



UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

Certificate of Higher Education (Cert HE) in Surveying Practice

Programme Specification 2020-
2021

Version: 4.00

Status: Final

Date: 04/06/2020

Summary Programme Details

Final Award

Award: Certificate of Higher Education (Cert HE) in Surveying Practice

Title of (final) Programme: Surveying Practice

Credit points: 120

Level of award (QAA FHEQ): 4

Intermediate award(s)

None

Validation

Validating institution: University College of Estate Management (UCEM)

Date of last validation: June 2014

Date of next periodic review: N/A – Programme closing

Date of commencement of first delivery: April 2018

Duration: 1 year

Maximum period of registration: In accordance with the [Academic and Programme Regulations \(opens new window\)](#).

UCAS Code/ HECoS Code: N/A/ 100216

Programming Code: UFDC

Other coding as required: UDHCSPP

Professional accreditation / recognition

None

QAA benchmark statement

[UK Quality Code for Higher Education \(opens new window\)](#)

[The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies \(opens new window\)](#)

[Quality Assurance Agency \(QAA\) Subject Benchmark Statement: Land, Construction, Real Estate and Surveying October 2016 \(opens new window\)](#)

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; and
- provides a progression opportunity to UCEM's BSc programmes, and could lead to programmes offered at other higher education institutions, in order to acquire Level 6 surveying and real estate related qualifications.

Entry Requirements

Entrants to this programme normally are required to have:

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

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.

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

If an applicant 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 applicant may hold. The applicant 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.

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

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 website as to the time commitment a standard module may require.

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English language requirements

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. Therefore, applicants must possess one of the following:

- GCSE Grade C (or 4) or above in English Language or English Literature, 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) academic test administered by the British Council.
- 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 go to: [How to meet the language requirements \(opens new window\)](#).

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).

Programme Progression

For details of progression arrangements, please view the [Academic and Programme Regulations \(opens new window\)](#).

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

For details of award arrangements, please view the [Academic and Programme Regulations \(opens new window\)](#).

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

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.

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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.

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

A – Knowledge and understanding

Learning Outcomes	Relevant modules
A4.1 Comprehension of the principles of surveying and the way in which they have developed.	REP4REP CON4COP BSU4BSU TEC4BSC MAN4POM
A4.2 Understanding of technology involved in constructing a range of buildings.	REP4REP CON4COP BSU4BSU TEC4BSC MAN4POM
A4.3 Awareness of organisational and financial management processes.	REP4REP CON4COP BSU4BSU TEC4BSC MAN4POM

B – Intellectual skills

Learning Outcomes	Relevant modules
B4.1 Systematic and logical reasoning acquired through a range of subject areas.	All modules
B4.2 Application of underlying concepts and principles in the context in which they have been studied.	All modules
B4.3 Transfer of appropriate knowledge and skills across and within subjects.	All modules

C – Subject practical skills

Learning Outcomes	Relevant modules
C4.1 Collect, record and present data logically.	MAN4RMT
C4.2 Develop skills to apply different approaches in solving a range of problems arising in professional practice scenarios.	All modules

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D - Key / Transferable skills

Learning Outcomes	Relevant modules
D4.1 Communicate and collaborate using a range of media.	MAN4COM
D4.2 Personal effectiveness, time management and ability to develop initiative.	MAN4POM MAN4RMT
D4.3 Basic problem solving.	All modules

Programme Structure

Module List

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

Notes

Credits are part of the Credit Accumulation and Transfer System (CATS). Two UK credits are equivalent to one European Credit Transfer System (ECTS) credit.

✓This module (MAN4COM) must be studied in the student's first semester unless they have an exemption.

See [Appendix A](#) for information about appropriate equivalent modules that can be substituted for those above, from autumn 2020, due to the run out of this programme.

Delivery Structure

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.

Please note that due to the run out of this programme you may not follow the structure outlined below from autumn 2020. See [Appendix A](#) for information about appropriate equivalent modules that can be substituted for those above from autumn 2020. You will be provided a personal programme outline detailing the modules you must take from autumn 2020.

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).

Autumn (UK) Entry

Year 1, Semester 1

Module Code	Module Name	Level
MAN4COM	Technical & Professional Communication	4
MAN4POM	People and Organisational Management	4
MAN4RMT	Resources Management	4

Year 1, Semester 2

Module Code	Module Name	Level
DEV4SUS	Introduction to Sustainable Development	4
TEC4BSC	Building, Environment, Technology and Simple Construction	4
REP4REP <i>or</i> CON4COP <i>or</i> BSU4BSU	Introduction to Real Estate Practice <i>or</i> Introduction to Construction Practice <i>or</i> Introduction to Building Surveying Practice	4

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Spring (UK) Entry

Year 1, Semester 1

Module Code	Module Name	Level
MAN4COM	Technical & Professional Communication	4
TEC4BSC	Building, Environment, Technology and Simple Construction	4
REP4REP <i>or</i> CON4COP <i>or</i> BSU4BSU	Introduction to Real Estate Practice <i>or</i> Introduction to Construction Practice <i>or</i> Introduction to Building Surveying Practice	4

Year 1, Semester 2

Module Code	Module Name	Level
DEV4SUS	Introduction to Sustainable Development	4
MAN4POM	People and Organisational Management	4
MAN4RMT	Resources Management	4

Module Summaries

Core Modules

MAN4COM Technical and Professional Communication

This module consolidates students' existing knowledge and communication skills and enhances such skills as a sound basis for the study of the other modules included in the programme. MAN4POM People and Organisational Management.

MAN4POM People and Organisational Management

This module explores the question of "what is management?" and seeks to distinguish it from leadership. It explains the role and function of management within organisations in the construction and the built environment. It also considers the role of change as a central theme 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 organisations.

MAN4RMT Resources Management

This module explains how managers within organisations in the construction and built environment sectors achieve organisational aims by using financial and other resources. People management does feature in this module but the spotlight is on how managers may use non-human resources in the pursuit of corporate goals. The module covers the role of change throughout the organisation as a central theme, 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 and financial decision making are explored.

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DEV4SUS Introduction to Sustainable Development

This module investigates the impacts for sustainable development in a range of contexts, in particular focusing on implications for the built environment and professionals working in it.

TEC4BSC 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.

Elective Modules

REP4REP 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.

CON4COP Introduction to Construction Practice

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

BSU4BSU 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.

Learning, Teaching and Assessment

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).

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.

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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 assessments.

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

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); and
- computer marked assessments (CMA).

The exact combination of assessment varies by modules. Each module has at least one piece of coursework. This is then supplemented by 1 to 2 CMAs, by a second piece of coursework.

PSRB Benchmark Mapping

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

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.

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

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.

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 in the resource 'Developing Academic Writing', within the Study Skills area, 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 librarian available during normal UK working hours.

Appendix A

This appendix outlines appropriate equivalent modules that can be substituted for those identified in the main body of the programme specification, from autumn 2020, due to the run out of this programme.

- CON4TE1 Construction Technology 1 can be taken in the place of TEC4BSC Building, Environment, Technology and Simple Construction

Module Summary

CON4TE1 Construction Technology 1

Available in spring semester

This module provides an introduction to building, environment and technology based on simple construction, establishing a foundation of knowledge and understanding to be developed in later modules. It develops students' communication skills, enabling them to describe simple construction in a professional manner. Simple building examples are included, such as traditional masonry construction and roof construction typical in buildings of up to three storeys. Perspectives such as sustainability are considered.