



UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

RICS Associate 900 Study Hours

Programme Specification
Academic Year 2018-2019

Reference:

Version: 7.00

Status: Final

Author: S Lee

Date: 18/07/2017

Summary Programme Details

Final Award	
Award:	Certificate of Personal and Professional Development (CPPD)
Title of (final) Programme	RICS Associate 900 Study Hours
Credit points:	100 CAT points
Level of award (QAA FHEQ):	5 and 6
Intermediate award(s)	
Intermediate award 1:	N/A
Credit points:	N/A
Level of award (QAA FHEQ):	N/A
Intermediate award 2:	N/A
Credit points:	N/A
Level of award (QAA FHEQ):	N/A
Validation	
Validating institution:	University College of Estate Management (UCEM)
Faculty	Construction
Date of last validation:	March 2015
Date of next periodic review:	TBC
Professional accreditation	
Accrediting body:	Recognised by Royal Institution of Chartered Surveyors (RICS) as providing study hours to satisfy the requirements for 900 hours Associate progression route.
Date of last programme accreditation:	N/A
Date of next periodic review:	N/A
Accrediting body:	N/A
Date of last accreditation:	N/A
Date of next periodic review:	N/A
Miscellaneous	
QAA benchmark statement	<i>Construction Property and Surveying QAA (2008)</i>
Date of commencement of first delivery	April 2015
Duration	1.5 years
Maximum period of registration	4 years

RICS 900 Study Hours Programme Specification

UCAS Code	N/A
Programme Code	UXXC90
Other coding as required	N/A

Programme Overview

Rationale

The RICS Associate 900 Study Hours Certificate of Personal and Professional Development (CPPD) programme is designed for students seeking progression from AssocRICS to gain chartered membership. The CPPD programme is designed to enable students to undertake a selection of modules from the accredited UCEM BSc (Hons) provision. There are various pathways in the programme suited to the various professional disciplines. These have been chosen to reflect the pathways typically chosen by students undertaking similar programmes in the past.

Entry Requirements

Entrants to this CPPD programme are normally required to have attained one of the following:

- AssocRICS; or
- be seeking AssocRICS. plus 2 years' experience in relevant employment.

All UCEM programmes are taught and assessed in English. The student will therefore be required to demonstrate adequate proficiency in the language before being admitted to a programme:

- GCSE Grade C or above in English Language or English Literature (Grade 4 for applicants holding newly reformed GCSEs in England), or an equivalent qualification. For further information on equivalent qualifications please contact admissions@ucem.ac.uk
- Grade 5.5 or above, with at least 5.0 in the reading, writing and listening modules, in the International English Language Testing System (IELTS) test administered by the British Council in the Social Sciences academic module
- 79 or above in the Internet option, 213 or above in the computer-based option or 550 or above in the paper-based option, of the Teaching of English as a Foreign Language (TOEFL) test

If a student does not meet the standard entry requirements, and is over 21 years of age, UCEM will consider the application on an individual basis. In these cases, the application will be assessed by the Programme Leader, who will give careful consideration to any professional and life experiences as well as any academic or vocational qualifications the student may hold. The student may be asked to provide a detailed personal statement and/or a reference or letter of support from an employer or mentor to support the application.

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

RICS 900 Study Hours Programme Specification

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

UCEM policy and procedures for Recognition of Prior Experiential Learning (RPEL) and Recognition of Prior Certificated Learning (RPCL) are set out in the UCEM Code of Practice: Admissions and Recognition of Prior Learning. This policy statement takes precedence in any such decision.

RPEL may be used for admission onto an undergraduate programme in accordance with the entry requirements stated in the section above.

UCEM also recognises credit awarded by higher education degree awarding bodies in accordance with the relevant higher education qualifications framework and allows that credit to count towards module exemption from an undergraduate programme.

Normally the maximum credit for prior learning that can be counted towards a programme is 66% (two thirds). RPEL and RPCL do not enable the transfer of credit/exemption from classification modules.

Programme Progression

Students who are successful in completing this CPPD programme and obtaining membership of the RICS would be eligible to undertake one of UCEM's postgraduate programmes.

Award Regulations

Students who successfully complete the required 100 credits, with a minimum of 40 credits at level 6, will be awarded the Certificate of Personal and Professional Development (CPPD) RICS Associate 900 study hours.

Career Prospects

This programme supports students in furthering their professionalism within industry and will enhance their career path opportunities.

Programme Aims

Programme Aims

The CPPD programme is designed for holders of the AssocRICS qualification or those in the final stages of seeking AssocRICS wishing to progress to full chartered membership. It meets the RICS requirement stipulated for this route to full membership of a minimum number of 900 study hours, which need to be taken from an accredited academic programme. Academically it develops a student's ability to integrate theory and practice and to collate and evaluate data in order to solve complex problems.

Market and Internationalisation

- A cohesive mix of modules at levels 5 and 6 designed to support students' study;
- The flexibility to choose the start date – two intakes per academic year (October or April semester);
- The flexibility for students to choose the pace of their study;
- The ability to interact with students from different programmes and in varied geographical locations locally and internationally via the VLE;
- International professional, personal and academic networking opportunities, and;
- RICS recognition.

Learning Outcomes

	Level 6	Relevant modules
A – Knowledge and understanding	A6.1 Awareness and systematic understanding of issues and the wider business environment including the political, economic, legal, social, technological, cultural, health and safety, sustainability and global influences within which property, construction and client organisations operate;	Due to the nature of the Programme all modules will assess all of the Learning Outcomes.
	A6.2 Evaluation of the theories and techniques utilised in the built environment sector.	
B – Intellectual skills	A6.3 Assess a range of resources including contemporary sources, draw on evidence to reflect and evaluate competing explanations to provide appropriate conclusions;	
	A6.4 Analyse and solve complex problems using appropriate models and methods;	
	A6.5 Transfer appropriate knowledge and methods from one topic to another within or between modules;	
	A6.6 Select and apply appropriate techniques of analysis and appraisal;	
C – Subject practical skills	A6.7 Acquire, analyse and evaluate data and judge its relevance and validity to a range of built environment situations.	
D – Key / Transferable skills	A6.8 Communicate clearly and concisely at an appropriate academic level on programme related issues;	
	A6.9 Demonstrate the academic ability to research from a range or sources to formulate arguments.	

Programme Structure

Code	Module	Level	Credits	Core /Elective
QSP5CPR	Contract Procedures	5	20	E
MAN6CMC	Commercial Management in Construction	6	20	E
MAN6CPM	Commercial Property Management	6	20	E
LAW5PRL	Property Law	5	20	E
BSU5PCO	Planning and Conservation	5	20	E
BSU6BPA	Building Pathology	6	20	E
LAW6CON	Construction Law	6	20	E
BSU6PSP	Professional Surveying Practice	6	20	E
QSP5BEC	Building Economics	5	20	E
QSP6CQS	Contemporary QS Practice	6	20	E
PMA6CPM	Construction Project Management	6	20	E
VAL5VCP	Valuation: Context and Principles	5	20	E
VAL5VCM	Valuation: Core Methods	5	20	E
BSU6BSP	Building Surveying Practice	6	20	E
BSU5DES	Design and Structures	5	20	E
INV6INV	Investment	6	20	E
VAL6APP	Applied Valuation	6	20	E

Notes

Students may study up to two modules part time in any semester. The complete programme is recommended to be studied over a 1.5-year period. Students are advised to take only 1 module in their first semester.

All modules are elective, however students are advised to first choose a pathway and then modules from the selected pathway. (See following diagrams for clarification).

Delivery Structure

Pathways: To support the various RICS APC pathways it is recommended that students choose their modules from the following pathways.

April start:

Semester	Quantity Surveying	Building Surveying	Real Estate
April	Induction	Induction	Induction
April	Building Economics (level 5)	Design and Structures (level 5)	Valuation – Context and Principles (level 5)

RICS 900 Study Hours Programme Specification

Semester	Quantity Surveying	Building Surveying	Real Estate
October	Contract Procedures (level 5)	Planning and Conservation (level 5)	Commercial Property Management (level 6); <i>or</i> Property Law (level 5)
October	Commercial Management in Construction (level 6); <i>or</i> Construction Law* (level 6)	Building Pathology (level 6)	Professional Surveying Practice (level 6); <i>or</i> Property Law (level 5)
April	Contemporary Quantity Surveying Practice (level 6)	Construction Project Management (level 6)	Valuation – Core Methods (level 5)
April	Construction Project Management (level 6)	Building Surveying Practice (level 6)	Investment/Applied Valuation** (level 6)

*Students will be advised that this module requires previous study of law,

** The Applied Valuation elective is only available in the April semester and students may extend the programme to take this module.

October start:

Semester	Quantity Surveying	Building Surveying	Real Estate
October	Induction	Induction	Induction
October	Contract Procedures (level 5)	Planning and Conservation (level 5)	Professional Surveying Practice (level 6)
April	Building Economics (level 5)	Design and Structures (level 5)	Valuation – Core Methods (level 5)
April	Contemporary Quantity Surveying Practice (level 6)	Building Surveying Practice (level 6)	Valuation – Context and Principles (level 5); <i>or</i> Applied Valuation** (level 5)
October	Commercial Property Management (level 6); <i>or</i> Construction Law* (level 6)	Professional Surveying Practice (level 6)	Commercial Property Management (level 6)
October	Commercial Management in	Building Pathology	Property Law (level

RICS 900 Study Hours Programme Specification

Semester	Quantity Surveying	Building Surveying	Real Estate
	Construction (level 6)	(level 6)	5)

*Students will be advised that this module requires previous study of law,

** The Applied Valuation elective is only available in the April semester and students may extend the programme to take this module.

Module Summaries

Elective Modules

Contract Procedures

This module develops the knowledge gained from contract and tort law to focus the specific aspects of construction contracts where it is common to find standard forms of building contracts. The purpose of the module is to develop the broader understanding of law and to apply it to common eventualities on construction and building services projects. This module aims to provide students with the contractual knowledge required to deal on behalf of all parties associated with construction contracts from inception to completion.

Commercial Management in Construction

This module builds upon various subjects studied in the earlier years and allows the exploration of a range of strategic and operational issues in construction commercial management of contracting organisations.

The dynamic business environment within which contracting organisations operate mean that they need to be astute when competing/bidding for work and seeking to sustain their turnover and profit margin whilst enhancing stakeholder value. This module therefore provides an opportunity to develop the knowledge, understanding and skills required to operate in a competitive construction commercial environment.

Furthermore, the paramount need of a holistic combination of knowledge, understanding, skills, techniques, maturity of scholarship and commercial vocational acumen is emphasised in this Level 6 module.

Commercial Property Management

This module aims to provide the student with the ability to analyse the role of real estate in investment and occupation contexts; consider the application of management principles in optimising the benefits of estates to investors and users; consider alternative strategies and their implementation; examine the various functions involved in managing real estate assets with regard to legislation.

Property Law

This module aims to provide the student with a detailed exploration of the law relating to UK agricultural tenancies and other legal matters of importance to rural surveyors.

Planning and Conservation

RICS 900 Study Hours Programme Specification

Planning and Conservation

This module provides a brief introduction to evolution of buildings from the 18th to 20th century. It also provides a brief introduction to the UK planning system, and its organisations. It comprises the dating of buildings through the evolution of materials and architectural styles from the 18th to 20th century together with plan policy and plan making, the regulations affecting development together with some contemporary planning issues. The overall emphasis is on the practical approach.

A cornerstone of success in higher education is the ability to research and record effectively. The module requires the application of good research skills, referencing, drawing and writing skills in the two pieces of coursework. Delivery of the module is by a mixed diet of UCEM texts, VLE-based documentation including quizzes, podcasts and case studies.

Building Pathology

This module focuses on building pathology. It comprises; Fundamentals of decay and pathology; Materials; Investigation and testing; Substructures; Walls/ frame; Floors; Windows and doors; Roofs and roofing; Building services; External works; Domestic surveys; Commercial/ industrial surveys; Historic building surveys; Special situations. The legislation is based on England and Wales. A range of building pathology issues are covered for different building forms and situations.

Construction Law

This module aims to provide students with an understanding of the major issues of law embraced by construction projects.

The module also aims to give students an in-depth understanding of the issues related to construction disputes and the various commonly used methods of dispute resolution.

Professional Surveying Practice

This module focuses on professional surveying practice. It comprises the following fields of practice; international rules, regulations and codes, neighbouring and boundary matters (including party walls and rights of light), and dilapidations. The module builds on previous modules on law and building technology to give a greater level of academic and practical awareness which will be of use to those wishing to learn more about these fields of professional practice or those developing their competence in those fields.

Building Economics

This module provides students with a comprehensive understanding of commercial aspects of a construction project during the pre-contract phase including costs, financing, value management and cost control and where applicable the profitability of development opportunities.

Contemporary Quantity Surveying Practice

This module aims to provide the student with opportunity to explore a range of issues which contribute in various ways to the development of the quantity surveying profession

RICS 900 Study Hours Programme Specification

Contemporary Quantity Surveying Practice

in different parts of the world.

Construction Project Management

This module builds upon various subjects studied in the earlier years and allows the exploration of a range of strategic and operational issues in construction project management.

The construction project manager (CPM) plays a key role at all stages of the construction process for a diverse type of clients' organisations that operate in a dynamic environment. The fundamental needs for clients to enhance added value in their construction projects and increasingly now to also improve the stakeholder utility means that the CPM has a critical contribution to make in such a venture. This module therefore provides an opportunity to develop the knowledge, understanding and skills required to operate as a CPM in the context of the property and construction industries.

Furthermore, the paramount need of a holistic combination of knowledge, understanding, skills, techniques, maturity of scholarship and commercial vocational acumen is emphasised in this Level 6 module.

Valuation: Context and Principles

This module sets property valuation in the broad economic and financial context, and examines the purpose of property valuations; the stakeholders in the valuation process; regulatory, ethical and sustainability issues; and provides an overview of the main valuation methodologies.

Valuation: Core Methods

This module examines in details the three key property valuation methods; comparative, investment and residual. It is primarily based on calculation and analysis and aims to develop the skills required to undertake valuations of the most common property types, namely residential, offices, retail and industrial.

Building Surveying Practice

This module focuses on building surveying practice. It comprises; building surveying, professionalism ethics and conduct, maintenance theory and practice, building adaption theory and practice. Legislation is based on England and Wales. A range of building surveying issues are covered for different building forms and situations.

Design and Structures

This module covers key aspects in the theory and practice of design for buildings and also structures for buildings. It builds on the building, environment and technology covered in previous modules and applies them to normal design situations. It also builds on the structural elements within the preceding building, environment and technology modules and introduces structural calculation, theory and application on building approval.

It comprises; The nature and relevance of design; parameters, design information and data; site; space; technology fabric; technology services; aesthetics; the nature and

RICS 900 Study Hours Programme Specification

Design and Structures

relevance of structures; extent of parameters, structural information and data such as design codes and 'rules of thumb'; structural theory, structural calculations, practical application for building control.

Investment

This module aims to provide the student with the ability to understand, analyse and critically appraise the real estate investment market, and to understand the principles and practice of investment portfolio management.

Applied Valuation

This module aims to examine the appropriate valuation methodology and inputs applicable to a range of complex valuation situations, as well as the impact of debt in development and discounted cash flow appraisals. This includes the possible impact of sustainability issues on valuation, professional and regulatory bodies' requirements with regard to valuations for specific purposes, and the use of sensitivity analysis and its application in development appraisals.

Learning, Teaching and Assessment

Study support: Induction Module:

All students are expected to complete the non-credit bearing Induction Module before the programme commences. The Induction Module is designed to equip students with the skills they need to study at UCEM. The purpose of the Induction Module is to;

- begin to prepare the student for studying with UCEM;
- enable UCEM to identify further ways in which the Institution may be able to facilitate and support the student as they progress through their learning journey.

There are a variety of resources which will help the student to get started. These include tutorials regarding how to use the VLE (Virtual Learning Environment), the VitalSource Bookshelf, the UCEM e-Library and information regarding how to join a webinar. All of this information is key to having a successful start to supported online learning with UCEM.

There is a compulsory, 'Writing in Your Own Words' e-learning resource and associated quiz. This resource aims to provide the student with relevant examples of referencing, and a clear understanding of what plagiarism is and how to avoid it. Additionally, it is essential to complete the 'Readiness for Learning' questionnaire, which will prompt the student to consider the practicalities surrounding their studies. This element of the Induction Module is compulsory, and designed to provide feedback to the institution in order to identify further ways in which UCEM may be able to facilitate and support the student as they progress. Further information relating to study skills support is also included.

RICS 900 Study Hours Programme Specification

Student Learning Support:

The programme is delivered via UCEM's Virtual Learning Environment (VLE) and academic teaching and support is provided online giving student's access to UCEM tutors and other students worldwide.

UCEM's 'Student Central' function will act as the main point of contact for students throughout the duration of their programme. In addition, the programme has a dedicated programme administrator.

The academic team will guide and support students' learning. Furthermore, all students who do not engage with initial assessment or the VLE will receive additional support from the Programme team. Other UCEM administrative teams provide support for coursework, examinations and technical issues including ICT.

Each student, wherever their location, will have access to a wealth of library and online materials to support their studies. International students will be supported through international case studies and guest speakers from the region will be invited to UCEM's webinar delivery.

Special Needs support is provided via a dedicated Disability and Wellbeing team at UCEM. The Learning and Teaching Enhancement Team work across faculties and departments to promote student retention, achievement and success. This work is achieved through a multi-faceted approach, which consists of:

- identifying students who are at risk of deferring, suspending and/or with-drawing at specific points in the academic calendar,
- working with Faculty Heads, Programme Leaders and tutors to identify ways in which student success can be further facilitated,
- supporting both students and academic staff through timely interventions which may include creating support materials and providing academic study skills support through academic skills surgeries.

Relevant research is also carried out to inform proactive interventions, and to develop policy and practice.

English Language Support:

English is the common language for all programmes. It is appreciated that some students will need additional 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:

Students are undertaking vocational programmes that are intrinsically linked to the accrediting professional bodies. Students are encouraged and supported to understand the need for the recognition of these bodies and guided as to how to meet the professional membership requirements. More generally, UCEM has a dedicated careers advisor to ensure students have appropriate access to careers education, information, advice and guidance.

RICS 900 Study Hours Programme Specification

Programme Specific Support:

Each programme has a Programme Leader, Module Leaders and Module Tutors to support the students throughout their time with the programme. The UCEM staff are accessible during normal UK working hours, during which they also monitor the 24/7 forums asynchronously and provide encouragement, assistance and necessary tutor and student feedback services. Access to the UCEM e-Library is on a 24/7 basis and UCEM has a full-time librarian during normal UK working hours.

Learning & Teaching Strategy

Module delivery follows a standard format incorporating a range of subject-appropriate resources suitable for the online supported learner.

This may include, but is not limited to, audio-visual presentations, webinars, interactive case studies and online journals and subject relevant field trips. Modules are supported by online access to subject-specialist tutors, core texts and access to the UCEM e-library. This is provided by UCEM's Virtual Learning Environment (VLE).

Students are encouraged to develop and apply their knowledge and understanding through a range of online activities and exercises to investigate and research given information. These require students to apply their awareness and comprehension to simple industry-related scenarios and issues.

Students are encouraged to share knowledge and ideas in relation to the construction industry and their studies. Teaching of module topics requires students' engagement with a range of online activities that develop communication and collaboration skills. The timing of these activities within the study period requires the development of effective time-management skills.

Assessment Strategy

Formative assessment

The purpose of formative assessment is to provide regular and constructive feedback to students to motivate and guide them through their learning. Formative assessment opportunities and feedback are provided on each module. These vary in format and may include self-assessment quizzes and tutor-guided discussion. All are designed to motivate and support the student.

Students are encouraged to engage in group discussions and collaborative learning with their peers and tutors. Formative assessment of the work-based learning element will be through regular reviews of, and feedback on, students' progress.

Where appropriate, both the workplace facilitator and the student receive review comments to help refine the students' work.

Communication, collaboration and time-management skills are tested through the range and requirements of summative assessment throughout the programme.

Summative assessment

Summative assessment methods and formats vary across the modules and include coursework, examination and portfolio work. All are appropriate to the individual module, its academic level and stated learning outcomes.

Cognitive skills are summatively assessed through a range of coursework tasks and examinations.

RICS 900 Study Hours Programme Specification

Assessment Strategy

Practical and professional skills are summatively assessed through a range of coursework tasks and examinations.

Communication, collaboration, analysis and problem-solving skills are tested through the range of formative and summative assessments.

Assessment Diet.

Level 5

1 coursework plus 1 final assessment (examination or second coursework)
20 credits per module

Level 6

1 coursework plus 1 final assessment (examination or second coursework)
20 credits per module

PSRB Benchmark Mapping

The programme is mapped against three pathways of the RICS depending on the choice of modules the student has selected. These are either the Building Surveying, Quantity Surveying or Real Estate pathways.

Signed.....

Alan Hill
Chair of the Joint Boards of Studies

Date.....

RICS 900 Study Hours Programme Specification

Assessment Strategy

Practical and professional skills are summatively assessed through a range of coursework tasks and examinations.

Communication, collaboration, analysis and problem-solving skills are tested through the range of formative and summative assessments.

Assessment Diet.

Level 5

1 coursework plus 1 final assessment (examination or second coursework)
20 credits per module

Level 6

1 coursework plus 1 final assessment (examination or second coursework)
20 credits per module

PSRB Benchmark Mapping

The programme is mapped against three pathways of the RICS depending on the choice of modules the student has selected. These are either the Building Surveying, Quantity Surveying or Real Estate pathways.

Signed.....*Alan Hill*.....
Alan Hill
Chair of the Joint Boards of Studies

Date.....*8 AUGUST 2017*.....