



UNIVERSITY COLLEGE  
OF ESTATE MANAGEMENT

# **Single-module study for Continuing Professional Development (CPD)**

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Programme Specification 2019-  
2020

Reference:

Version: 7.00

Status Final

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# Summary Programme Details

Final Award	
Award:	Certificate of Personal and Professional Development (CPPD)
Title of (final) Programme:	Single-module study for Continuing Professional Development (CPD)
Credit points:	20
Level of award (QAA FHEQ):	7
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)
Date of last validation:	N/A
Date of next periodic review:	November 2019
Professional accreditation / recognition	
Accrediting/reconising body:	N/A
Details of the accreditation/recognition:	N/A
Date of last programme accreditation/recognition:	N/A
Date of next periodic review:	N/A
Miscellaneous	
QAA benchmark statement	<i>Land, Construction, Real Estate and Surveying</i> QAA (2016). <i>Master's Degrees in Business and Management</i> QAA (2015).
Date of commencement of first delivery	September 2017
Duration	One semester
Maximum period of registration	3 years
UCAS Code	N/A
Programme Code	PXXCPD

Other coding as required	N/A
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## Programme Overview

### Rationale

The programme is designed for students wishing to undertake a single module from the UCEM Master's provision for purposes of Continuing Professional Development (CPD). This provision is primarily aimed at experienced employees in professional practice seeking to gain additional specialist knowledge or to gain knowledge in new areas. A wide range of subjects are covered by the modules that are suited to various professional disciplines.

### Entry Requirements

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

- a professional qualification plus 5 years' relevant experience; or
- a Bachelor Degree with honours at lower second standard (2:2), or equivalent; or
- a Bachelor Degree, or equivalent, plus 3 years' experience in a related field; or
- a Level 5 qualification as defined by the Framework for Higher Education Qualifications for England, Wales and Northern Ireland (FHEQ) plus 5 years' relevant experience.

Prospective students may apply to study modules offered in either semester of the academic year.

The academic level of International qualifications that are not listed on the UCAS tariff will be assessed using UK NARIC.

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 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](mailto:admissions@ucem.ac.uk);
- Grade 6.0 or above, with at least 6.5 in the reading and writing modules, in the International English Language Testing System (IELTS) academic test administered by the British Council;
- 88 or above in the Internet option, 230 or above in the computer-based option or 570 or above in the paper-based option, of the Teaching of English as a Foreign Language (TOEFL) test;

Note: applicants with a Bachelor's degree that has been taught and examined in the English medium can be considered for entry in the absence of the qualifications detailed above.

[Please click here for a link to UCEM's English language entry requirements.](#)

[Please click here for a link to the programme's entry requirements.](#)

## Single Module Study Programme Specification

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

UCEM's provisions in respect of RPCL and RPEL do not apply to this programme. However, candidates who have already studied with UCEM during the previous five years may be exempt from the requirement to complete the Induction Module (see below)

### Programme Progression

Students completing the single-module study programme may progress onto the full postgraduate offer, including the Postgraduate Certificate Built Environment Studies. Credit transfers in to a specific Master's programme will only be given for applicable modules successfully completed from the selected pathway.

This programme is not professional accredited, and cannot be used on its own for meeting the requirements for membership of the Royal Institution of Chartered Surveyors (RICS), or the Chartered Institution of Building (CIOB). However, it may be used for meeting the Continuing Professional Development (CPD) requirements for professional membership.

### Award Regulations

Successful completion will result in the participant receiving a UCEM Certificate of Personal and Professional Development (CPPD), as well as confirmation of completion of the 200 hours of study completed in compliance with the pre- or post-qualification CPD requirements of relevant professional bodies.

This will be conferred in accordance with the UCEM Academic and General Regulations for Students and the UCEM Postgraduate Programme Assessment, Progression and Award Regulations.

### Career Prospects

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

## Programme Aims

### Programme aims

The Programme is designed for holders of a professional qualification and/or a non-cognate or semi-cognate Bachelor's degree to study a postgraduate module that is focused on the core disciplines associated with a range of built environment pathways. It enables a student to gain further knowledge and understanding relating to a specific area of professional practice and, in particular, to integrate interdisciplinary theory and practice and to research and evaluate data in order to solve complex problems. The Programme also prepares students with a foundation for further professional development and extension of their knowledge in preparation for further academic study, including completion of a postgraduate certificate or degree award at UCEM.

**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 further understanding and where possible, international construction and surveying is considered along with international codes and conventions.

## Learning Outcomes

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

	Level 7	Relevant modules
A – Knowledge and understanding	A7.1 Critical awareness and systematic understanding of issues and the wider business context in the built environment sector as informed by research and practice;	All outcomes are tested in each module.
	A7.2 Evaluation of the theories and techniques utilised in the built environment sector relevant to the selected module.	
B – Intellectual skills	B7.1 Synthesise of a range of information and solve complex problems involving the creative application of built environment knowledge relevant to the selected module.	
C – Subject practical skills	C7.1 Acquire, analyse and evaluate data and judge its relevance and validity to a range of built environment situations relevant to the selected module.	
D – Key / Transferable skills	D7.1 Demonstrate a structured approach to research and decision making;	
	D7.2 Communicate and collaborate effectively with relevant stakeholders within a built environment context.	

## Programme Structure

Please note that the Single Module Study ‘programme’ consists of a selection of individual modules taken from UCEM’s validated programmes.

### Module List – Autumn Semester

Code	Module	Level	Credits	Core /Elective
LAW7LFS	Law for Surveyors	7	20	Elective
QSP7CAC	Costing and Contracts	7	20	Elective
TEC7BPA	Building Pathology	7	20	Elective
CON7CMC	Management of Construction*	7	20	Elective
QSP7CAP	Contract Administration and Practice	7	20	Elective

## Single Module Study Programme Specification

Code	Module	Level	Credits	Core /Elective
MAN7SMC	Strategic Management of Change	7	20	Elective
MAN7MLP	Managing and Leading people	7	20	Elective
QSP7PCM	Professional Cost Management	7	20	Elective
VAL7VAE	Valuation and Ethics	7	20	Elective
PTY7PRM	Property Management*	7	20	Elective
INV7REV	Real Estate Investment	7	20	Elective
VAL7AVL	Applied Valuation	7	20	Elective
PLN7PLD	Planning and Development*	7	20	Elective

### Module List – Spring Semester

Code	Module	Level	Credits	Core /Elective
CON7SDC	Sustainable and Innovative Construction	7	20	Elective
PLN7PLD	Planning and Development*	7	20	Elective
TEC7MAB	Maintenance and Adaptation of Buildings	7	20	Elective
PTY7PRM	Property Management*	7	20	Elective
CON7CMC	Management of Construction*	7	20	Elective
QSP7SPT	Procurement and Tendering	7	20	Elective
QSP7BEC	Building Economics	7	20	Elective
PRP7PRT	Property Transactions	7	20	Elective
MAN7MFI	Management Finance and Science	7	20	Elective
MAN7AIM	Principles of Marketing	7	20	Elective

#### Notes

\*Available in both semesters.

Students study the selected module part time over six months.

All modules are elective; however, students are advised to choose a module from the pathway that is relevant to their professional specialism (see following diagrams for clarification). This choice may be dictated by the CPD requirements specified by some professional bodies.

The choice of 'No pathway' allows a choice to be made from all modules but limits possibilities of progression onto a subsequent postgraduate programme, with potentially only some of the credit transferred.

## Single Module Study Programme Specification

### Delivery Structure: Module Choices

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

#### Autumn

##### Quantity Surveying

Sustainable and Innovative Construction

Management of Construction

Contract Administration and Practice

Professional Cost Management

##### Construction Management

Sustainable and Innovative Construction

Management of Construction

Contract Administration and Practice

#### Spring

##### Quantity Surveying

Law for Surveyors

Management of Construction

Procurement and Tendering

Building Economics

##### Construction Management

Law for Surveyors

Management of Construction

Procurement and Tendering

Management Finance and Science

#### Autumn

##### Building Surveying

Sustainable and Innovative Construction

Costing and Contracts

Building Pathology

##### Real Estate

Sustainable and Innovative Construction

Valuation and Ethics

Property Management

Planning and Development

Real Estate Investment

Applied Valuation

#### Spring

##### Building Surveying

Law for Surveyors

Planning and Development

Maintenance and Adaptation of Buildings

##### Real Estate

Property Management

Property Transactions

Planning and Development

Applied Valuation

Law for Surveyors

## Single Module Study Programme Specification

*\* choice of Valuation follows APC Valuation route and Investment follows APC Commercial route (should this be a determining factor for a student).*

### Autumn

<b>Management and Consultancy</b>
Strategic Management of Change
Managing and Leading People
Planning and Development*

### Spring

<b>Management and Consultancy</b>
Planning and Development*
Management of Finance and Science
Principles of Marketing

### Module Summaries

#### Elective Modules

#### Law for Surveyors

This module enables the student to develop a systematic understanding of aspects of the English legal system pertinent to the real estate and construction sectors.

Within this sector-specific context, this module enables students to examine:

- an overview of the English legal system,
- the importance of the fundamental principles of contract law,
- the importance of the law of tort,
- important aspects of land law,
- principles of dispute avoidance and analysis of the various methods of dispute resolution.

#### Costing and Contracts

This module provides students with a comprehensive understanding of the role of a building surveyor in relation to project cost control and contract administration. This will be considered from the point of inception of a construction project, through both pre- and post-contract phases.

This module enables students to understand:

- the provision of cost advice during the pre- and post-contract phases of a construction project;
- contractor selection, pricing of construction work and preparation of tenders;



## Single Module Study Programme Specification

### Costing and Contracts

- administration of contracts during the pre- and post-contract phases of a construction project.

### Building Pathology

This module investigates building pathology in the context of professional practice, enabling students to critically appraise the building surveying process. It develops students' ability to recognise, analyse and remedy building defects in a range of scenarios. It provides an understanding of inspection, testing and monitoring techniques to ensure the most appropriate diagnosis and reporting of building defects, leading to reasoned advice and suitable recommendations that take account of professional and ethical factors.

### Management of Construction

This module considers both the personnel and organisational issues of construction management with a focus on the managers of construction projects. It provides a comprehensive understanding and practice of skills in managing, planning and controlling the safe implementation of a construction project.

The module enables students to examine:

- the construction management environment,
- the implications of health & safety for construction,
- the personnel skills required of the construction manager,
- construction management in practice.

### Contract Administration and Practice

This module covers the administration of construction contracts from contract commencement through to final certification. The various standard forms of construction contracts are investigated.

The module enables students to examine:

- various standard forms of contract and sub-contract such as JCT, NEC3 and FIDIC,
- the common conditions of contract and the interaction between the conditions of contract and the other contract terms,
- the practicalities of contract administration.

### Strategic Management of Change

The rationale for this module is to provide an integrated approach to corporate strategy and the management of change and innovation in a complex and uncertain business environment in construction and real estate. Part one considers frameworks to manage the long-term strategic direction of organisations within a construction and real estate setting. Part two focuses on enhancing students' understanding of, and response to organisational change. The determination of appropriate policies and strategies to meet stakeholder interests is explored within different cultural contexts.

## Single Module Study Programme Specification

### Managing and Leading People

This module enables students to develop an understanding of what a manager is and what managers do; and to distinguish leadership from management. It requires students to interrogate issues and contexts relating to managing people, and learn how to get the best out of people, in an environment of constant change.

The module enables students to examine:

- the way that organisations - and the people who comprise them - behave, the tasks that they perform and the structures and methodologies that have evolved in attempts to understand and lead them,
- management theories,
- different schools of thought on leadership and the major strategies and approaches for the effective leadership of contemporary organisations and projects.

### Procurement and Tendering

Students will consider the various ways in which construction projects can be procured and the consequent effects of procurement strategies on tendering.

The module enables students to examine:

- the effects of project risk allocation on the procurement process and how the choice of procurement method can impact on the subsequent phases of the project cycle,
- procurement theories, together with examples of past and current practices,
- how construction procurement is affected by, and can be used to affect, the wider economy.

### Professional Cost Management

This module explores a range of issues and challenges which contribute to the development of the cost management aspects of the quantity surveying profession. It develops the knowledge, understanding and skills in cost management required to operate in a dynamic and contemporary construction environment.

This module enables students to examine:

- complex problems and how to provide added value in the area of professional management of costs,
- underlying concepts and theoretical principles in the measurement and quantification of construction projects,
- the future requirements of a professional cost manager working in the construction industry.

### Valuation and Ethics

This module aims to develop an understanding of the commercial, social, legal and environmental context in which property valuations are used, and to develop the analytical and technical skills to undertake valuations for a variety of purposes.

The module enables students to examine:

## Single Module Study Programme Specification

### Valuation and Ethics

- the factors influencing property values in different sectors of property markets, and their interaction,
- the most commonly used valuation methodologies, and their strengths, weaknesses and limitations,
- the application of the foregoing to undertake a range of property valuations, for a variety of purposes,
- professional regulation and the ethical issues in the property market.

### Property Management

This module develops the principles of law and practice appropriate to the effective and efficient management of commercial property. The focus is principally on the landlord and tenant relationship within legal and regulatory frameworks, but also encompasses property held for owner occupation.

This module enables students to understand:

- the significance of lease agreements from both the different landlord/investor and tenant/occupier perspectives,
- the legal, regulatory and market constraints within which commercial property management is undertaken,
- the handling of the different interests of parties involved in property management and the preferred solutions after consideration of all implications.

### Real Estate Investment

This module focuses on the rationale and considerations for investing in property as an asset class and takes into account the trade-off between the present and future use of resources by organisations, with special reference to the returns and risks of real estate investments.

The module will allow students to recognise property as an investment asset within the overall spectrum of other investment media. Investment return, risk, appraisal, performance measurement, modern portfolio theory and responsible investment concepts are considered and applied in the real estate investment context.

### Applied Valuation

This module aims to advance the knowledge, understanding, research and analytical skills developed earlier in the programme so that students are able to carry out complex and specialist valuations.

The module enables students to consider:

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

## Single Module Study Programme Specification

### Planning and Development

This module provides an introduction to planning law and the planning process relevant to property development. The property development process, site selection and financial appraisal of development sites and their funding are considered. The module blends the basic knowledge of planning law with the implementation of a real estate development project.

The module enables students to understand:

- the context of planning within property development projects,
- principles of site layout and design, introducing methods of appraisal of the financial viability of development schemes,
- sources of funding for development projects.

### Sustainable and Innovative Construction

This module develops the principles of construction technology, including modern, innovative and traditional construction. It enables students to critically assess appropriate, innovative construction technology within the framework of a sustainable built environment, taking account of relevant codes and regulations.

This module enables students to examine:

- construction principles and technology with reference to sustainability,
- innovative building technology principles,
- sustainability in the built environment context,
- sustainable and innovative construction methods.

### Maintenance and Adaptation of Buildings

This module investigates the wider context and technical issues regarding both the maintenance and adaptation of existing buildings.

The module enables students to understand:

- the scope and rationale for maintenance and adaptation of existing buildings in the context of a sustainable built environment,
- inspection, assessment, planning, specification, programming, organising and budgeting of building maintenance in the existing built environment,
- special situations in the context of building maintenance and adaptation,
- the adaptation of existing structures.

### 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.

## Single Module Study Programme Specification

### Building Economics

This module enables students to:

- critically appraise development opportunities,
- comprehensively examine the provision of cost advice provided during the pre-contract phase of a construction project,
- evaluate the cost impact of sustainability on projects.

### Property Transactions

This module provides an introduction to property transactions and how the property market works. It covers the sale, letting and acquisition of property. The relationship of client and surveyor, both legal and practical, and the agent's legal obligations are considered.

This module enables students to examine:

- the practices associated with the acquisition and disposal of real estate.
- the stages and processes of the acquisition and disposal of real estate,
- value and market dynamics,
- the practical market skills required of a real estate advisor for successful client/agent relationships.

### Management Finance and Science

Finance defines the resource potential for, and the constraints on, exploiting business opportunities. An understanding of budgets and budgetary control mechanisms is therefore a necessary requirement of all management activity. A wider understanding of the organisation's financial performance and current position is also required both by managers for professional reasons and by stakeholders in general.

In determining the availability of resources this financial management module is therefore relevant for the function of decision-making in all the programme modules. Management science combines a platform for the development of quantitative skills with the introduction of tools to support operations management and to gauge risk.

### Principles of Marketing

This module considers the application of marketing in business within construction and real estate contexts. It highlights the challenges posed by diverse business environments, together with the implications for professional marketing practice. In this module, appropriate professional marketing strategies are appraised within a diverse, complex and changing i construction and real estate environment. Practical and ethical considerations are explored and analysed within different cultures.

# Learning, Teaching and Assessment

## Study support: Induction Module

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 is 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 '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, the 'Readiness for Learning' questionnaire will prompt the student to consider the practicalities surrounding their studies. This element of the Induction Module is non-compulsory but is 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.

## Student Learning Support:

The programme is delivered via the UCEM VLE and academic teaching and support is provided online giving students access to UCEM tutors and other students worldwide.

The Module Leader will act as the main point of contact for students throughout the 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 (ICT). Each student, wherever their location, will have access to a wealth of library and online materials to support their studies.

The Learning & 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.

## Single Module Study Programme Specification

### 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' and the Induction module. The resource includes topics such as sentence structure, writing essays and guidance for writing at Master's level aimed at developing students study skills.

### Personal and Professional Development:

This programme enables students to meet the pre- and/or post-qualification CPD requirements of the RICS, CIOB and other relevant professional bodies.

### Programme Specific Support:

Module Leaders and Module Tutors support 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

#### *Knowledge and understanding*

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, interactive case studies and online journals. Modules will usually be supported by a core eBook.

Throughout the programme, students are encouraged to undertake independent study and enquiry to broaden their knowledge and understanding of the subject.

#### *Intellectual skills*

Students are encouraged to develop and apply their knowledge and understanding through a range of online activities and exercises.

#### *Subject practical skills*

Students are encouraged to share knowledge and ideas in relation to building surveying practice. A range of online activities requires students to analyse given information and make reasoned decisions.

#### *Key/Transferable skills*

The learning activities require students to undertake research, evaluate their findings and develop solutions. Teaching of module topics will require students' engagement with a range of online activities that develop research and evaluation skills and cultivate a systematic approach to problem solving.

## Single Module Study Programme Specification

### Assessment

#### *Knowledge and understanding*

Formative assessment opportunities and feedback are provided throughout the programme. These vary in format and may include self-assessment quizzes and tutor guided discussion. All are designed to motivate and support the student.

Summative assessment methods and formats vary across the modules and are appropriate to the module and its stated learning outcomes.

#### *Intellectual skills*

Intellectual skills are assessed through a range of coursework artefacts and examinations.

#### *Subject practical skills*

A range of formative assessment activities are utilised to help develop the ability to analyse problems and provide reasoned advice. Summative assessment tests that the students have formulated appropriate strategies for real estate study.

#### *Key/transferable skills*

Formative assessment through the VLE provides feedback and support for independent learning as students work through the programme.

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

#### Assessment Diet.

The University College of Estate Management supported online-taught postgraduate programmes consist of a variety of assessment modes:

- assessed coursework (in essay, report, problem or short question format),
- written examination papers,
- e-mediated submissions.

The exact combinations of assessment vary from programme to programme and from module to module.

Programme	Assessment pattern	CATS credits per module
Single-module study for Continuing Professional Development	1 coursework 1 final assessment (2 <sup>nd</sup> coursework or examination)	20