

Diploma in Surveying Practice

Programme Specification
September 2014

Diploma in Surveying Practice Continuation Sheet

Awarding Institution:	The College of Estate Management
Teaching Institution:	The College of Estate Management
Programme length:	2 years for students entering Part 1
Date of specification:	July 2014
Course Leader:	Steve Bickell
Board of Studies:	Undergraduate Board of Studies
Recognition:	The Royal Institution of Chartered Surveyors (for entry to the Associate Assessment)

Summary of Programme Aims

The programme aims to provide students with a sound technical knowledge and understanding of the principles and practices involved in surveying. In addition, the programme delivers particular technical skills associated with most RICS Faculties.

Transferable skills

The development of key transferable skills is central to the development of technical competence and is therefore an essential element of the course. The programme has been designed to allow students the opportunity to enhance their skills relating to communication (both written and oral), information handling, numeracy, team working, problem solving and the use of information technology.

This will be demonstrated in the assignment and project work that the student submits and in the face-to-face sessions where appropriate. The distance learning aspect of the course also encourages self-discipline, self-motivation and good time management.

Programme content

To meet the aims of providing the student with a sound technical knowledge and understanding of the principles and practices involved in surveying, three of the four Part 1 modules are common to all students; students have to choose one of three modules to complete Part 1: either Land Use (suitable for property-based study) or Introduction to Construction Practice (suitable for construction-based study) or Introduction to M&E QS Practice (suitable for mechanical and electrical quantity surveying study). At Part 2, again students may select modules appropriate to their desired expertise. In this way, students gain technical expertise focused on their chosen career path. Additional focus on technical expertise is provided through the Portfolio of Work-Based Learning which students undertake and develop throughout their period of study on the course.

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Programme of Study

FHEQ

PART 1

Compulsory modules

<i>Mod Code</i>	<i>Module Title:</i>	<i>Credits</i>	<i>Level</i>
B101TC	Technical and Professional Communication	30	4
B102LU	Land Use Studies	30	4 or
B105CP	Introduction to Construction Practice	30	4 or
B106ME	Introduction to M&E QS Practice	30	4
B103LS	Legal Studies	30	4
B104BTA	Building Technology A	30	4

PART 2

Compulsory modules

<i>Mod Code</i>	<i>Module Title</i>	<i>Credits</i>	<i>Level</i>
B207BTB	Building Technology B	20	5
B213PE	Introduction to Property Economics	30	5 or
B212CE	Introduction to Construction Economics	30	5
B206MAN	Introduction to Management	20	5

Elective module

Students are required to study a maximum of one 30 credit point FHEQ Level 5 Technical Skills module. They may elect one of the following:

<i>Mod Code</i>	<i>Module Title</i>	<i>Credits</i>	<i>Level</i>
B215CP	Technical Skills – Construction Practice <i>(Recommended for careers in construction, project management, quantity surveying, project management etc)</i>	30	5
B210CD	Technical Skills – Building Pathology <i>(Recommended for careers in building surveying, facilities management, building control etc)</i>	30	5
B208REA	Technical Skills - Real Estate Agency <i>(Recommended for careers in residential agency and residential management, homebuyer surveys etc)</i>	30	5
B211CPP	Technical Skills – Commercial Property Practice <i>(Recommended for careers in commercial property, valuation, planning and development, etc)</i>	30	5
B214MEC	Technical Skills – M&E QS Practice <i>(Recommended for careers in building services)</i>	30	5

Additional Technical Skills options may be added as specialist demand arises.

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Compulsory module

(to be undertaken throughout the study period and assessed at the end of the course)

Mod Code	Module Title		
	Portfolio of Work Based Learning or NVQ Level 3 in an appropriate property or construction-related subject	20	5

Progression requirements

Each module is assessed to the following criteria:

Pass	40%
Merit	60%
Distinction	70%

Students who fail one module at Part 1 may proceed to Part 2 at the discretion of the Examinations Board. They may then have a further attempt at that module at the same time as studying their Part 2 modules.

Students who fail more than one module must pass the failed modules before proceeding to the next Part.

Students are allowed three attempts at each module at each Part of the course.

Summary of teaching and assessment

Teaching is organised in modules that typically involve distance learning study materials supplemented by periods of face-to-face teaching. All modules are assessed by a combination of examination and/or assignments. The weighting attributed to each element of assessment in a module is provided on the individual module specification and is designed to reflect the learning outcomes of the individual module.

Students who leave the course after Part 1 having gained 120 credits at level 4 will be entitled to the award of a Technical Certificate in Surveying.

Admission requirements

Entrants on this course are normally required to have obtained a Grade C or better in English and Mathematics at GCSE or equivalent.

Students are normally required to be engaged in relevant employment, and the employer is asked to provide a letter of support with the application.

Admissions: Admissions activities are carried out by the Admissions Team, Course Leaders and the Admissions Committee.

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Support for students and their learning

The College recognises that its student support mechanisms will be critical to the success of students and thereby the course. It further recognises that the typical student entering this course will not be familiar with the discipline required in studying by distance learning. To address these issues The College has:

- Developed the course of study to draw on students' work experience, thereby giving relevance to the study materials.
- Provided recognition of work-based learning in the schedule of assessment.
- Set up an employer/College mentoring system.
- Set up a web-based Virtual Learning Environment to provide a 'Learning Community' giving access to lecturing staff, fellow students and the range of administrative support provided by the College
- Appointed a Course Leader and a Course Administrator to the programme to provide academic, procedural and pastoral advice to students
- Provided textbooks and audio-visual material (as appropriate) to support the study material.

Career prospects

This course has been designed and developed to meet the expanding market for recognised expertise at a technical level in surveying. The RICS has identified the area of Associate Surveyor as essential to the development of the profession and is currently making a particular effort to develop the importance of this career route. Recognition of the award from other professional bodies will be sought when such opportunities arise.

Provision has been made for successful candidates to continue their studies to degree level and beyond if they so desire.

Educational aims of the programme

The programme aims to:

- provide a thorough technical-level education (levels 4 and 5) in Surveying with a choice of career paths;
- provide a sound understanding of the principles and practices required by the current profession at technical level;
- produce competent surveyors with the ability to progress to Associate membership status of The Royal Institution of Chartered Surveyors (AssocRICS).

Programme Outcomes

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills, qualities and other attributes in the following areas.

(*Note:* The specification provides a concise summary of the main features of the programme and the learning outcomes that typical students might reasonably expect to achieve and demonstrate if they take full advantage of the learning opportunities provided. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of each module can be found in module and study folders).

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Knowledge and Understanding

<p>A Knowledge and understanding of:</p> <ol style="list-style-type: none">1 the well-established principles of the chosen area of surveying and the way in which those principles have developed2 the technology required for constructing a range of buildings and their associated services3 the legal background to working in the construction industry4 the economics relating to construction and property5 the management of organisations and products	<p>Teaching/learning methods and strategies</p> <p>The knowledge required for each module is contained in the study papers and supported by lectures and workshops. Study papers contain self-assessment questions and answers. Feedback is given on assessed work only.</p> <p>Assessment</p> <p>Knowledge is tested through a combination of coursework, assignments and examinations.</p>
<p>B Intellectual skills – able to:</p> <ol style="list-style-type: none">1 think logically2 apply underlying concepts and principles outside the context in which they have been studied, including the application of those principles in an employment context3 organise tasks into a structured form4 transfer appropriate knowledge and methods from one topic within a subject to another5 plan, conduct and write a report	<p>Teaching/learning methods and strategies</p> <p>The format of the assignments and examination questions will generally be based around practical situations requiring application of theory and good practice. More straightforward problems will be used at Part 1, but at Part 2 students will be required to transfer the knowledge from previous modules and apply it to particular problems.</p> <p>Assessment</p> <p>Items 1 – 5 will be assessed through assignments, portfolio of work-based learning, and examinations</p>

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C Practical skills – able to:

- 1 use the main methods of enquiry and to evaluate critically the appropriateness of different approaches to solving problems in the chosen area of surveying
- 2 collect and record data in a logical and retrievable format
- 3 gain an understanding of the limits of their knowledge and of how this influences analysis and interpretations based on that knowledge

Teaching/learning methods and strategies

The 'Technical Skills' modules are directed at providing the technical skills required for the chosen career paths. These skills are developed from the foundation of general surveying knowledge incorporated in the other modules studied. In addition, the Portfolio of Work Based Learning will measure the application of the theory in the work place and the influence of the professional environment on the application of theory. Each module clearly sets out the limits of knowledge contained in the module.

Assessment:

Practical skills will be measured in all assignments and examinations. However, particular emphasis on assessing practical skills will occur in the assessment of the 'Technical Skills' module and the Portfolio of Work Based Learning.

D Transferable skills – able to:

- 1 communicate effectively including using IT
- 2 work as part of a team
- 3 show self-motivation
- 4 manage their time
- 5 develop CPD discipline

Teaching/learning methods and strategies

The use of IT is embedded throughout the course, both in communicating with the College and as a tool for word processing and spreadsheet calculations. The distance learning aspect of the course encourages self-motivation and time management and, because most students are already in employment, encourages the development of good CPD practice. Team working will be encouraged by local tutor groups, group exercises and at face-to-face sessions.

Assessment

Assignments, portfolio and examinations assess communication in the written form. The other skills are not directly assessed but their effective use will improve performance in modules.