

Certificate of Higher Education (Cert HE) in Surveying Practice

Programme Specification 2018-
2019

Reference:

Version: 1.00

Status: Final

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Summary Programme Details

Final Award	
Award:	Certificate of Higher Education (Cert HE)
Title of (final) Programme	Surveying Practice
Credit points:	120
Level of award (QAA FHEQ):	4
Intermediate award(s)	
Intermediate award 1:	None
Credit points:	N/A
Level of award (QAA FHEQ):	N/A
Intermediate award 2:	None
Credit points:	N/A
Level of award (QAA FHEQ):	N/A
Validation	
Validating institution:	University College of Estate Management (UCEM)
Faculty	Real Estate Faculty
Date of last validation:	June 2014
Date of next periodic review:	June 2019
Professional accreditation & recognition	
Recognising body:	N/A
Date of last programme recognition:	N/A
Date of next periodic review:	N/A
Accrediting body:	N/A
Date of last accreditation:	N/A

Certificate of Higher Education (Cert HE) in Surveying Practice

Date of next periodic review:	N/A
Miscellaneous	
QAA benchmark statement	Foundation Degree qualification benchmark. Quality Assurance Agency (QAA), 2010, Foundation Degree Qualification Benchmark (May 2010) [online]. Available at: http://www.qaa.ac.uk/publications/informationandguidance/pages/foundation-degree-qualification-benchmark-may-2010.aspx (page 8) [accessed 18 th May 2016].
Date of commencement of first delivery	April 2018
Duration	1 year (standard route)
Maximum period of registration	6 years
UCAS Code	N/A
Programme Code	UDHCSPF
Other coding as required	N/A

Programme Overview/Rationale

The proposed Certificate of Higher Education (Cert HE) is a fully supported online learning experience that is designed to appeal to a very broad spectrum of students.

The programme:

- provides a higher education entry point for students who have insufficient qualifications or motivation to enrol onto an Honours Degree programme, develops appropriate and relevant knowledge, skills and techniques through introductory academic study at a higher-education level,
- meets the needs of students and their employers in the real estate and surveying sectors. It also caters for students not currently employed in this sector or unemployed,
- provides a progression opportunity to UCEM's BSc programmes, and programmes offered at other higher education institutions, in order to acquire Level 6 surveying and real estate related qualifications.

Entry requirements

Certificate of Higher Education

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

- GCSE Grade C or above in English and Mathematics (Grade 4 for applicants holding newly reformed GCSEs in England).

Certificate of Higher Education (Cert HE) in Surveying Practice

Entry requirements

Or,

- A Level 2 qualification in English and Mathematics as defined by the Regulated Qualifications Framework in England (RQF). For example the following qualifications can be considered for entry: Key Skills level 2, NVQ level 2, Skills for Life level 2, BTEC award, certificate or diploma level 2, Functional skills level 2, Cambridge National level 2, Cambridge Technical level 2. The academic level of International qualifications will be assessed using UK NARIC. For more information on equivalent qualifications please contact: admissions@ucem.ac.uk.

Applicants are normally expected to be 18 years old or over. Applicants under the age of 18 will be considered on a case by case basis by the Programme Leader.

If a student does not meet the standard entry requirements, UCEM will consider the application on an individual basis. In these cases, a student's 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.

All UCEM programmes are taught and assessed in English. In addition to the programme entry requirements listed above, all applicants 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.

[For English language requirements please click here.](#)

Applications are assessed in accordance with the UCEM [Code of Practice: Admissions and Recognition of Prior Learning \(click here\)](#).

Applicants may apply to enter the programme in either semester.

Applicants are able to choose study either 1 to 3 modules per semester depending on their outside time commitments. The initial standard offer is for 3 modules a semester however students can choose to progress at a slower pace. Clear guidance is given on UCEM web site as to the time commitment a standard module may require.

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

RPCL and RPEL routes are supported with the requirements being outlined within UCEM's various Codes of Practice, including the Code of Practice on Admissions and Recognition of Prior Learning (Section 12).

Certificate of Higher Education (Cert HE) in Surveying Practice

Programme progression

Assessment and Progression are conducted in accordance with the UCEM Academic and General Regulations for Students Levels 4-7 and the UCEM Undergraduate Assessment, Progression and Award Regulations.

Students will be allowed to progress at an advanced level on to the UCEM BSc programmes following successful completion of this programme, which offer the opportunity to achieve either a Diploma of Higher Education (Dip HE) or a Bachelor of Science (BSc) degree. The level of entry into the BSc will be dependent on students' prior performance, diet of modules passed and specialist BSc selected. Consideration here will be on given on the prior award level (Pass, Merit or Distinction) and the mapping of prior learning outcomes.

Award Regulations

On successful completion, a Certificate in Higher Education in Surveying Practice shall be awarded to those who exit the programme.

Awards are conferred in accordance with the UCEM Academic and General Regulations for Students Levels 4-7 and the UCEM Undergraduate Assessment, Progression and Award Regulations.

Career prospects

Certificates of Higher Education serve as a springboard for further study and/or entry into the professional workforce. This programme equips students with the essential subject knowledge and study skills to enable them to enter and work within the real estate and surveying areas of practice within 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 estate agency.

Programme Aims

Programme aims

The UCEM Certificate of Higher Education (Cert HE) is designed to provide access to higher education study for a wide range of applicants. These may include those who wish to enter the real estate and surveying professions but lack the appropriate academic qualifications, those who already work in the surveying industry seeking career progression and recognition and those who are self-employed and require more formal and/or professional qualifications. It will also be available to those not currently employed within, but who are interested in joining, the sector and wish to be employed therein.

Certificate of Higher Education (Cert HE) in Surveying Practice

Programme aims

The programme provides flexibility and breadth of study opportunities for students whilst aligning this programme with UCEM's wider academic offer. It aims to:

- develop students' ability to engage with the professional environment in order to describe, explain, analyse and report on surveying and business issues within the context of the real estate and construction sectors;
- provide both current and aspiring built environment and surveying professionals with an opportunity to develop appropriate skills and competencies in an area of construction and real estate that allows them to enhance their careers;
- provide an educational programme that is sufficiently flexible to give access to appropriately motivated students to allow them entry onto a Bachelor of Science Honours degree programme.

This Certificate of Higher Education programme enables students to transfer their credit onto a UCEM Bachelor of Science with Honours degree programme, to continue their studies.

Market and internationalisation

This programme is aimed at a UK and broad international audience; however, it has as its basis UK law and regulatory controls. The programme aims to utilise international case studies to widen understanding and where possible, international construction and surveying is considered along with international codes and conventions.

Learning Outcomes

Having successfully completed the programme, the student will have met the following learning outcomes.

	Level 4	Relevant modules
A.1 A – Knowledge and understanding	<p>A.1 Comprehension of the principles of surveying and the way in which they have developed.</p> <p>A.2 Understanding of technology involved in constructing a range of buildings.</p> <p>A.3 Awareness of organisational and financial management processes.</p>	<p>REP4REP. CON4COP, BSU4BSU, & TEC4BSC MAN4POM.</p>
B – Intellectual skills	<p>B.1 Systematic and logical reasoning acquired through a range of subject areas.</p> <p>B.2 Application of underlying concepts and principles in the context in which they have been studied.</p> <p>B.3 Transfer of appropriate knowledge and skills across and within subjects.</p>	All.

Certificate of Higher Education (Cert HE) in Surveying Practice

	Level 4	Relevant modules
C – Subject practical skills	C.1 Collect, record and present data logically. C.2 Develop skills to apply different approaches in solving a range of problems arising in professional practice scenarios.	MAN4RMT. All.
D – Key / Transferable skills	D.1 Communicate and collaborate using a range of media. D.2 Personal effectiveness, time management and ability to develop initiative. D.3 Basic problem solving.	MAN4COM. MAN4POM & MAN4RMT. All.

Programme Structure

Module List	Module	Core /Elective	Credits	FHEQ Level
MAN4COM	Technical and Professional Communication * ✓	Core	20	4
MAN4POM	People and Organisational Management	Core	20	4
MAN4RMT	Resources Management	Core	20	4
DEV4SUS	Introduction to Sustainable Development*	Core	20	4
TEC4BSC	Building, Environment, Technology and Simple Construction	Core	20	4
REP4REP	<i>Either:</i> Introduction to Real Estate Practice <i>or</i>	Elective	20	4
CON4COP	Introduction to Construction Practice <i>or</i>			
BSU4BSU	Introduction to Building Surveying Practice			

Certificate of Higher Education (Cert HE) in Surveying Practice

Notes:

* These modules are delivered in both semesters. ✓ This module must be studied in the student's first semester unless they have an exemption.

Delivery Structure

Semester	Month	Module
Autumn	10	Technical & Professional Communication, <i>or</i> Introduction to Sustainable Development
Autumn	10	People & Organisation Management
Autumn	10	Resources Management
Spring	4	Technical & Professional Communication, <i>or</i> Introduction to Sustainable Development
Spring	4	Building, Environment, Technology and Simple Construction
Spring	4	Elective module.

Notes.

This delivery structure is an indication of how the programme may be delivered. Due to the flexible nature of the programme and student requirements the modules may be taken at a slower pace. Students may join in either autumn or spring and they must study Technical & Professional Communication in their first semester of study.

Distinctive features of the programme structure:

- Access route to further HE study.
- Enhanced entry point on to UCEM BSc programmes following successful completion of this programme.
- Choice of electives to suit career aspirations.
- Interactive Induction Module.
- Flexible start date – two intakes per academic year, October (autumn) or April (spring).

Certificate of Higher Education (Cert HE) in Surveying Practice

Module Summaries

Core Modules

Technical and Professional Communication

This module develops students' knowledge of the accurate communication requirements between individuals, and within and between organisations using a range of media. It also develops the theoretical basis underpinning successful professional and technical communication, including how to undertake property or site inspections, the professional standards of reporting the findings, and the means by which project progress can be recorded and communicated.

Module learning outcomes	Assessment	Word count or equivalent	Pass mark	Weighting
LO1, LO2, (Partial)	Assessment 1 – CMA	CMA	40%	15%
LO1, LO2, LO3, LO4	Assessment 2 - coursework to be submitted by a due date as timetabled.	3,000 word coursework	40%	70%
LO3, LO4 (Partial)	Assessment 3 – CMA	CMA	40%	15%

Module Pass Mark (as a weighted average of both assessments) 40%

People and Organisational Management

This module develops students' knowledge of the role and function of management within organisations in the construction, land and estate management sectors of industry, both public and private sectors. It further explores the question "what is management", and how to distinguish it from leadership. The role of change as a central theme is explored, as organisations seek to come to terms with issues that are constantly impacting, both positively and negatively, on the people, management and the structures of businesses, and looks into how contemporary organisational behaviour as applied in the relevant sectors of industry.

Module learning outcomes	Assessment	Word count or equivalent	Pass mark	Weighting
LO1, LO2, LO3 & LO4	Assignment Coursework to be submitted by a due date as timetabled.	1,500 word coursework	40%	40%
LO1, LO2, LO3 & LO4	Examination Two-hour exam sat on completion of study.	N/A	40%	60%

Module Pass Mark (as a weighted average of both assessments) 40%

Certificate of Higher Education (Cert HE) in Surveying Practice

Resources Management

This module seeks to explain how managers within organisations in the construction, and built environment seek to achieve organisational aims by effectively using financial and other resources. The spotlight is on how managers may use non-human resources in the pursuit of corporate goals. Management is briefly distinguished, the role of change is a central theme throughout the organisation especially in the sense of changing techniques and organisational objectives. Internal financial control and external financial reporting are distinguished from each other and the essentials of capital investment appraisal financial decision making are explored.

Module learning outcomes	Assessment	Word count or equivalent	Pass mark	Weighting
LO1 & LO2 (partial)	Assessment 1 - CMA	CMA	40%	15%
LO1 & LO2 (partial)	Assessment 2 – CMA	CMA	40%	15%
LO1, LO2, LO3 & LO4	Assessment 3 – coursework e.g. reports and summaries requiring reasoned answers	3,000 word coursework	40%	70%

Module Pass Mark (as a weighted average of both assessments) 40%

Introduction to Sustainable Development

The module explores the broader concepts, drivers and barriers relating to sustainable development, and examines the implications of sustainable development in the context of individuals and organisations, as well as considering implications of sustainable development in the context of the built environment.

Module learning outcomes	Assessment	Word count or equivalent	Pass mark	Weighting
LO1, LO2, LO3(partial)	Assessment 1 – CMA	CMA	40%	15%
LO1, LO2, LO3, LO4	Assessment 2 – coursework, e.g. reports and summaries requiring reasoned answers	3,000 word coursework	40%	70%
LO1, LO2, LO3 (partial)	Assessment 3 – CMA	CMA	40%	15%

Module Pass Mark (as a weighted average of both assessments) 40%

Certificate of Higher Education (Cert HE) in Surveying Practice

Building Environment, Technology and Simple Construction

This module provides an introduction to building, environment and technology based on simple construction. It comprises; communicating, simple building parameters in building and elements/components in simple buildings. Simple building examples are included, such as traditional masonry construction and roof construction typical to buildings up to 3 storeys. Consideration is made on perspectives, such as sustainability.

Module Summaries

Elective Modules

Either, Introduction to Real Estate Practice

The module introduces the main principles of practice and law relevant to the efficient management of commercial property. The module focuses primarily on the management of leases but also introduces the different bases of building measurement used and basic rental appraisal.

Module learning outcomes	Assessment	Word count or equivalent	Pass mark	Weighting
LO1, LO2, LO3 & LO4	Assessment 1 - CMA	CMA	40%	15%
LO1, LO2, LO3 & LO4	Assessment 2 - CMA	CMA	40%	15%
LO1, LO2, LO3 & LO4	Assessment 3 Coursework to be submitted by a due date as timetabled OR on completion of study.	3,000 word coursework	40%	70%

Module Pass Mark (as a weighted average of both assessments) 40%

Or, Introduction to Construction Practice

The module considers the role of Quantity Surveyor and Construction Manager in the design, construction and management of building projects.

Module learning outcomes	Assessment	Word count or equivalent	Pass mark	Weighting
LO1, LO2, LO3 & LO4	Assessment 1 - CMA	CMA	40%	15%

Certificate of Higher Education (Cert HE) in Surveying Practice

Module learning outcomes	Assessment	Word count or equivalent	Pass mark	Weighting
LO1, LO2, LO3 & LO4	Assessment 2 - CMA	CMA	40%	15%
LO1, LO2, LO3 & LO4	Assessment 3 Coursework to be submitted by a due date as timetabled OR on completion of study.	3,000 word coursework	40%	70%

Module Pass Mark (as a weighted average of both assessments) 40%

Or, Introduction to Building Surveying Practice

The module investigates a lifecycle approach to theory and practice involved in the design, adaptation and maintenance of buildings. It also considers specification writing as part of overall documentation process.

Module learning outcomes	Assessment	Word count or equivalent	Pass mark	Weighting
LO1 & LO2	Assessment 1 - CMA	CMA	40%	15%
LO3 & LO4	Assessment 2 - CMA	CMA	40%	15%
LO1, LO2, LO3 & LO4	Assessment 3 – coursework, e.g. reports and summaries requiring reasoned answers.	3,000 word coursework	40%	70%

Module Pass Mark (as a weighted average of both assessments) 40%

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 induction topic about referencing 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 Module are available to students throughout the duration of their study with UCEM.

Certificate of Higher Education (Cert HE) in Surveying Practice

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 resources, 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.

Support for specific learning needs is provided by a dedicated Disability and Wellbeing team at UCEM.

English language support:

English is the common language for all programmes. It is appreciated that some students will need additional support. Therefore, the VLE provides additional resources on developing academic writing skills to help students whose first language is not English.

Personal and professional development:

Students are undertaking a vocational programme that is intrinsically linked to professional bodies. Students are encouraged and supported to understand the professional membership requirements of these bodies. More generally, UCEM has a dedicated careers advisor to ensure students have appropriate access to careers education, information, advice and guidance.

Programme Specific support:

Each programme has a Programme Leader, Module Leaders and Module Tutors to support the students throughout their time with the programme. 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 eLibrary is on a 24/7 basis and UCEM has a full time Information Governance Manager available during normal UK working hours.

Learning & Teaching Strategy

Module delivery follows a standard format incorporating a range of subject 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. Modules are supported by on-line access to subject specialist tutors, core texts and access to the UCEM eLibrary. This is provided by UCEM's Virtual Learning Environment (VLE).

Certificate of Higher Education (Cert HE) in Surveying Practice

Learning & Teaching Strategy

Students are encouraged to develop and apply their knowledge and understanding through a range of online activities and exercises. These require students to apply their reasoning and comprehension to simple industry related scenarios and issues.

Students are encouraged to share knowledge and ideas in relation to the surveying industry and their studies. A range of online activities require students to investigate and research given information and make reasoned decisions.

Teaching of module topics requires students' engagement with a range of on-line 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 develop, motivate and support the student.

Students are encouraged to engage in group discussions and collaborative learning with their peers and tutors.

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

Summative assessment

Summative assessment methods and formats vary across the modules and include computer aided assessment, 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.

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

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

Assessment Diet.

The assessment for the UCEM Certificate of Higher Education Surveying Practice programme consists of a variety of assessment modes:

- assessed coursework (in essay, report, problem or short question format),
- computer marked assessments,
- written examination papers.

Level 4 (Certificate of Higher Education)

October Semester	Assessment	Weighting	Module Credits and FHEQ level
Technical and Professional Communication	2 x Computer marked assessment (CMA)	30% total	20 (4)
<i>or</i> Introduction to Sustainable Development	1 x coursework	70%	20 (4)
People & Organisational Management	1 x coursework	40%	20 (4)
	1 examination	60%	
Resources Management	2 x CMA	30% total	20 (4)
	1 x coursework	70%	

April Semester	Assessment	Weighting	Module Credits and FHEQ level
Technical and Professional Communication	2 CMA	30% total	20 (4)
<i>Or,</i> Introduction to Sustainable Development	1 x coursework	70%	20 (4)
Building, Environment, Technology & Simple Construction	1 st coursework	40%	20 (4)
	2 nd coursework	60%	
Introduction to Real Estate Practice	2 CMA	30% total	20 (4)
	<i>Or,</i> 1 x coursework	70%	
Introduction to Construction Practice			
<i>Or,</i> Introduction to Building Surveying			

Certificate of Higher Education (Cert HE) in Surveying Practice

PSRB Benchmark Mapping

The Certificate of Higher Education offers modules that map to RICS competencies.

Signed by Chair's Action.....
Alan Hill
Chair of the Undergraduate Board of Studies

Date.....