

# Syllabus

**CIOB Level 6 Certificate in Managing Legislative  
Compliance in Building Control**  
(QAN: 610/0105/8)

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# 1. Programme Structure and Rules of Combination

## 1.1 Qualification Aims

The CIOB Level 6 Certificate in Managing Legislative Compliance in Building Control is designed for Building Control Officers with at least three years' experience in public sector building control in England. The qualification develops the learner's knowledge and skills in this building control specialism dealing with enforcement action. The qualification comprises one unit.

## 1.2 Progression to other Qualifications

The certificate is at level 6 on the Regulated Qualifications Framework (RQF) with 20 credits. Higher education providers may consider this qualification for exemption from certain modules within their degree or other relevant programmes.

## 1.3 Programme Structure

To achieve the qualification, learners are required to undertake one unit.

Unit 1 – Public Service Building Control - Managing Legislative Compliance

Total Qualification Time for the Certificate is 200 hours; 60 guided learning hours plus 140 personal study hours.

## 1.4 Unit Exemptions

No exemptions are offered for this qualification.

## 1.5 Entry Requirements

A CIOB Level 4 Diploma in Building Control Surveying and at least 3 years' experience in public sector building control

**or**

A CIOB Level 5 Diploma in Building Control Surveying and at least 2 years' experience in public sector building control

**or**

At least 5 years' experience in building control

## 1.6 Grading

The tutor will award the learner a grade for the qualification (pass, merit and distinction). Grades reflect overall performance including assignments, practical exercises and course work.

Indicative marking descriptors for differentiating between levels of achievement when marking assignments are provided below (Section 1.8).

## 1.7 Assessment

The assessments are set by the provider and must be approved by the CIOB Awarding Organisation prior to issue to learners. Tutor-led formative assessments should be carried out throughout the course.

All completed assessments are marked by the centre, internally verified and subject to external moderation by the CIOB Awarding Organisation.

The assessment criteria cover 3 areas:

1. **Task achievement** – This is a measure of how well the learner answers the task question/questions and the identification of the important aspects of the task.
2. **Technical Content** – This is a measure of how well the learner identifies, describes and evaluates the technical aspects of the task.
3. **Presentation** – This is a measure of how well the learner presents the assignment and includes the quality of the structure and paragraphing, the quality and relevance of visual or graphical content and the referencing used for quoted sources.

## 1.8 Knowledge and Skills Matrix

### Unit 1 - Public Service Building Control - Managing Legislative Compliance

Specialist Knowledge	Subject Knowledge and Understanding Specialist Skills	
Transferable Skills	Digital Skills Analysing Information Communication Skills Problem Solving Numeracy Project Management Skills	

## 1.9 Indicative Marking Descriptors – CIOB Level 6 Certificate in Managing Legislative Compliance in Building Control

\* Please note that the bands below describe indicative characteristics only. An overall holistic approach is required when assessing a learners' work and assigning a grade.

Grade	Task Achievement The Relevance of the Response	Inclusion of Relevant Technical Knowledge in Content	Presentation/Coherence
<b>Distinction</b>			
70%+	The work demonstrates a comprehensive understanding of the task. All relevant information is included. The main issues are effectively identified and analysed. There is evaluation and some analysis of solutions to issues relevant to the task. The response shows control of content within the word count.	The work demonstrates a strong understanding of a wide range of technical issues relevant to the task. There is analysis of the advantages/disadvantages of possible choices, risks and potential outcomes.	The work is appropriately structured, and the argument is developed coherently. There is a recognised form and correctly used of source referencing which supports the points in the task. Paragraphing and titling are used effectively to assist the reader. The use of visual/graphical information is clear and effective in assisting the reader. The graphical information is relevant to the task and is accurate.
<b>Merit</b>			
60-69%	The work demonstrates a clear understanding of the main issues relevant to the task. The issues are explained effectively, and potential solutions identified. There is some attempt to analyse the merits of the solutions to the task. The task is broadly achieved within the word count, if relevant to assignment.	The work demonstrates an understanding of the key technical issues of the task. There is clear description of relevant technical aspects with some attempt to evaluate the merits of these as appropriate to the task.	Demonstrates an awareness of presentation and an attempt to present the information with clarity and coherence. There is well structured referencing of sources and use of paragraphing and titling to assist the reader. There is use of clear graphical information to support the assignment which has broad relevance to the task. There may be some limited inaccuracies/omissions in these.
<b>Pass</b>			
40-59%	The work demonstrates an understanding of the task. The main points are identified, and the task is achieved. There is no attempt to evaluate or analyse the solutions. There may be some inaccuracies, omissions and irrelevant content. There may be lack of control in relation to the word count.	The work demonstrates an understanding of the main technical issues which are identified. This may be limited to description with little evidence of evaluation. There may be some omissions and inaccuracies in the detail. There may be some irrelevant details.	There is an attempt to structure the information. There is evidence of paragraphing and titling which is not always appropriate. Some basic graphical information may be included which is of some assistance to the reader. There may be some omissions or inaccuracies. There is clear evidence of appropriate referencing. The work is generally coherent but there may be occasional lapses in coherence and structure.
<b>Fail</b>			
0-39%	The work shows a poor understanding of the task. Frequent inaccuracies. Failure to identify important aspects of the task. Much of the information is irrelevant to the task. There may be evidence of copy and paste from external sources. The response may be limited to lists of words with no attempt to explain the relevance/merits of these to the task. The assignment falls short of the word count.	The work demonstrates a lack of understanding of the technical aspects. There are omissions of important technical information. Errors are evident in the technical content. There is no attempt to explain the relevance of the technical content to the task.	Lacks structure and may be limited to lists of points which are not developed. Disorganised in structure causing difficulty for the reader to understand the points. The response is illegible or incoherent in places. No referencing of external sources. The graphical illustrations are of poor quality or absent. They may be irrelevant. There may be errors and a lack of clarity causing difficulty for the reader to understand.

## 1.10 Indicative Reading List

The reference materials listed can be accessed through the CIOB Library and Information Service. For further information and how to join please see the website page at the link below:

<https://www.ciob.org/library>

### Unit 1 – Public Service Building Control - Managing Legislative Compliance

- Tony Weir, An Introduction to Tort Law (2nd edition, 2006)
- Morton, R (2007) Construction UK: Introduction to the Industry, 2nd edn.; Oxford: Blackwell
- Regulators' Code  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/913510/14-705-regulators-code.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/913510/14-705-regulators-code.pdf)
- Consolidated Building Regulations 2022
- <https://www.members.labc.co.uk/guidance/resource-library/labc-rainbow-regs-28-building-regulations-2010>
- The Building (Approved Inspectors etc.) Regulations 2010
- <http://www.legislation.gov.uk/ukxi/2010/2215/contents/made>
- The Approved Documents England
- <https://www.labc.co.uk/guidance/technical-guidance>
- The Approved Documents Wales
- <https://www.labc.co.uk/guidance/technical-guidance-wales>
- The Building Act 1984
- <http://www.legislation.gov.uk/ukpga/1984/55>
- What are the building regulations?
- <https://www.labc.co.uk/advice-building-projects/homeowners/what-are-building-regulations>
- Building (Local Authority Charges) Regulations 2010
- <https://www.legislation.gov.uk/ukxi/2010/404/contents/made>
- Do I need building regulations for my extension, garage conversion or conservatory?
- <https://www.labc.co.uk/your-project/homeowners/extensions-garage-conversions-and-conservatories>
- Department for Levelling Up, Housing and Communities
- <https://www.gov.uk/government/organisations/department-for-levelling-up-housing-and-communities>
- Climate Change and Sustainable Energy Act 2006
- <http://www.legislation.gov.uk/ukpga/2006/19/contents>
- Sustainable and Secure Buildings Act 2004
- <http://www.legislation.gov.uk/ukpga/2004/22/contents>
- LABC QMS Enforcement Policy
- <https://www.members.labc.co.uk/sites/default/files/Enforcement%20Policy.pdf>
- The Building Regulations &c. (Amendment) Regulations 2014
- <http://www.legislation.gov.uk/ukxi/2014/579/contents/made>

## 2. Unit Contents

<b>Title</b>	<b>Public Service Building Control - Managing Legislative Compliance</b>
<b>Unit Reference Number</b>	<b>Unit 1</b>
<b>RQF Level</b>	<b>6</b>
<b>Credit value</b>	<b>20</b>
<b>Unit Guided Learning Hours</b>	<b>60</b>
<b>Unit Personal Study Hours</b>	<b>140</b>
<b>Total Qualification Time</b>	<b>200</b>

<b>Learning Outcomes The Learner will:</b>	<b>Assessment Criteria The Learner can:</b>
1. Be able to evaluate the legal framework applicable to the built environment.	1.1 Evaluate the role of regulation as a tool of government. 1.2 Evaluate the interactions between organisations within the regulatory framework. 1.3 Appraise the delegated powers within Local Authority Building Control.
2. Be able to assess compliance and risk.	2.1 Analyse the potential consequences of building defects. 2.2 Evaluate potential remedial options for a range of scenarios. 2.3 Critically appraise case evidence in relation to building condition, building management or legislative breaches for a given scenario.
3. Be able to apply proportionate enforcement.	3.1 Compare and contrast processes for enforcing building standards. 3.2 Evaluate the use of enforcement tools at the disposal of building control surveyors for a range of given scenarios. 3.3 Critically evaluate documentation for court proceedings for a given scenario.
4. Be able to promote the role of Building Control in embedding best practice in the construction industry.	4.1 Reflect on the importance of promoting best practice in the construction industry. 4.2 Critically examine the role of Building Control in promoting best practice in the construction industry as part of a lessons learned process.

## Unit Information:

### Scope:

Learners will already be familiar with the principles of enforcement and the requisite legislation that encompasses the role of a building control officer. They should also have prior experience of the working arrangements necessary to identify, report and action enforceable work concerning breaches of Regulation, defective work and dangerous structures (including emergency dangerous structures).

This Unit has been designed to provide the skills necessary to manage an enforcement team. It focusses on:

- The application of enforcement in relation to high level government objectives such as The Sustainability Agenda, The Building Safety Act, The Future Homes Strategy and the Costs to Society of not having enforcement.
- Taking legal action including Court action, PACE Interviews, Witness Statements and Monitoring Reports
- Managing Enforcement by influencing Policies within the Authority Constitution, Risk Assessments, Lone Working Policies, Emergency Planning, Staff development and action proportionate to the risks presented.