



UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

Postgraduate Certificate Built Environment Studies

Programme Specification

Academic year September 2018 to August 2019

Reference:

Version: V8.00

Status: Final

Author:

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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)
Faculty	N/A
Date of last validation:	November 2014
Date of next periodic review:	November 2019
Professional accreditation	
Accrediting body:	N/A
Date of last programme accreditation:	N/A
Date of next periodic review:	N/A
Accrediting body:	N/A
Date of last accreditation:	N/A
Date of next periodic review:	N/A
Miscellaneous	
QAA benchmark statement	<i>Construction Property and Surveying QAA (2008)</i> <i>Master's Degrees in Business and Management QAA (2007)</i>
Date of commencement of first delivery	March 2015
Duration	6 months – 1.5 years
Maximum period of registration	4 years

UCAS Code	N/A
Programme Code	PXXC45
Other coding as required	N/A

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.
- 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.

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

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

RPEL may be used for admission onto 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.

Programme progression

Students completing the Postgraduate Certificate programme may progress onto the full Master's offer in the pathway of their choice. Credit transfers in to 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. [For UCEM's Academic and General Regulations, please click here.](#)

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.

Programme aims

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

	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.	
B – Intellectual skills	B7.1 Synthesise a range of information and solve complex problems involving the creative application of built environment knowledge.	
C – Subject practical skills	C7.1 Acquire, analyse and evaluate data and judge its relevance and validity to a range of built environment situations.	
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

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	7	20	E
CON7CMC	Management of Construction*	7	20	E
QSP7CAP	Contract Administration and Practice	7	20	E

Postgraduate Certificate Built Environment Studies Programme Specification

Code	Module	Level	Credits	Core /Elective
MAN7SMC	Strategic Management of Change	7	20	E
MAN7MLP	Managing and Leading 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	Real Estate Investment	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	Maintenance 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

Notes:

*Available in both semesters.

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.

Delivery Structure

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

September

Quantity Surveying	Construction Management
Sustainable and Innovative Construction	Sustainable and Innovative Construction
Management of Construction	Management of Construction
Contract Administration and Practice	Contract Administration and Practice

Postgraduate Certificate Built Environment Studies Programme Specification

Quantity Surveying	Construction Management
Professional Cost Management	

March

Quantity Surveying	Construction Management
Law for Surveyors	Law for Surveyors
Management of Construction	Management of Construction
Procurement and Tendering	Procurement and Tendering
Building Economics	Management Finance and Science

September

Building Surveying	Real Estate
Sustainable and Innovative Construction	Valuation and Ethics
Costing and Contracts	Property Management
Building Pathology	Planning and Development
	<i>Either Real Estate Investment or Applied Valuation (but not both)*.</i>

March

Building Surveying	Real Estate
Law for Surveyors	Law for Surveyors
Planning and Development	Property Management
Maintenance and Adaptation of Buildings	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).*

September

MBA

Strategic Management of Change

Managing and Leading People

Planning and Development*

March

MBA

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;

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.

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,

Professional Cost Management

- 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:

- 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.

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:

Maintenance and Adaptation of Buildings

- 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.

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

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 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,

Student Learning Support:

- working with Faculty Heads, Programme Leaders and tutors to identify ways in which student success can be further facilitated,
- supporting both students and academic staff through timely interventions which may include creating support materials and providing academic study skills support through academic skills surgeries.

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

English Language Support:

For those students whose first language is not English, or those students who wish to develop their English Language skills, additional support is provided through online resources on the VLE in the resource 'Developing Academic Writing'. The resource includes topics such as sentence structure, writing essays and guidance for writing 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.

In the Postgraduate Research Project module, self-directed learning and problem solving combined with supervisor consultation further enhances knowledge and understanding, focusing on students' own chosen research topic.

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

Intellectual skills

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 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.

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.

Postgraduate Certificate Built Environment Studies Programme Specification

Programme	Assessment pattern	CATS credits per module
Postgraduate Certificate Built Environment Studies	1 coursework 1 final assessment (2 nd coursework or examination)	20