of commencement of first delivery	January 2016
Duration	2 years
Maximum period of registration	Nominally 3 years
UCAS Code	n/a
Programming Code	
Other coding as required	

Programme Overview

Rationale

This Programme is designed to provide the educational component of a Surveying Technician Apprenticeship which is a pre requisite to end point assessment, along with other elements of their apprenticeship, prior to becoming Associate members of the RICS (AssocRICS). It is mapped against the requirements and assessment plan produced by Chartered Surveyors Training Trust (CSTT) for the apprenticeship and approved by the Department for Business Information and Skills (BIS).

UCEM's strategic aim is to provide “..accessible, flexible and cost-effective online education producing leading talent for a better Built Environment.” It is the institution's fundamental mission to widen access to the property surveying and real estate sectors so that the profession benefits from the wide range of talent coming through our schools. This Programme is an opportunity to offer a supported and engaging learning experience to all aspiring surveyors irrespective of location, background or ability to pay.

Entry requirements

Students entering this Programme must have been accepted upon a Surveying

Surveying Technician Diploma

Technician Apprenticeship.

Note: The entry requirement for the apprenticeship will typically be five GCSEs at Grade C or higher including Maths and English or a Level 2 apprenticeship in a construction or property related discipline but the final decision is that of each employer. Apprentices who are granted entry without GCSE Grade C or higher in Maths and English will be required to achieve Functional Skills in English and Maths at Level 2 as part of the apprenticeship.

Recognition of prior certificated learning (RPCL) or recognition of prior experiential learning (RPEL) routes into the Programme

There is no recognition of prior learning allowed for this level 3 Programme.

Programme progression

Students who successfully complete this qualification are enabled to progress to one of UCEM's related BSc (Hons) programmes.

Award Regulations

Level 3 Award regulations.

Career prospects

This Programme equips students with grounding in the subject knowledge and study skills required to enable them to enter and work at technician level within the real estate and surveying areas of practice of the property industry. The opportunities available are fairly extensive and include but are not limited to the following career paths:

- Property agency and management
- Property development
- Contract surveying
- Quantity surveying
- Estimating
- Building surveying
- Residential or commercial property
- Construction project management

Programme Aims

Programme aims

Through studying the core units and then profession pathway unit options, students will have developed knowledge and understanding of surveying to support their working in the industry. The Programme should provide an excellent bedrock for both working in the surveying profession and further study at higher levels. It ensures that students are prepared with the general knowledge of sustainability, construction technologies, economics, law and health and safety along with specialisms in one of the following areas: Valuation;

Surveying Technician Diploma

Residential or Commercial Property; Planning and Development; Building Surveying Consultant; Quantity Surveying.

Market and internationalisation

This Programme is intentionally not aimed at an international market as it meets the needs of a UK based apprenticeship requirement.

Learning Outcomes

	Level 3	Relevant UNITS
A – Knowledge and understanding	A4.1 Examine and comprehend the impact of legal systems, law, regulations and codes of practice upon surveying and the built environment.	1,2,3,5a,6a,6b
	A4.2 Illustrate the principles of the basic technology of construction	1,5b,3,
	A4.3 Appreciate the scope and working of surveying practice and the various career pathways within it, developing specialist knowledge in at least one area	All
B – Intellectual skills	B4.1 Assess the impact that sustainable considerations and policies have upon built environments	1,3,5b,
	B4.2 Analyse various possible solutions to surveying problems and determine the best approach to take	1,3,5b,5c,6a,6b
	B4.3 Apply theoretical models and frameworks to real life scenarios and/or case studies.	1,4,5a,5c,6b
C – Subject practical skills	C4.1 Present detailed drawings of both elements of buildings and their layout	1,5b,5a
	C4.2 Apply prescribed standard methodologies to measure, cost and value built environments.	4,5a,5b,5c,6b
D – Key / Transferable skills	D4.1 Communicate appropriately and effectively	All
	D4.2 Apply various numerical techniques	4,5a,5c,6b
	D4.3 Use information technology to collect, sort and present data	1,3,4,5c,6b
	D4.4 Work with others in order to achieve a common aim	1,2,3
	D4.5 Manage the development of their own learning	All

Surveying Technician Diploma

	and academic study skills (with some support)	
--	---	--

Programme Structure

UNIT List				
Code	UNIT	Level	Credits	Core /Elective
tbc	1: Construction Technology	3	7	C
tbc	2: Law, Regulations and H&S	3	7	C
tbc	3: Sustainability	3	7	C
tbc	4: Economics, Costing and Pricing (& data)	3	7	C
tbc	5a : Valuation and appraisal	3	7	E
tbc	5b: Building Pathology	3	7	E
tbc	5c: Costing and Cost Planning of Construction Works	3	7	E
tbc	6a: Property and Planning Law	3	7	E
tbc	6b: Tendering , Procurement and Contracts	3	7	E
tbc	Core Skills	3	3	C
Notes:				

Surveying Technician Diploma

Electives are to support specific pathways: (see below for the guide)

BS- Building Surveying

QS- Quantity Surveying

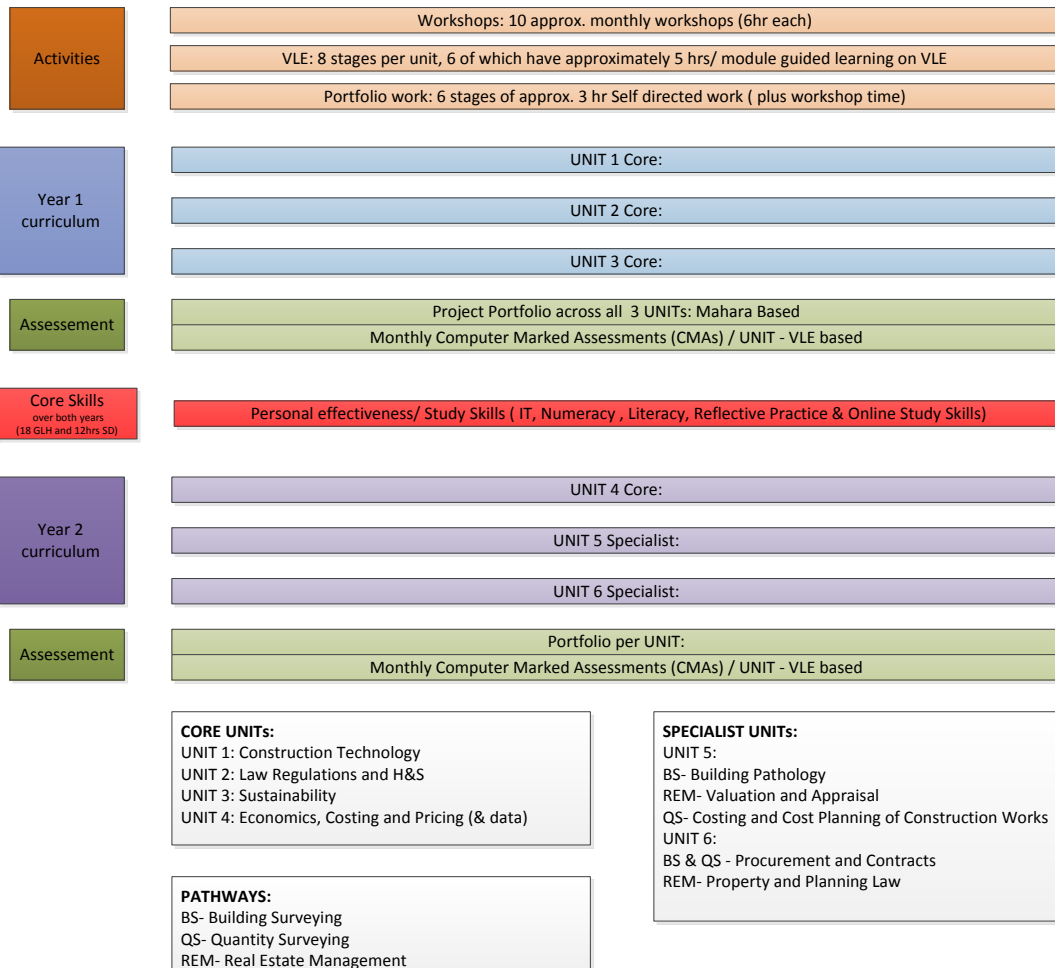
REM- Real Estate Management

Delivery Structure

Level 3 Surveying Technician Apprenticeship

6 UNITS@ 7 credit each (50 GLH & 20hrs SD)
4 Core , 2 Specialist per pathway, (plus 1 Core skills across both years)
Concurrent delivery of 3 UNITS per year

September – June 30 weeks nominally



Note: Core Skills component is 3 credits bearing supportive additional learning element.

Surveying Technician Diploma

Delivery pattern: (first year only due to late commencement)

Level 3 Surveying Technician							
(First year ONLY delivery pattern)							
	week	face to face workshops	stage	des		form quiz	CMA
05/09/2015							
12/09/2015							
19/09/2015							
26/09/2015							
03/10/2015	1	f2f					
10/10/2015							
17/10/2015							
24/10/2015							
31/10/2015	2	f2f					
07/11/2015					setting scene	Level 3 induction module for year 1, text book familiarisation, portfolio platform, general intro of subject	
14/11/2015							
21/11/2015							
28/11/2015							
05/12/2015							
12/12/2015	3	f2f					
19/12/2015			1				
26/12/2015	XMAS						
02/01/2016	XMAS						
09/01/2016	4	f2f					
16/01/2016	5				LO1		
23/01/2016	6						
30/01/2016	7						1
06/02/2016	8	f2f	2				
13/02/2016	9		3				
20/02/2016	10						
27/02/2016	11		3				1

Surveying Technician Diploma

05/03/2016	12	f2f						
12/03/2016	13							
19/03/2016	14							
26/03/2016	15						2	
02/04/2016	16	f2f	6	4				
09/04/2016		Catchup			LO2			
16/04/2016	17							
23/04/2016	18							
30/04/2016	19							2
07/05/2016	20	f2f	7	5				
14/05/2016	21							
21/05/2016	22							
28/05/2016	23						3	
04/06/2016	24	f2f		6	LO3			
11/06/2016	25							
18/06/2016	26		8					
25/06/2016	27							3
02/07/2016	28	f2f		7				
09/07/2016	29							
16/07/2016	30		9					
23/07/2016	31				portfolio work			
30/07/2016	32	f2f		8	submission			
06/08/2016								
13/08/2016								
20/08/2016		results						
27/08/2016								
03/09/2016								

Example standard delivery pattern - actual pattern will be proved each year.

Level 3 Surveying Technician								
(Standard delivery pattern)								
	week	face to face workshops		stage	aim		form quiz	CMA
05/09/2015	1	f2f	1	induction				
12/09/2015	2			1	setting scene	Level 3 induction unit for year 1, text book familiarisation, portfolio platform, general intro of subject		
19/09/2015	3							
26/09/2015	4							
03/10/2015	5	f2f	2					
10/10/2015	6			2	LO1			
17/10/2015	7							
24/10/2015	8							1

Surveying Technician Diploma

31/10/2015	9	f2f						
07/11/2015	10		3					
14/11/2015	11							
21/11/2015	12							1
28/11/2015	13	f2f		3				
05/12/2015	14	catch up	4					
12/12/2015	15	catch up						
19/12/2015	XMAS							
26/12/2015	XMAS							
02/01/2016	XMAS							
09/01/2016	16	f2f	5	recap				
16/01/2016	17							
23/01/2016	18							
30/01/2016	19						2	
06/02/2016	20	f2f	6	4	LO2			
13/02/2016	21							
20/02/2016	22							
27/02/2016	23							2
05/03/2016	24	f2f	7	5				
12/03/2016	25							
19/03/2016	26							
26/03/2016	27						3	
02/04/2016	EASTER							
09/04/2016	EASTER							
16/04/2016	28	f2f	8	6	LO3			
23/04/2016	29							
30/04/2016	30							
07/05/2016	27							3
14/05/2016	28	f2f	9	7				
21/05/2016	29							
28/05/2016	30							
04/06/2016	31							
11/06/2016	32	f2f	10	8	portfolio work	submission		
18/06/2016								
25/06/2016								
02/07/2016		results						

Unit Summaries

Core Units

1: Construction Technology

Surveying Technician Diploma

This unit is designed to provide students with a good level of understanding of the principles of construction technology applied to low rise buildings, the techniques used to construct, the materials utilised and why, given their properties, alongside the reasons that buildings fail to perform the function for which they were intended.

2: Law, Regulations and H&S

This unit is designed to provide students with an understanding of the English legal system, the basics of contract and tort law along with an appreciation of the laws and regulations relating to Health and Safety (H&S) and other regulations and codes of practice affecting the built environment.

3: Sustainability

This unit is designed to provide students with an understanding of the concepts of sustainability, the importance to the built environment and how legislation and regulation are used to promote it.

4: Economics, Costing and Pricing (& data)

This unit is designed to provide students with an understanding of economics and its applications to construction and the built environment.

Core Skills:

This additional learning unit is designed to allow students to reflect upon their learning abilities, their learning style, areas of weakness and plan to develop them accordingly.

Elective units

Students will choose one of 5 a, b or c and one 6 a or b according to their surveying pathway.

5a: Valuation and appraisal

This unit is an elective for students on the real estate management pathway, designed to enable students to examine the reasons for standard methods of valuation, how they work and why they should be used and then to use the methods to provide both capital and rental valuations.

5b: Building Pathology

This unit is an elective for students on the building surveying pathway, designed to enable students to understand the reasons why buildings fail and to recognise and diagnose causes and mechanisms of the failure.

5c: Costing and Cost Planning of Construction Works

This unit is an elective for students on the quantity surveying pathway, designed to provide students with an understanding of standard approaches to the production of and the use of costing and cost plans for construction works.

6a: Property and Planning Law

This unit is an elective for students on the real estate management pathway, it allows student to take a further look at law as applied to land property and planning.

Surveying Technician Diploma

6b: Tendering, Procurement and Contracts

This unit is an elective for students on the quantity & building surveying pathway, designed to provide students with an appreciation of tendering and procurement, and associated contracts used in the construction industry.

Learning, Teaching and Assessment

Study support

Generally all students are expected to complete UCEM's standard non-credit bearing Induction Unit before the Programme commences. This Induction Unit is designed to equip students with the skills they need to study at UCEM. The topics covered include:

- Studying at a distance
- Understanding your learning style
- How to manage your time
- Reading actively and critically
- Introduction to the e-library
- Developing academic writing
- Writing in your own words - a guide to how to reference your work

The induction topic 'Writing in your own words' prepares students for the online test in referencing and citation that must be completed and passed prior to commencement of their studies.

The resources within the Induction Unit are available to students throughout the duration of their study with UCEM.

Level 3 Induction unit:

A separate level 3 instance of our Induction unit will be tailored to meet the specific needs of the level 3 cohort. Resources within the standard Induction will be utilised where appropriate for this Diploma. L3 students will also receive an introductory workshop for induction purposes and a second workshop which will review and address any issues arising from and during the Induction period. Both workshops take place prior to formal commencement of their studies.

Student learning support:

The Programme is delivered via the College VLE and academic teaching and support is provided online and through face to face workshops, giving students access to UCEM tutors and other students.

The UCEM Student Central will act as the main point of contact for students throughout the

Surveying Technician Diploma

duration of their programme. The academic team will guide and support students' learning. Other UCEM teams provide support for assignments, exams and technical issues including Information and Communication Technology. Each student, wherever their location, will have access to a wealth of library and online materials to support their studies.

English language support:

For those students whose first language is not English, or those students who wish to develop their English language skills, additional support is provided through online resources on the VLE in the resource 'Developing Academic Writing'. The resource includes topics such as sentence structure, writing essays and guidance for writing aimed at developing students study skills.

Personal and professional development:

The incorporation in the Programme of a 3 credit bearing additional learning unit on Core Skills is designed to ensure that the students reflect upon they own abilities and what they themselves need to do to improve achievement and success. It is in effect a driver for personal academic development. Having identified areas of focus, whilst not part of the Programme or its units, students are provided with access to a range of study development materials.

This Programme is part of an apprenticeship, principled upon developing the students personally with the skills, knowledge required for a career as a technician surveyor and understanding of the requirements of the work place. The development of professional skills for the workplace and in particular the necessary understanding and consideration of ethical practices run through all units on this Programme. Units are designed to acquire knowledge and understanding of professional skills and ethics. Consideration and application of these issues occur in the workshops as students work on scenarios and compile their e-portfolios.

Programme Specific support:

As a blended learning programme the students are in regular monthly contact with tutors in person to support their progress through their studies. The core skills additional learning provides support academic materials for academic writing, numeracy, information communication technology and reflective practice.

Learning & Teaching Strategy

The Programme is blended in its approach, effectively using the online content as the knowledge and content store with a mixture of online activities based on our Virtual Learning Environment (VLE) and forums to support the development of the learning alongside. The content will represent a mixture of theory and case studies utilising mixed media presentation of audio, video and screen based presentations; eLearning; text based material (such as eBooks and study papers); and quizzes.

The VLE sessions for each unit are broken up into 8 stages to lead the students through their learning and pace their learning journey. The initial stage is ensuring the students are ready to learn and in particular readied for study online. This will include in their first year an induction onto the programme. This stage on also incorporates the Core skill unit running through both years.

The last stage is focused on ensuring all students submit their completed portfolio of

Surveying Technician Diploma

evidence.

weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	
workshops	x				x				x				x				x				x				x				x					x
stage		1			2			3			4			5			6			7			8											
aim	induction	setting scene			LO1						LO2						LO3						portfolio work											

The middle 6 stages are in designed in pairs based on the specific learning outcomes on the unit. These learning outcomes are then broken down into 2 learning points per stage, which drive the VLE content, and activities and the monthly full day workshop sessions which complement the VLE study. These workshop sessions create the opportunity to apply the concepts, theories and models, and engage creatively in the subject matter. The workshop coordinator is responsible for facilitating discussions, interacting with students and driving project work. This follows in many ways the Flipped learning approach, for which the Flipped Learning Network (2015) provide the following definition

“Flipped Learning is a pedagogical approach in which direct instruction moves from the group learning space to the individual learning, space, and the resulting group space is transformed into a dynamic, interactive learning environment where the educator guides students as they apply concepts and engage creatively in the subject matter.”

By utilising the flipped learning pedagogy to inform the blended learning approach all units will have a similar feel and unified experience for the students. It will ensure that the students are enabled to approach their learning understanding the needs for each unit.

The middle 6 stages are made up of approximately

- 6 hrs guided learning on VLE (including approx. 1 hr for assessment)
- 3hrs self-directed
- 2 hrs guided learning hours at Workshop

Flipped Learning Network. 2015. Definition of Flipped learning [online] Available at <http://flippedlearning.org/domain/46> [accessed 15/09/2015]

Learning Diet:

Contact & Study Hours:	Total Qualification Time (TQT)	Total Guided Learning Hours (GLH)
	450	318

Surveying Technician Diploma

Assessment Strategy

The approach to assessment is also a blended approach. On each unit students have formative assessments activities housed on the VLE, with monthly Computer marked assessments (CMAs) of multiple choice questions. These CMAs provide an element of summative assessment which contributes 20% to each UNIT, mainly testing knowledge and understanding. The middle 6 stages are designed to meet the learning outcomes (see below) in pairs. The first of the pair having the formative assessments and the latter of the pair the CMA.

stage		1	2	3	4	5	6	7	8		
aim	induction	setting scene	LO1			LO2			LO3		portfolio work
formative VLE quizzes			x			x		x			
summative CMA's				x			x		x		

The VLE based discussion forums are used to enable students to interact and discuss their learning with each other which is particularly important in the blended approach undertaken. It is envisaged that these forums will cut across the units and be based on the programme landing pages.

The main tranche of assessment comes in the form of portfolios of evidence which are produced throughout the study on the units. This portfolio based assessment strategy fulfils the requirements for the assessment plan for the Level 3 Surveying Technician Apprenticeship. Much of the content will be produced by the individual in working alone but informed by the workshop sessions and associated group work which enable the exploration and engagement with the learning.

In the first year of the Programme this portfolio of evidence is based upon a single project which the students will be working upon. Based upon the development of a low rise property, the students will work collectively in groups and individually on certain elements to incorporate all the learning outcomes from the respective units studied.

In the second year the students have a choice of unit options for 2 of the 3 units each unit has its own portfolio. These projects will demonstrate and evidence the attainment of the learning outcomes of the units. Additionally, this will support onward attainment of Assoc RICS following successful completion of the Level 3 Certificate.

Assessment Diet:

7 Credit units

Year 1

Project portfolio (covering the 3 Units) - 80% per unit and

5 CMAs - 20% per unit

Year 2

Portfolio of evidence - 80% per unit and

5 CMAs - 20% per unit

Core Skills

Surveying Technician Diploma

Portfolio of evidence - 100%

QAA Benchmark Mapping

n/a as a level 3 qualification it is aligned with RQF - Ofqual see

<https://www.gov.uk/government/publications/qualification-and-component-levels>
which sets out a level 3 qualification as

LEVEL 3

Knowledge descriptor (the holder...)

Has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks and address problems that while well-defined, may be complex and non-routine. Can interpret and evaluate relevant information and ideas. Is aware of the nature of the area of study or work. Is aware of different perspectives or approaches within the area of study or work.

Skills descriptor (the holder can...)

Identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well- defined, may be complex and non-routine. Use appropriate investigation to inform actions. Review how effective methods and actions have been.

And

<https://www.gov.uk/government/publications/total-qualification-time-criteria>

Surveying Technician Diploma

PSRB Benchmark Mapping

The below table maps the programme and its units against the approved apprenticeship framework and assessment plan.

CEM Units	Apprenticeship Standard – Surveying Technician		ASSESSMENT PLAN LEVEL 3 - SURVEYING TECHNICIAN APPRENTICESHIP				
	What is required - In the context of land, property and construction:	What is required: In the context of the surveying environment:	Standard and key requirements	Assessment methods	Standard and key requirements	Assessment methods	
CORE UnitS:	Learning Outcomes	CORE KNOWLEDGE	CORE SKILLS	CORE KNOWLEDGE	CORE SKILLS		
				CK 6 Construction Technology	CS4 Construction Technology		
Unit 1: Construction Technology	O1 Illustrate low rise domestic building construction techniques	Describe the technology of low rise buildings including materials	Apply the principles of construction technology and the environmental performance of materials	CK6.1 Low rise domestic building construction techniques and services	Diploma assignments	CS4.1 Read and interpret design drawings	Portfolio of evidence
	materials for low rise domestic buildings given the required function and use			CK6.1 Construction materials for low rise domestic buildings	Diploma assignments	CS4.2 Identify construction materials for low rise domestic buildings	Portfolio of evidence
	recognise the main principles causes of building failure			CK6.2 Principles of building failure	Diploma assignments	CS4.3 Identify causes of failure in construction materials and assess their performance	Portfolio of evidence
Unit 2: Law Regulations and H&S	Describe the English legal system	Outline the English legal system, law of contract and law of tort	Apply the principles of contract law to include either contracts for acquisition/disposal of property, standard forms of building contracts or other property related contracts	CK1 Law		CS3 Law	
				CK1.1 The English legal system	Diploma assignment	CS3.1 Apply contract law to either contracts for acquisition/disposal of property, standard forms of building contracts or other property related	Portfolio of evidence
				CK1.2 Principles of law of contract	Diploma assignment	CS3.2 Take action to avoid professional negligence	Portfolio of evidence
	Outline the principles of law of contract and law of tort	Describe the principles and responsibilities relating to H&S imposed by law, codes of practice and other regulations	Demonstrate the application of health and safety issues and the requirements for compliance	CK1.3 Principles of law of tort. This will include duty of care, negligence, nuisance, trespass and remedies	Diploma assignment	CS3.3 Demonstrate compliance with legal requirements relevant to the area of practice	Portfolio of evidence
				CK4 Health and safety		CS2 Health and safety	
				CK4.1 Principles of health and safety at work	Portfolio of evidence	CS2.1 Apply health and safety procedures	Portfolio of evidence
Explain key mathematical principles, principles of measurement, the importance of accuracy, data management and confidentiality	Be aware of economic principles and the operation of economic and property/construction markets	Measure and collect data relevant to the surveying discipline	CK4.2 Health and safety legislation	Portfolio of evidence	CS2.2 Demonstrate compliance with health and safety legislation and regulation	Portfolio of evidence	
			CK4.3 Codes of practice and regulations	Portfolio of evidence	CS2.3 Personal safety	Portfolio of evidence	
			CK3 Economics				
Unit 4: Economics, Costing and Pricing (& data)	describe the implications of the basic principles of economics upon the construction industry	Explain key mathematical principles, principles of measurement, the importance of accuracy, data management and confidentiality	CK3.1 Basic economic principles	Diploma assignment			
			CK3.2 The principles of economic markets	Diploma assignment			
			CK3.3 The Property and construction market	Diploma assignment			
Unit 3: Sustainability	Outline the principals of sustainability explain the importance of sustainability to construction and property	Explain how and why sustainability seeks to balance economic, environmental and social objectives	CK2 Data collection		CS1 Data collection		
			CK2.1 Key mathematical principles relating to data collection	Diploma assignment	CS1.1 Collect relevant data	Portfolio of evidence	
			CK2.2 Principles of measurement and importance of accuracy	Diploma assignment	CS1.2 Take measurements	Portfolio of evidence	
Outline the principals of sustainability explain the importance of sustainability to construction and property	Explain how and why sustainability seeks to balance economic, environmental and social objectives	Explain how and why sustainability seeks to balance economic, environmental and social objectives	CK 2.3 Data management and confidentiality	Portfolio of evidence	CS1.3 Provide data to others	Portfolio of evidence	
			CK5 Sustainability				
			CK5.1 Principles of sustainability – economic, environmental and social	Diploma assignments			
Outline the principals of sustainability explain the importance of sustainability to construction and property	Explain how and why sustainability seeks to balance economic, environmental and social objectives	Explain how and why sustainability seeks to balance economic, environmental and social objectives	CK5.2 Sustainability in construction and property	Diploma assignments			
			CK5.3 Legislation and regulation	Diploma assignments			

Surveying Technician Diploma

				CK7 Personal effectiveness		CS5 Personal effectiveness	
Covered in a non credit bearing Unit: Core Skills		Explain how to manage own time and tasks, communicate and negotiate effectively	Manage own time and tasks, communicate and negotiate effectively	CK7.1 The importance of managing time and tasks	Portfolio of evidence	CS5.1 Manage time and tasks	Portfolio of evidence
				CK7.2 Effective written and verbal communication	Portfolio of evidence	CS5.2 Communicate effectively	Portfolio of evidence
				CK7.3 Negotiation	Portfolio of evidence	CS5.3 Negotiate effectively	Portfolio of evidence
SPECIALIST UnitS:				OPTIONAL KNOWLEDGE (two to be)		OPTIONAL SKILLS	
Unit 5 REM : Valuation and appraisal	describe the reasons for undertaking standard forms of valuation	Describe the reasons for valuations and the methods to provide both capital and rental valuation advice	Undertake capital and rental valuations and demonstrate involvement with the preparation of client reports. Use a variety of valuation methods and techniques and use the relevant valuation standards and guidance	OK8 Valuation and appraisal		CS6 Valuation and appraisal	
	identify the common methods used to provide capital and rental valuation			OK8.1 Reasons for valuation	Diploma assignment	CS6.1 Undertake capital valuations	Portfolio of evidence
	be guided to undertake simple freehold and leasehold valuations			OK8.2 Methods of valuation	Diploma assignment	CS6.2 Undertake rental valuations	Portfolio of evidence
Unit 5 BS: Building pathology	describe the common causes of building material failure	Be aware of common building defects including collection of information, measurement and tests	Undertake surveys, using survey and other information to diagnose cause and mechanisms of failure	OK9 Building pathology		CS7 Building surveys	
	be aware of reasons for common building defect and how they are diagnosed			OK9.1 Reasons for failure	Diploma assignment	CS7.1 Undertake inspections	Portfolio of evidence
	Undertake simple surveys and utilise survey information to determine mechanisms of failure			OK9.2 Common building defects	Diploma assignment	CS7.2 Take measurements and undertake tests	Portfolio of evidence
Unit 5 QS: Costing and cost planning of construction works	describe the reasons for standard methods of measurements of construction works	Be aware of the principles of quantification and costing of construction works and how cost planning assists in the financial control of projects	Quantification, costing and cost management of construction works, including the use of appropriate standard methods of measurement and forms of cost analysis.	OK12 Costing and cost planning of construction works		CS10 Costing and cost planning of construction works	
	explain the principles of quantification and costing and their interrelation to the financial control of construction projects			OK12.1 Quantification of construction works (measurement and definition)	Diploma assignment	CS10.1 Quantity construction works	Portfolio of evidence
	utilise standard methods of measurement to quantify simple construction work with associated cost analysis			OK12.2 Measurement of buildings and structures to agreed standards	Diploma assignment	CS10.2 Produce pricing documents	Portfolio of evidence
Unit 6 REM: Property and planning law	Explain principles of land law.	Explain principles of land law, the law of landlord and tenant and planning law	Apply the law and practice relating to at least two of property, landlord and tenant or planning	OK10 Property and planning law		CS8 Property and planning law (apply the following to at least two of property, landlord and tenant and planning)	
	Explain principles of the law of landlord and tenant			OK10.1 Principles of land law	Diploma assignment	CS8.1 Assist in the negotiation of legal issues	Portfolio of evidence
	Explain the principles of planning law			OK10.2 Landlord and tenant law	Diploma assignment	CS8.2 Prepare reports on legal matters	Portfolio of evidence
Unit 6 BS&QS: Tendering , Procurement and contracts	Describe the main types of procurement and tendering processes used in the construction industry	Describe the main types of procurement and tendering and the various forms of contract used in the construction industry	Implement procurement routes selected for projects and carrying out tendering processes relevant to them	OK10.3 Planning law	Diploma assignment	CS8.3 Demonstrate compliance with legislation	Portfolio of evidence
	Describe the various forms of contract used in the construction industry			OK11 Procurement and contracts		CS9 Tendering and procurement	
	investigate the use of procurement , tendering and contract used on construction projects			OK11.1 Types of procurement	Diploma assignment	CS9.1 Assist in implementing procurement routes	Portfolio of evidence
				OK11.2 Forms of contract	Diploma assignment	CS9.2 Assist in agreeing construction contracts	Portfolio of evidence
				OK11. Tendering and negotiation processes	Diploma assignment	CS9.3 Produce or assess tender documentation	Portfolio of evidence