

THE CHARTERED INSTITUTE OF BUILDING AWARDING ORGANISATION

Syllabus

**LEVEL 4 CERTIFICATE IN CONSTRUCTION SITE
MANAGEMENT**

**LEVEL 4 DIPLOMA IN CONSTRUCTION SITE
MANAGEMENT**



CIOB Awarding Organisation

**Level 4 Certificate in Construction Site Management
Qualification
(600/0529/4 Ofqual)
(COO/0368/7 Qual Wales)**

and

**Level 4 Diploma in Construction Site Management
Qualification
(600/0530/0 Ofqual)**

Syllabus (RQF)

1st September 2020

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**This specification also covers the Graduate Conversion Certificate Programme, which has been developed as a route to CIOB Chartered Membership. The entire six unit programme is a route to membership for graduates with non-construction related degrees and therefore does not appear on the register for regulated qualifications.*

1 QUALIFICATION STRUCTURE

1.1 Qualification Aims

CIOB Level 4 Certificate in Construction Site Management Qualification

The CIOB Level 4 Certificate in Construction Site Management is designed for supervisors and assistant site managers working in the construction sector who are currently working in or progressing to a construction site manager role. This qualification develops the learner's knowledge and skills to plan and programme projects, liaise with stakeholders and oversee small to medium construction projects safely and efficiently.

CIOB Level 4 Diploma in Construction Site Management Qualification

The CIOB Level 4 Diploma in Construction Site Management is designed for construction site managers working in the construction sector who are progressing into managing larger and more complex construction projects. The qualification develops the learner's knowledge and skills to plan and programme projects, liaise with stakeholders and oversee large or complex construction projects safely and efficiently.

CIOB Graduate Conversion Certificate Programme

The CIOB Graduate Conversion Certificate supports and develops those working in the industry who hold a degree in a subject unconnected to construction. This programme develops the learner's knowledge and practical skills to plan and programme projects, liaise with stakeholders and oversee large or complex construction projects safely and efficiently. This bespoke programme provides a route to chartered membership and gives a CIOB Level 4 Certificate in Construction Site Management.

1.2 Progression to Other Qualifications

The CIOB Level 4 Diploma provides the underpinning knowledge and understanding for Level 6 NVQ Diploma in Construction Site Management. Higher education providers may consider these qualifications for exemption from certain modules within their Higher National Certificate and degree qualifications. Learners can also progress to full chartered membership of the CIOB through the Chartered Membership Programme.

1.3 Mandatory Units

The Site Management qualification comprises two qualifications; the Level 4 Certificate in Construction Site Management and the Level 4 Diploma in Construction Site Management.

To achieve the 3-unit Certificate, learners are required to undertake:

- Unit 3 – Managing Health, Safety and Wellbeing in Construction Works and
- any other two units from the qualification.

Total Qualification Time: 96 guided learning hours plus 204 personal study hours = 300 hours TQT

To achieve the 9-unit Diploma, learners are required to undertake all nine units.

Total Qualification Time: 288 guided learning hours plus 612 personal study hours. = 900 hours TQT

The Graduate Conversion Certificate is a 6-unit programme (including Health and Safety). Suggested Recommended Units:

- Unit 1 – Contractual and Legal Responsibilities within a Construction Environment
- Unit 2 – Managing the Quality of Construction Works
- Unit 3 – Managing Health, Safety and Wellbeing in Construction Works (mandatory)
- Unit 4 – Project Planning, Control, Monitoring and Risk for Construction
- Unit 8 – Managing the Technology of Modern and Traditional Construction Works

- Plus one optional unit to suit their job role from the suite of Level 4 Site Management units

Total Programme Time: 192 guided learning hours plus 408 personal study hours = 600 TQT

All units may also be studied individually for unit certification. Units need not be undertaken in any specific order.

1.4 Unit Exemptions

The following qualification offers exemption from Unit 3 – Managing Health, Safety and Wellbeing in Construction Works:

- CITB Site Safety Plus Certificate (Site Management Safety Training Scheme)
- Comparable industry-recognised Health and Safety qualifications

This certification must be valid for the duration of the CIOB Construction Site Management course. A copy of the CITB Site Safety Plus Certificate should be attached to the CIOB Registration Form. In cases where the expiration date occurs during the CIOB qualification, the renewed CITB Site Safety Plus certificate must be presented with the CIOB Certificate Claims Form at the end of the qualification.

Other exemptions may be granted for related level 4 qualifications. All requests for exemptions must be sent to the CIOB awarding organisation, addressed to the Director of Education, via awardingorg@ciob.org.uk

Requests for exemptions should be accompanied by a transcript of the qualification modules and relevant module descriptors. These will be reviewed by the CIOB Chief External Verifier.

Exemptions will be granted for full units only, with no exemption granted for part of a unit. Qualifications used to support an exemption application must be valid and have been achieved within the past five years.

Exemptions will be granted for a maximum of one third of the qualification, (one unit from the three required for the Certificate and two units from the further six required for the Diploma).

Applicants have the right to appeal an exemption decision via the independent CIOB Grievance and Appeals Panel. Requests should be addressed to the Director of Education, via awardingorg@ciob.org.uk.

1.5 Entry Requirements

Any qualification with a minimum of 32 UCAS Points, including:

- Level 3 S/NVQ, or equivalent, in a construction-related subject
 - CIOB Level 3 Award in Supervising Construction Works to Existing Buildings and Structures
 - CIOB Level 3 Award in Supervising the Construction of New Buildings and Structures
 - CIOB Level 3 Diploma in Site Supervisory Studies
- or**
- Three years' relevant construction experience

The Graduate Conversion Certificate requires the learner to hold a undergraduate or postgraduate qualification in a non-construction subject and to be working in a management role in the construction industry.

1.6 Unit and Assessment Grades

The tutor will award the learner a grade for each unit (pass, merit and distinction). Unit grades apply to overall performance in units including assignments, practical exercises and coursework. Indicative marking descriptors for differentiating between levels of achievement when marking assignments are provided below (Section 1.8).

The overall grade for a CIOB qualification is calculated using a points system. Each unit grade attracts points as follows:

Distinction	3 points
Merit	2 points
Pass	1 point
Unit Exemption	1 point

1.7 Assessment

The assessment process is set by the Awarding Organisation (CIOB), defining the requirements learners are expected to meet to demonstrate that a learning outcome has been achieved. All learning outcomes must be achieved in order to gain attainment of credit for that unit. Tutor-led assessment should be carried out throughout the course through either centre-devised or CIOB externally-set assignments.

Internally-set assignment briefs must be approved by the Awarding Organisation (CIOB) prior to issue to learners.

All completed assessments are marked internally, internally verified and subject to external verification sampling.

The assessment criteria cover three 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 Level 4 Certificate and Diploma in Construction Site Management Indicative Marking Descriptors

*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
Distinction			
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.
Merit			
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 and consistent 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.
Pass			
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.
Fail			
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.

1.9 Calculating Overall Qualification Grade

To calculate the overall qualification grade, the points for the individual unit grades should be added together and compared to the table below:

1.9.1 CIOB Level 4 Certificate in Construction Site Management

Learners must pass 3 units of the qualification, which may include a maximum of 1 exempted unit.

These must include Unit 3 – Management of Health, Safety and Wellbeing in Construction Works.

Total Points for all 3 Units	Overall Grade
9	Distinction
8	
<hr/>	
7	Merit
6	
5	
<hr/>	
4	Pass
3	
<hr/>	
2 or fewer	Refer/Fail
Learners must achieve at least a pass in (or hold one unit exemption) 3 units to be awarded the Certificate.	

1.9.2 CIOB Level 4 Diploma in Construction Site Management – 6-unit top-up from Certificate

Learners must pass 6 units of the qualification, which may include a maximum of 2 exemptions.

Units for the Diploma must be different to those undertaken as part of the Certificate.

The Diploma is marked as a separate award, and points do not follow on from the certificate.

Certificate grade points can not be accrued to the diploma.

Total Points for all 6 Units	Overall Grade
18	Distinction
17	
16	
15	
<hr/>	
14	Merit
13	
12	
11	
10	
9	
<hr/>	
8	Pass
7	
6	
<hr/>	
5 or fewer	Refer/Fail
Learners must achieve at least a pass in (or hold a maximum of two unit exemptions) 6 units to be awarded the Diploma.	

1.9.3 CIOB Level 4 Diploma in Construction Site Management – entire qualification

Learners must pass all 9 units of the qualification, which may include a maximum of 3 exemptions.

The additional units for the Diploma must include Unit 3 – Management of Health, Safety and Wellbeing in Construction Works.

Total Points for all 9 Units	Overall Grade
27	Distinction
26	
25	
24	
23	
<hr/>	
22	Merit
21	
20	
19	
18	
17	
16	
15	
14	
<hr/>	
13	Pass
12	
11	
10	
9	
<hr/>	
8 or fewer	Refer/Fail
Learners must achieve at least a pass in (or hold a maximum of three exemptions) 9 units to be awarded the Diploma.	

1.10 Indicative Reading List

Unit 1 - Contractual and Legal Responsibilities within a Construction Environment
<p>Ashworth, A., Perera, S. (2018) Contractual Procedures in the Construction Industry, 7th Edn.; Harlow: Pearson Education</p> <p>Flanagan, R., Jewell, C. (2020) Site Management and Production, London: CIOB (https://www.ciobacademy.org/product/site-management-production-guide/)</p> <p>Hughes, W., Champion, R. and Murdoch, J. (2015) Construction Contracts: Law and Management, 5th Edn.; Abingdon: Routledge</p>
Unit 2 - Managing the Quality of Construction Works
<p>BS 8000 Workmanship of Building Sites ISO 9001:2015 Quality Management CIOB Code of Quality Management</p> <p>Flanagan, R., Jewell, C. (2020) Site Management and Production, London: CIOB (https://www.ciobacademy.org/product/site-management-production-guide/)</p> <p>Harris F and McCaffer R., Edum-Fotwe, F. Modern Construction Management, 7th Edition, (2013) Oxford, Wiley-Blackwell</p>
Unit 3 - Managing Health, Safety and Wellbeing in Construction Works
<p>Industry guidance on the following web sites: CDM Regulations 2015 http://www.cskills.org/supportbusiness/healthsafety/cdmregs/index.aspx</p> <p>Flanagan, R., Jewell, C. (2020) Site Management and Production, London: CIOB (https://www.ciobacademy.org/product/site-management-production-guide/)</p>
Unit 4 – Project Planning, Control, Monitoring & Risk for Construction
<p>Baldwin, A. and Bordoli, D. (2014) A Handbook for Construction Planning and Scheduling, Wiley Blackwell.</p> <p>Cooke, B., Williams, P. Construction Planning, Programming and Control 3rd Edition (2009) Oxford Wiley-Blackwell</p> <p>Flanagan, R., Jewell, C. (2020) Site Management and Production, London: CIOB (https://www.ciobacademy.org/product/site-management-production-guide/)</p> <p>Harris, F. and McCaffer R., Edum-Fotwe, F. Modern Construction Management, 7th Edition, (2013) Oxford, Wiley-Blackwell</p>
Unit 5 - Managing People in a Professional Context
<p>Flanagan, R., Jewell, C. (2020) Site Management and Production, London: CIOB (https://www.ciobacademy.org/product/site-management-production-guide/)</p> <p>Loosemore, M. and Dainty, A. (2012) Human Resource Management in Construction, 2nd Edn; Abingdon: Routledge</p> <p>Walker, A, (2015) Project Management in Construction 6th Edn. Chichester: Wiley Blackwell</p>

Unit 6 – Site Organisation

Chudley, R., Greeno, R. (2020) Building Construction Handbook 12th Edition Abingdon: Routledge
Flanagan, R., Jewell, C. (2020) Site Management and Production, London: CIOB
(<https://www.ciobacademy.org/product/site-management-production-guide/>)

Further reading:

Schofield, W., Breach, M. (2007) Engineering Surveying, 6th Edition Oxford, Butterworth-Heinemann

Unit 7 Project Resourcing and Cost Management

Cooke, B., Williams, P. Construction Planning, Programming and Control 3rd Edition (2009) Oxford Wiley-Blackwell

Flanagan, R., Jewell, C. (2018) CIOB New Code of Estimating Practice, 1st Edn.; Oxford: John Wiley & Sons

Flanagan, R., Jewell, C. (2020) Site Management and Production, London: CIOB
(<https://www.ciobacademy.org/product/site-management-production-guide/>)

Harris F and McCaffer R., Edum-Fotwe, F. Modern Construction Management, 7th Edition, (2013) Oxford, Wiley-Blackwell

Unit 8 - Managing the Technology of Modern and Traditional Construction Works

Chudley, R. and Greeno, R. (2020). Building Construction 12^h Edn.; Oxford: Butterworth-Heinemann

Chudley, R. (2012) Advanced Construction Technology. 5th edn. Harlow: Pearson

Flanagan, R., Jewell, C. (2020) Site Management and Production, London: CIOB
(<https://www.ciobacademy.org/product/site-management-production-guide/>)

Unit 9 - Managing Sustainable Construction

[BRE: Sustainable Construction - Simple ways to make it happen](#)

[The Site Waste Management Plans Regulations 2008](#)

Fewings, P, Henjewe, C. (2019) Construction Project Management: An Integrated Approach 3rd Edn. Abingdon: Routledge

Flanagan, R., Jewell, C. (2020) Site Management and Production, London: CIOB
(<https://www.ciobacademy.org/product/site-management-production-guide/>)

1.11 Knowledge and Skills Matrix

Unit Title		Specialist Knowledge and Skills		Transferable Skills					
		Subject Knowledge and Understanding	Specialist Skills	Application of Digital Skills	Use of Information	Communication Skills	Problem Solving	Numerical Skills	Project Management Skills
1	Contractual and Legal Responsibilities within a Construction Environment	✓	✓		✓	✓	✓		✓
2	Managing the Quality of Construction Works	✓	✓		✓	✓	✓		✓
3	Managing Health, Safety and Wellbeing in Construction Works	✓	✓		✓	✓	✓		✓
4	Project Planning, Control, Monitoring and Risk for Construction	✓	✓	✓		✓	✓	✓	✓
5	Managing People in a Professional Construction Context	✓	✓		✓	✓	✓		✓
6	Organisation of the Construction Site	✓	✓		✓	✓	✓		✓
7	Construction Project Resourcing and Cost Management	✓	✓	✓	✓	✓	✓	✓	✓
8	Managing the Technology of Modern and Traditional Construction Works	✓	✓	✓	✓	✓	✓		✓
9	Managing Sustainable Construction	✓	✓	✓	✓	✓	✓		✓

2. UNITS

Unit 1 – Contractual and Legal Responsibilities within a Construction Environment

Unit Title	Contractual and Legal Responsibilities within a Construction Environment
Unit Reference Number	1
Level	4
Credit Value	10
Unit Guided Learning Hours	32
Unit Personal Study Hours	68
Total Qualification Time	100
Unit Reference Number	J/618/4063
Unit Aims	Unit learning outcomes: Learners will
<p>Knowledge and Understanding</p> <p>This unit provides knowledge of the underlying concepts and principles required to manage contractual and legal responsibilities of construction projects.</p>	<ol style="list-style-type: none"> 1. Evaluate the impact of legislation and standards on construction works. 2. Apply principles of compliance of the works under a construction contract 3. Explain the key processes which deal with claims and variations.
Transferable Skills	<ol style="list-style-type: none"> 4. Use and explain specified information. 5. Present ideas for different audiences. 6. Solve defined problems and evaluate the solutions.
Indicative Content	
<p>Civil law – Employment, health and safety, environmental, modern slavery, bribery. Common law – contract, tort (negligence, trespass, nuisance) Standard forms of contract – for construction</p>	
Unit Information:	
<p>The knowledge is gained through a mix of classroom learning, directed study time and experiential learning from the workplace.</p> <p>This unit is assessed by a CIOB set assignment. CIOB approval must be sought if altered by the centre.</p> <p>This unit may be taken as a single unit or form part of the:</p> <ul style="list-style-type: none"> • CIOB Level 4 Certificate in Construction Site Management • CIOB Level 4 Diploma in Construction Site Management • CIOB Graduate Conversion Certificate 	

Unit 2 – Managing the Quality of Construction Works

Unit Title	Managing the Quality of Construction Works
Unit Reference Number	2
Level	4
Credit Value	10
Unit Guided Learning Hours	32
Unit Personal Study Hours	68
Total Qualification Time	100
Unit Reference Number	Y/618/4066
Unit Aims	Unit learning outcomes: Learners will
<p>Knowledge and Understanding</p> <p>This unit provides knowledge of the underlying concepts and principles required to manage the quality of construction projects effectively.</p>	<ol style="list-style-type: none"> 1. Apply the quality systems, procedures and standards for construction works 2. Apply essential management systems to monitor and control the quality of work. 3. Explain how the use of recycled and recovered materials impacts quality control.
Transferable Skills	<ol style="list-style-type: none"> 4. Explain the use of specified information. 5. Present ideas for different audiences. 6. Solve defined problems and evaluate the solutions.
Indicative Content	
<p>Quality systems, standards, procedures – Quality Management Systems (QMS), Total Quality Management (TQM), quality standards, building regulations, Codes of Practice, agreement certificates</p> <p>On-site practice – material requisition, receipt, handling, storage and protection, site inspections and testing</p> <p>Recycled and recovered materials – cleaning, separation, testing, specifications</p>	
Unit Information:	
<p>The knowledge is gained through a mix of classroom learning, directed study time and experiential learning from the workplace.</p> <p>This unit is assessed by a CIOB set assignment. CIOB approval must be sought if altered by the centre.</p> <p>This unit may be taken as a single unit or form part of the:</p> <ul style="list-style-type: none"> • CIOB Level 4 Certificate in Construction Site Management • CIOB Level 4 Diploma in Construction Site Management • CIOB Graduate Conversion Certificate 	

Unit 3 - Managing Health, Safety and Wellbeing in Construction Works

Unit Title	Managing Health, Safety and Wellbeing in Construction Works
Unit Reference Number	3
Level	4
Credit Value	10
Unit Guided Learning Hours	32
Unit Personal Study Hours	68
Total Qualification Time	100
Unit Reference Number	T/618/4074
Unit Aims	Unit learning outcomes: Learners will
<p>Knowledge and Understanding</p> <p>This unit provides knowledge of the underlying concepts and the principles required to effectively manage the health, safety and wellbeing of staff and the general public on construction projects.</p>	<ol style="list-style-type: none"> 1. Apply principles of the Construction, Design and Management (CDM) regulations, or equivalent, in working with clients and other professionals. 2. Evaluate how health, safety and wellbeing legislation influences working practices in the construction industry. 3. Apply management principles of health, safety and wellbeing to construction projects.
Transferable Skills	<ol style="list-style-type: none"> 4. Explain the use of specified information. 5. Communicate ideas in a written form. 6. Solve defined problems and evaluate the solutions.
Indicative Content	
<p>Legislation – Statutory; Construction, Design and Management (CDM); Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR (UK)); asbestos, Health and Safety Executive</p> <p>Risk - assessment and management, safe working practices</p> <p>Site application – competent workers, induction, toolbox talks, PPE, plant inspection and maintenance, accident investigation and recording, traffic management</p>	
Unit Information:	
<p>The knowledge is gained through a mix of classroom learning, directed study time and experiential learning from the workplace.</p> <p>This unit is assessed by a CIOB set assignment. CIOB approval must be sought if altered by the centre.</p> <p>This unit may be taken as a single unit or form part of the:</p> <ul style="list-style-type: none"> • CIOB Level 4 Certificate in Construction Site Management • CIOB Level 4 Diploma in Construction Site Management • CIOB Graduate Conversion Certificate 	

Unit 4 – Project Planning, Control, Monitoring and Risk for Construction

Unit Title	Project Planning, Control, Monitoring and Risk for Construction
Unit Reference Number	4
Level	4
Credit Value	10
Unit Guided Learning Hours	32
Unit Personal Study Hours	68
Total Qualification Time	100
Unit Reference Number	D/618/4084
Unit Aims	Unit learning outcomes: Learners will
<p>Knowledge and Understanding</p> <p>This unit provides knowledge of the underlying principles and the skills to plan, monitor and control construction projects effectively.</p>	<ol style="list-style-type: none"> 1. Evaluate the primary information requirements used for project planning. 2. Be able to produce a method statement and programme for the works. 3. Apply the essential principles required to progress and monitor the construction works.
Transferable Skills	<ol style="list-style-type: none"> 4. Use appropriate digital applications. 5. Communicate ideas in a written and visual form. 6. Solve defined problems and evaluate the solutions. 7. Use numerical techniques to process and evaluate data.
Indicative Content	
<p>Project information – contract documentation, site inspection, adjacent structures, utilities and services, resource analysis, specialist sub-contractors, plant and equipment, requests for further information</p> <p>Project planning – method statements, sequencing, Gantt Charts, network analysis, sub-contractor work schedules, lead-times</p> <p>Project monitoring and control – site meetings, record keeping, digital evidence, site diaries, re-scheduling</p>	
Unit Information:	
<p>The knowledge is gained through a mix of classroom learning, directed study time and experiential learning from the workplace.</p> <p>This unit is assessed by a CIOB set assignment. CIOB approval must be sought if altered by the centre.</p> <p>This unit may be taken as a single unit or form part of the:</p> <ul style="list-style-type: none"> • CIOB Level 4 Certificate in Construction Site Management • CIOB Level 4 Diploma in Construction Site Management • CIOB Graduate Conversion Certificate 	

Unit 5 – Managing People in a Professional Construction Context

Unit Title	Managing People in a Professional Construction Context
Unit Reference Number	5
Level	4
Credit Value	10
Unit Guided Learning Hours	32
Unit Personal Study Hours	68
Total Qualification Time	100
Unit Reference Number	T/618/4088
Unit Aims	Unit learning outcomes: Learners will
<p>Knowledge and Understanding</p> <p>This unit provides knowledge of the underlying concepts to manage self and other works personnel on construction projects.</p>	<ol style="list-style-type: none"> 1. Evaluate the key construction responsibilities of site managers in managing the performance of self and others. 2. Explain the principles of how good communication can impact performance on construction works 3. Describe an ethical framework in which site managers should operate.
Transferable Skills	<ol style="list-style-type: none"> 4. Explain the use of specified information. 5. Present ideas for different audiences. 6. Solve defined problems and evaluate the solutions.
Indicative Content	
<p>Managing performance – setting objectives, performance management, leadership, team building, motivation, remuneration, training</p> <p>Communication – clarity, consistency, frequency, objectivity, listening, site meetings, signage</p> <p>Ethics – legislation, codes of conduct, business, professional frameworks, fraud and bribery, Corporate Social Responsibility (CSR)</p>	
Unit Information:	
<p>The knowledge is gained through a mix of classroom learning, directed study time and experiential learning from the workplace.</p> <p>This unit is assessed by a CIOB set assignment. CIOB approval must be sought if altered by the centre.</p> <p>This unit may be taken as a single unit or form part of the:</p> <ul style="list-style-type: none"> • CIOB Level 4 Certificate in Construction Site Management • CIOB Level 4 Diploma in Construction Site Management • CIOB Graduate Conversion Certificate 	

Unit 6 – Organisation of the Construction Site

Unit Title	Organisation of the Construction Site
Unit Reference Number	6
Level	4
Credit Value	10
Unit Guided Learning Hours	32
Unit Personal Study Hours	68
Total Qualification Time	100
Unit Reference Number	F/618/4093
Unit Aims	Unit learning outcomes: Learners will
<p>Knowledge and Understanding</p> <p>This unit provides knowledge of the underlying principles and concepts required to organise on-site activities which support and deliver the construction project.</p>	<ol style="list-style-type: none"> 1. Describe the key principles of site set-up to ensure a secure and safe environment for the construction works. 2. Explain and evaluate the need for dimensional accuracy in construction works. 3. Explain how site managers plan for and manage the installation of temporary works for the construction work.
Transferable Skills	<ol style="list-style-type: none"> 4. Use and explain specified information. 5. Present ideas for different audiences. 6. Solve defined problems and evaluate the solutions. 7. Use appropriate digital applications
Indicative Content	
<p>Site set-up – Site establishment and layout, offices, wellbeing, facilities and site cleanliness, storage, signage, site access and traffic management, security</p> <p>Dimensional accuracy – information for setting out, grids, building orientation and level, GPS, connections to existing services, use of drones and robotics</p> <p>Temporary works – earthworks, dewatering, formworks, scaffolding, site services, shoring, protection of adjacent buildings</p>	
Unit Information:	
<p>The knowledge is gained through a mix of classroom learning, directed study time and experiential learning from the workplace.</p> <p>This unit is assessed by a CIOB set assignment. CIOB approval must be sought if altered by the centre.</p> <p>This unit may be taken as a single unit or form part of the:</p> <ul style="list-style-type: none"> • CIOB Level 4 Certificate in Construction Site Management • CIOB Level 4 Diploma in Construction Site Management • CIOB Graduate Conversion Certificate 	

Unit 7 – Construction Project Resourcing and Cost Management

Unit Title	Construction Project Resourcing and Cost Management
Unit Reference Number	7
Level	4
Credit Value	10
Unit Guided Learning Hours	32
Unit Personal Study Hours	68
Total Qualification Time	100
Unit Reference Number	J/618/4094
Unit Aims	Unit learning outcomes: Learners will
<p>Knowledge and Understanding</p> <p>This unit provides knowledge of the underlying principles and concepts to procure resources to deliver the construction works effectively.</p>	<ol style="list-style-type: none"> 1. Apply the key principles to determine and procure materials, plant and equipment for the construction works. 2. Evaluate the site manager's role in the selection and appointment of subcontractors. 3. Explain the key aspects of managing expenditure against the budget for the construction works.
Transferable Skills	<ol style="list-style-type: none"> 4. Explain the use of specified information. 5. Present ideas for different audiences. 6. Solve defined problems and evaluate the solutions. 7. Use numerical techniques to process and evaluate data. 8. Use appropriate digital applications
Indicative Content	
<p>Resourcing – specifications, work packages, specialist needs, lead-times. Procurement – material suppliers – direct and builders' merchants, just-in-time, plant and equipment – hire, buy Sub-contractors – specialist, nominated, named, domestic, competency, trade management, dispute resolution Finance – project control and cost monitoring, cost-value reconciliation, variations, contingencies</p>	
Unit Information:	
<p>The knowledge is gained through a mix of classroom learning, directed study time and experiential learning from the workplace.</p> <p>This unit is assessed by a CIOB set assignment. CIOB approval must be sought if altered by the centre.</p> <p>This unit may be taken as a single unit or form part of the:</p> <ul style="list-style-type: none"> • CIOB Level 4 Certificate in Construction Site Management • CIOB Level 4 Diploma in Construction Site Management • CIOB Graduate Conversion Certificate 	

Unit 8 – Managing the Technology of Modern and Traditional Construction Works

Unit Title	Managing the Technology of Modern and Traditional Construction Works
Unit Reference Number	8
Level	4
Credit Value	10
Unit Guided Learning Hours	32
Unit Personal Study Hours	68
Total Qualification Time	100
Unit Reference Number	L/618/4095
Unit Aims	Unit learning outcomes: Learners will
<p>Knowledge and Understanding</p> <p>This unit provides knowledge of the underlying principles and concepts to manage the technology of modern and traditional construction projects effectively.</p>	<ol style="list-style-type: none"> 1. Apply essential performance requirements of modern and traditional construction works. 2. Evaluate the principles and value of integrating MMC (Modern Methods of Construction) into a construction project. 3. Explain the essential principles of the site management and conservation of traditional buildings.
Transferable Skills	<ol style="list-style-type: none"> 4. Explain the use of specified information. 5. Present ideas for different audiences. 6. Solve defined problems and evaluate the solutions. 7. Use appropriate digital applications
Indicative Content	
<p>Performance requirements – structural integrity, thermal efficiency, fire and evacuation, weatherproofing, sound insulation, flexibility in use</p> <p>Off-site production – types of off-site production, logistics, benefits (cost, quality, time), waste</p> <p>Traditional buildings - Planning and conservation, specialist trades and materials, working around occupants' health and safety, unforeseen works</p>	
Unit Information:	
<p>The knowledge is gained through a mix of classroom learning, directed study time and experiential learning from the workplace.</p> <p>This unit is assessed by a CIOB set assignment. CIOB approval must be sought if altered by the centre.</p> <p>This unit may be taken as a single unit or form part of the:</p> <ul style="list-style-type: none"> • CIOB Level 4 Certificate in Construction Site Management • CIOB Level 4 Diploma in Construction Site Management • CIOB Graduate Conversion Certificate 	

Unit 9 – Managing Sustainable Construction

Unit Title	Managing Sustainable Construction
Unit Reference Number	9
Level	4
Credit Value	10
Unit Guided Learning Hours	32
Unit Personal Study Hours	68
Total Qualification Time	100
Unit Reference Number	R/618/4096
Unit Aims	Unit learning outcomes: Learners will
<p>Knowledge and Understanding</p> <p>This unit provides knowledge of the underlying principles and concepts to manage sustainable construction effectively.</p>	<ol style="list-style-type: none"> 1. Evaluate how the selection and use of materials, products and low carbon technologies can contribute to sustainable construction. 2. Explain how to manage the environmental impact of construction works. 3. Apply key principles and processes for the sustainable management of construction waste.
<p>Transferable Skills</p>	<ol style="list-style-type: none"> 4. Explain the use of specified information. 5. Present ideas for different audiences. 6. Solve defined problems and evaluate the solutions. 7. Use appropriate digital applications
Indicative Content	
<p>Sustainable construction –BREAM, carbon footprint, pollution, sustainable sourcing, energy efficient heat sources, use of renewables, circular economy Environmental Impact – reduce, re-use, recycle, local sourcing, reducing energy consumption during construction, protecting natural habitats Waste Management – reduce, re-use, recycle, wastewater, emissions – noise, dust, material site storage and handling</p>	
Unit Information:	
<p>The knowledge is gained through a mix of classroom learning, directed study time and experiential learning from the workplace.</p> <p>This unit is assessed by a CIOB set assignment. CIOB approval must be sought if altered by the centre.</p> <p>This unit may be taken as a single unit or form part of the:</p> <ul style="list-style-type: none"> • CIOB Level 4 Certificate in Construction Site Management • CIOB Level 4 Diploma in Construction Site Management • CIOB Graduate Conversion Certificate 	

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