

# **Postgraduate Certificate Built Environment Studies**

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Programme Specification

Academic year September 2020 to August 2021

Version: 14.00

Status: Final

Date: 21/07/2020

# Summary Programme Details

## Final Award

**Award:** Postgraduate Certificate

**Title of (final) Programme:** Built Environment Studies

**Credit points:** 60

**Level of award (QAA FHEQ):** 7

## Intermediate award(s)

**Intermediate award 1:** Certificate of Personal and Professional Development (CPPD)

**Credit points:** 20

**Level of award (QAA FHEQ):** 7

**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:** June 2018

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

**Date of commencement of first delivery:** March 2015

**Duration:** 6 months – 1.5 years

**Maximum period of registration:** 4 years

**UCAS Code/ HECoS Code:** N/A

**Programming Code:** PXXC45

**Other coding as required:** N/A

## QAA benchmark statement

*Land, Construction, Real Estate and Surveying QAA (2016)*

*Master's Degrees in Business and Management QAA (2015)*

# Programme Overview

## Rationale

The programme is designed for students wishing to undertake a selection of modules from the UCEM Master's provision. The Postgraduate Certificate is primarily aimed at experienced employees in industry seeking to gain additional specialist knowledge or to gain knowledge in new areas. There are various pathways in the programme suited to the various professional disciplines.

## Entry requirements

### Postgraduate

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

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

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](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.

For English language requirements please go to: [How to meet the language requirements \(opens new window\)](#).

For programme entry requirements please go to: [Programme entry requirements \(opens new window\)](#).

## Recognition of prior learning (RPL) or recognition of prior experiential learning (RPEL) routes into the programme

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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 a level 7 programmes in accordance with the entry requirements stated in the section above. However, RPEL and RPCL do not normally enable transfer of credit into a level 7 programme nor enable exemption from any component on these programmes, except for applicable single modules on the relevant pathway studies with UCEM for Continuing Professional Development (CPD).

## Programme progression

Students completing the Postgraduate Certificate programme may progress onto the full Master's offer in the pathway of their choice, within 7 years of award of the Postgraduate Certificate. Credit transfers into a Master's programme will only be given for applicable modules successfully completed from the selected pathway.

## Award Regulations

Postgraduate Certificate in Built Environment Studies is conferred upon successful completion of 60 credits of study.

The Certificate of Personal and Professional Development is conferred upon successful completion of 20 credits of study.

Assessments are conducted and awards are conferred in accordance with the UCEM [Academic and General Regulations for Students \(opens new window\)](#).

Details of exit awards are located in Section 6 of the UCEM Single Postgraduate Assessment, Progression and Award Regulations.

## Career prospects

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

This programme enables students to decide whether to progress to a full Masters programme and then into careers associated to membership of the Royal Institution of Chartered Surveyors (RICS), the Chartered Institute of Building (CIOB) or the Chartered Association of Building Engineers (CABE).

# Programme Aims

## Programme Aims

The programme is designed for holders of a Bachelor's degree or equivalent to study a postgraduate award that is focussed on the core disciplines associated with a range of Built Environment pathways. It develops a student's ability 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 Masters award at UCEM or at PHD level.

## 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

### A – Knowledge and understanding

Learning Outcomes	Relevant modules
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.	

### B – Intellectual skills

Learning Outcomes	Relevant modules
B7.1 Synthesise a range of information and solve complex problems involving the creative application of built environment knowledge.	All outcomes are tested in each module.

### C – Subject practical skills

Learning Outcomes	Relevant modules
C7.1. Acquire, analyse and evaluate data and judge its relevance and validity to a range of built environment situations.	All outcomes are tested in each module.

### D - Key / Transferable skills

Learning Outcomes	Relevant modules
D7.1. Demonstrate a structured approach to research and decision making.	All outcomes are tested in each module.

Learning Outcomes	Relevant modules
D7.2. Communicate and collaborate effectively with relevant stakeholders within a built environment context.	

## Programme Structure

To make sure our programmes are always high quality and relevant for our students we review and update our programmes on a regular cycle. This year this programme will undergo this revalidation. Therefore, the programme information below may change. Information about any changes will be published in Spring 2020.

## Module List

Code	Module	Level	Credits	Core /Elective
LAW7LFS	Law for Surveyors	7	20	E
QSP7CAC	Costing and Contracts	7	20	E
TEC7BPA	Building Pathology and Maintenance	7	20	E
CON7CMC	Management of Construction*	7	20	E
QSP7CAP	Contract Administration and Practice	7	20	E
MAN7SMC	Strategic Management of Change	7	20	E
MAN7MLP	Leading and Managing People	7	20	E
QSP7PCM	Professional Cost Management	7	20	E
VAL7VAE	Valuation and Ethics	7	20	E
PTY7PRM	Property Management*	7	20	E
INV7REV	Investment Appraisal and Portfolio Management #	7	20	E
VAL7AVL	Applied Valuation*#	7	20	E
PLN7PLD	Planning and Development*	7	20	E
CON7SDC	Sustainable and Innovative Construction	7	20	E
TEC7MAB	Analysis and Adaptation of Buildings	7	20	E
QSP7SPT	Procurement and Tendering	7	20	E
QSP7BEC	Building Economics	7	20	E
PRP7PRT	Property Transactions	7	20	E
MAN7MFI	Management Finance and Science	7	20	E
MAN7AIM	Principles of Marketing	7	20	E
VAL7SVA	Statutory Valuations*†	7	20	E

### Notes

\*Available in both semesters.

†Denotes that the number of places on this module are restricted

# It is strongly advised that a student attempting INV7REV Investment Appraisal and Portfolio Management should already have a firm understanding of the concepts, such as the time value of money, which underpin the traditional and modern methods of commercial property valuation. Students should also have experience in the use of Microsoft Excel.

## It is strongly advised that you study VAL7VAE Valuation and Ethics before attempting VAL7AVL Applied Valuation.

Students study three modules part time over either six months, one year or 1.5-year period. Students are advised to take only 1 module in their first semester.

All modules are elective in terms of the award; however, students must first choose a pathway and then modules from the selected pathway (see following diagrams for clarification).

The choice of 'No pathway' allows a choice to be made from all modules but limits possibilities of progression onto an MSc post award of the PG Cert, with potentially only some of the credit transferred.

See [Appendix A](#) for information about appropriate equivalent modules that can be substituted for those above, from autumn 2020, due to the introduction of new and updated Transform modules.

## Delivery Structure

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

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

### 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 and Maintenance

### **Real Estate**

Valuation and Ethics

Property Management

Planning and Development

*Either* Investment Appraisal and Portfolio Management or Applied Valuation (but not both) \*.

## Spring

### **Building Surveying**

Law for Surveyors

Planning and Development

Analysis and Adaptation of Buildings

### **Real Estate**

Law for Surveyors

Property Management

Property Transactions

Planning and Development



Applied Valuation

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

## Autumn

### Management and Consultancy

Strategic Management of Change

Leading and Managing People

Planning and Development\*

## Spring

### Management and Consultancy

Planning and Development\*

Management of Finance and Science

Principles of Marketing

# Module Summaries

## Elective Modules

### **LAW7LFS Law for Surveyors**

This module introduces an overview of English law, the legal system, and the law-making process. Students are introduced to the law of contracts, from their formation, acceptance, and validity, through to termination and remedies for breach and the enforceability of exclusion clauses. Students are then introduced to the law of tort which deals with 'civil wrong' (tort being the French for 'wrong') that causes harm or loss to one or more parties. In tort we will explore the concept of duty and standard of care, vicarious liability, and remedies and specific classes of tort.

### **QSP7CAC 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;
- administration of contracts during the pre- and post-contract phases of a construction project.

## **TEC7BPA Building Pathology and Maintenance**

The module investigates building pathology and maintenance in the context of professional practice. It develops students' ability to recognise, analyse and remedy building defects in a range of scenarios, and provides an understanding of inspection, testing and monitoring techniques to ensure that the most appropriate diagnosis and reporting of building defects and planning is appropriate maintenance planning.

## **CON7CMC Management of Construction**

This module develops both the personnel and organisational issues of construction management with a focus on the managers of construction projects. Comprehensive understanding and practice of skills in managing, planning, and controlling the safe production of a construction project are investigated.

## **QSP7CAP Contract Administration and Practice**

This module examines Joint Contracts Tribunal (JCT), New Engineering Contract (NEC) and International Federation of Consulting Engineers (FIDIC) Standard Forms of construction contracts to enable students to interpret and analyse the key provisions for effective control and management of a contract. The module also examines the interactions of stakeholders and addresses impartiality and lack of bias within construction contracts.

## **MAN7SMC 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. Initially, consideration is given for frameworks to manage the long-term strategic direction of organisations within a construction and real estate setting. The remaining focus is then on enhancing students' understanding of, and response to organisational change through leadership and associated factors. The determination of appropriate policies and strategies are explored within different cultural contexts to meet stakeholder interests.

## **MAN7MLP Leading and Managing 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.

## **QSP7SPT Procurement and Tendering**

This module examines the principles and applications of project procurement. It also develops understanding of the effects of risk allocation on procurement choice and the impact this has on subsequent phases of the project cycle.

## **QSP7PCM Professional Cost Management**

This module brings together various cost management subjects and allows the exploration of a range of issues and challenges which contribute to the development of the cost management aspects of the quantity surveying profession. Therefore, it develops the knowledge, understanding and skills in construction quantification/measurement and cost management required to operate in a dynamic and contemporary construction environment.

## **VAL7VAE Valuation and Ethics**

The module explores the traditional and modern methods of valuation. A central theme to this module is the RICS' 5 Global Professional and Ethical standards of (1) always acting with integrity, (2) providing a high standard of service, (3) acting in a way that promotes trust in the profession, (4) treating others with respect and (5) taking responsibility. The module encourages students to consider the practical application of these standards in their area of practice, so that they can demonstrate their commitment to the RICS Rules of Conduct, ethics and RICS professional and ethical standards.

## **PTY7PRM Property Management**

The module develops the principles of law and practice appropriate to the effective and efficient management of commercial property both in the UK and globally. The focus is principally on the landlord and tenant relationship within legal and regulatory frameworks, but also encompasses property held for owner occupation. In business planning terms, this module also examines key issues, such as the strategic use of property, property performance evaluation, positive tenant management and life cycle planning, and evaluates how these issues inform the development of strategic advice. Accounting principles are addressed in the context of service charge management.

## **INV7REV Investment Appraisal and Portfolio Management**

This module focuses on key principles underpinning commercial property investment in international markets. Detailed 'Discounted Cashflow' appraisal models using Microsoft Excel are applied to 'real world' scenarios to determine the viability (NPV/IRR) of both multi-tenanted commercial property investments and mixed portfolios. In the context of business planning, the module also focuses on key considerations of commercial property portfolio management, including the styles of portfolio management (i.e. core, core plus, value-added, opportunistic) and portfolio restructuring techniques used to protect and improve the risk/return profile of the property portfolio. Sustainability is key theme at property and portfolio levels in this module.

## **VAL7AVL Applied Valuation**

This module aims to advance the knowledge, understanding, research and analytical skills so that students are able to undertake complex and specialist valuations in both a UK and international context.

## **PLN7PLD 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.

## **CON7SDC Sustainable and Innovative Construction**

This module develops the principles of construction technology, including modern, innovative, and traditional construction. Within the framework of a sustainable built environment, assessment methods and relevant codes and regulations are explored in providing for a sustainable agenda.

## **TEC7MAB Analysis and Adaptation of Buildings**

This module investigates the wider context and technical issues regarding both the analysis and adaptation of existing buildings. The module covers the history of architecture enabling the student to identify different ages and key features that make up existing buildings. This allows the student to make informed decisions about the alteration and adaptation of buildings with in-module developed skills of drawing and design theory.

## **QSP7BEC 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.

## **PRP7PRT 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.

## **MAN7MFI Management Finance and Science**

This module is concerned with understanding how quantitative concepts, methods and skills can help managers in their planning and decision-making process. It enables students to model solutions to financial and business planning problems and thereby understand how more effective decisions can be made that achieve corporate objectives. In part one of the module, the role and content of financial processes, internal and external, are introduced to enable better understanding of this key aspect in decision-making. In part two, the module concentrates on the role that statistical concepts can aid decision makers and stakeholders within a construction and real estate setting.

## **MAN7AIM 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 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 compulsory, 'Writing in Your Own Words' e-learning resource and associated quiz. This resource aims to provide the student with a relevant example 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.

## 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 UCEM Student Central 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 coursework, exams and technical issues including Information and Communication Technology. 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 with 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 academics 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

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 within 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**

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.

## **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**

### **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 e-Book.

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. These require students to apply research and analysis to the design, construction, and management of real estate assets.

### **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.

## **Assessment Strategy**

### **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.

## Postgraduate Certificate Built Environment Studies Programme Specification

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
Postgraduate Certificate Built Environment Studies	1 coursework 1 final assessment (2 <sup>nd</sup> coursework or examination)	20

# 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.*

- BSP7CAC Costing and Contracts can be taken in the place of QSP7CAC Costing and Contracts
- PTY7PRT Property Transactions can be taken in the place of PRP7PRT Property Transactions.

## Module Summaries

### **BSP7CAC 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 the Client. The module covers inception of a construction project, through both pre- and post-contract phases. The importance of considering life-cycle costs and the impact of design and specification are considered.

### **PTY7PRT Property Transactions**

This module introduces students to the practice of estate agency, focusing on the commercial property market in the UK. It deals with the relationship between a client and agent during the contract for property agency and looks at the logic of location theory for commercial uses for leasing and sale. Students are introduced to the analysis of company accounts (profit and loss statements, cash flow statements and balance sheets) in order to establish the covenant strength of a prospective tenant in the letting process. The module also seeks to explain, firstly, how the sale (price and/or rent) is determined, and, secondly, to introduce students to the dynamics of various property markets as key functions of business planning. In selected module topics international students draw comparison between arrangements in the UK and their own jurisdictions.