

Centre Approval Guidance

Contents

	Page
Statement	3
1. This Guidance	4
1. Information about the CIOB Awarding Organisation	4
2. CIOB Guidance Documents	4
2.1. Who this guidance is for	4
2.2. Other CIOB guidance	4
3. Centre Approval	5
3.1. Centre approval purpose	5
3.2. Centre approval timescales	5
3.3. Centre approval fees	5
3.4. Further information	5
4. CIOB Centre Approval Process Diagram	6
5. CIOB Centre Approval Process	7
5.1. Centre contacts CIOB and requests application paperwork.	7
5.2. Centre training visit (optional)	7
5.3. Centre completes application submission.	7
5.4. Assessors panel assesses application	8
5.5. Awarding Organisation Management Committee (AOMC) considers applications	8
5.6. Advisory visit by appointed CIOB external moderator	8
5.7. Notification of result	9
5.8. Centre and CIOB sign centre agreement	9
5.9. Register students and start delivery	9

Statement

It is the responsibility of the centre applying to deliver CIOB Awarding Organisation qualifications to familiarise themselves with our guidance and procedure documentation.

Centres will be required to comply with all the relevant requirements as specified in our current and future documentation to ensure all regulatory conditions are met. New requirements may be issued at any stage as the regulators have the authority to release new documents at any point in time. The Awarding Organisation will notify centres accordingly of any changes that may affect them.

References to third party information made within this document are stated in the belief that it is correct at the time of writing. The CIOB Awarding Organisation does not endorse, approve or accept the responsibility of any content of such information, which may be subject to change. This reference may consist of textbooks, journals, magazines, any other publications and website information.

To ensure you have the most up to date version of the CIOB documents, please contact the Education Team at awardingorg@ciob.org.uk

Authorised by: CIOB Awarding Organisation Compliance Panel

Owned by: CIOB Awarding Organisation August 2024

1. Information about the CIOB Awarding Organisation

The CIOB Awarding Organisation operates under the regulatory conditions of recognition set by Ofqual, CCEA and QiW. It launched its first regulated qualifications in 1976.

CIOB's unique qualifications:

- prepare the learner by providing them with the knowledge and understanding for the workplace;
- offer learners the opportunity for personal growth and engagement in learning;
- are designed to develop the confidence, knowledge and hands-on skills to work in industry;
- provide evidence to employers and clients that an internationally recognised level of study has been successfully completed.

In addition, the CIOB Construction management qualifications provide eligibility to the Construction Skills Certifications Card Scheme (CSCS). For further information please visit the following link: <https://www.cscsonline.uk.com/card-finder>

CIOB qualifications may not run unless the centre concerned has made a submission based upon the latest edition of the syllabus and received approval through the current centre approval process. Approval is continuously monitored by annual external verification inspections.

2. CIOB Guidance Documents

2.1. Who this guidance is for

This guide is designed for centres interested in providing CIOB qualifications. It is also for those centres whose CIOB approval has lapsed for a period of more than 3 years and who will need to submit a new application. This guidance contains all the information about all the requirements for centre approval and the process that needs to be followed.

Centres with current CIOB Centre Approval wishing to expand their offer to additional CIOB qualifications should refer to the appropriate section of the CIOB Centre Delivery Guidance.

Centres with lapsed or withdrawn CIOB Centre Approval status for a period of less than 3 years, should refer to the appropriate section of the CIOB Centre Delivery Guidance.

2.2. Other CIOB guidance

The following supplementary guides are available from the CIOB Awarding Organisation. They can be found on CIOB Moodle and the CIOB Website.

- **CIOB Qualification Overview.** A single page showing all CIOB qualifications.
- **CIOB Qualification Specifications.** (1 per qualification). A single page summarising key information about a qualification including target market, entry requirements, progression opportunities, qualification size and qualification structure at unit title level.
- **CIOB Qualification Syllabus.** (1 per qualification). A booklet containing detailed information about a qualification including full unit specifications, reading lists and information about exemptions, assessment, marking and grading.
- **CIOB Centre Assessment Standards Scrutiny Strategy.** (CASS). A document containing information about assessment and quality assurance and including education and qualification levels for assessors and internal verifiers.

- **CIOB Centre Delivery Guidance.** A document containing all the information required by centres to deliver CIOB qualifications including internal verification, conflicts of interest, malpractice and appeals, internal assignments.
- **CIOB Student Guidance Template.** A document which can be branded and edited by centres for their students.

3. Centre Approval

3.1. Centre approval purpose

CIOB centre approval is designed to meet the learning and quality assurance needs of those providing education, training, and skills development. These include colleges of further education, private firms, and training providers.

CIOB centre approval provides the following.

- Permission to deliver contemporary and relevant qualifications of learning for site managers and public sector building control officers.
- Internationally recognised qualifications at Levels 3, 4, 5 and 6.
- A system of quality assurance, supported by an annual audit process.
- Support and assistance from dedicated staff at the CIOB.
- Access information through the CIOB website and Moodle.

Following CIOB approval, a centre can do the following.

- Externally market, develop and deliver the CIOB qualifications at Levels 3, 4, 5 and 6 for which they are approved.
- Deliver the course subject to satisfactory yearly external verification.
- Contact the CIOB for advice and support.

The CIOB Awarding Organisation requires all centres to be formally approved before they can offer a qualification to learners. Centre approval is gained by successful completion of the centre approval process. This process examines the quality assurance, internal systems, procedures and resources of a centre to determine its suitability for delivering CIOB qualifications. Separate submissions may be required from centres wishing to offer more than one CIOB qualification.

3.2. Centre approval timescales

The approval process can generally be completed in six to eight weeks.

3.3. Centre approval fees

Centre approval incurs a fee, this fee covers the following.

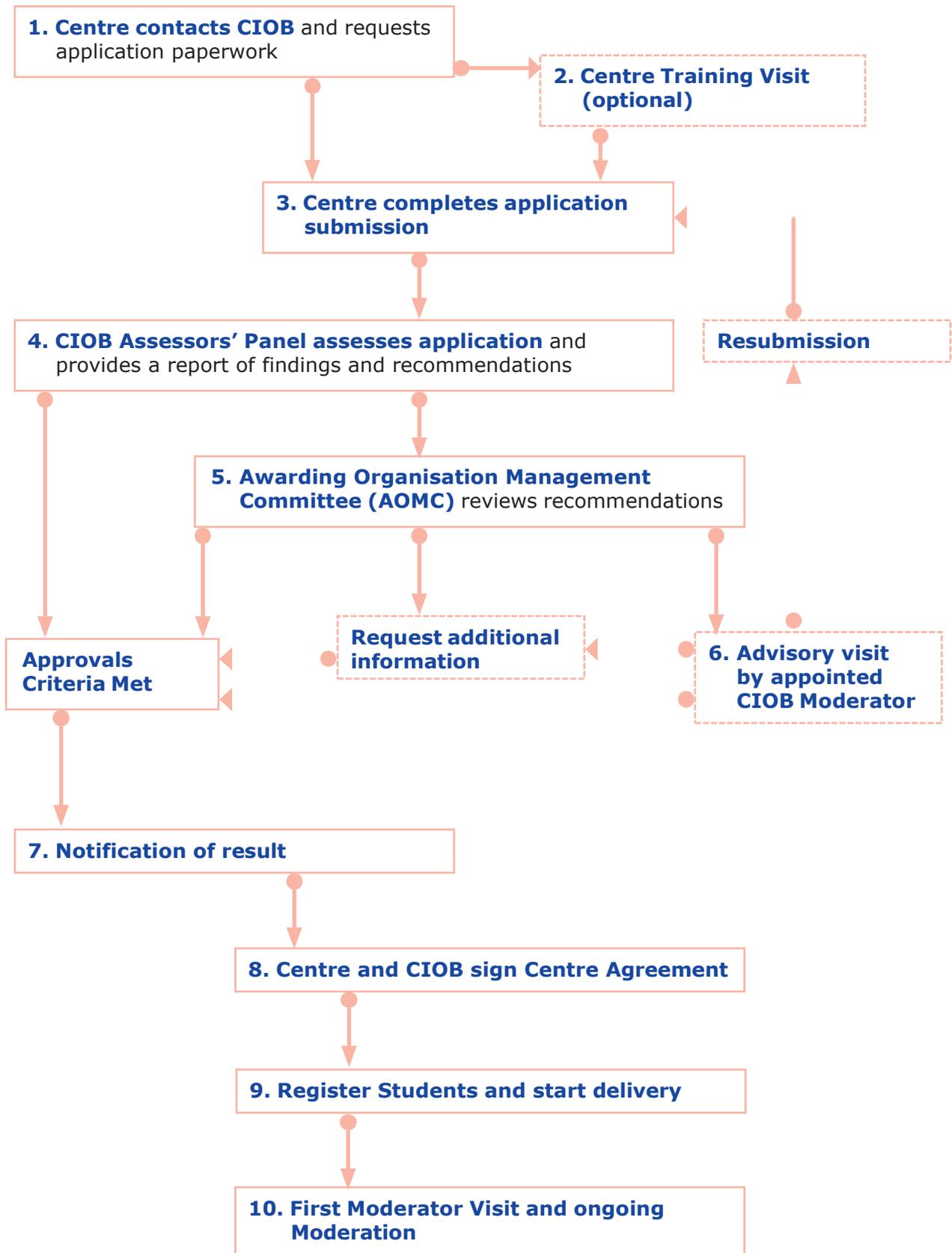
- CIOB Training visit.(optional)
- Review of application documentation.
- First external verification visit.

Fee information is published annually and can be downloaded from the CIOB website <https://www.ciob.org/learning-providers/becoming-ciob-approved-qualification-centre>

3.4. Further information

Should you require any further information or clarification, please do not hesitate to contact the CIOB Quality Coordinator on + 44 (0)1344 630742.

4. CIOB Centre Approval Process Diagram



5. The CIOB Centre Approval Process

5.1. Centre contacts CIOB and requests application paperwork.

To allow for sufficient preparation, the centre is required to contact the CIOB Awarding Organisation before it expects the qualification to begin to allow for the approvals process and marketing.

- Centre contacts CIOB to advise of their interest in delivering CIOB qualification(s). For a current copy of the application form and supporting documents please contact the Quality Coordinator awardingorg@ciob.org.uk
- The CIOB Awarding Organisation sends copies of the relevant course specification(s), submission guidelines and the approval application form to the centre.

5.2. Centre training visit (optional)

CIOB can offer an optional training visit. This can include the following.

- Details of the qualifications and how they are delivered, assessed and graded.
- An overview of the CIOB learning platform Moodle and completion of the application form.
- Answers to any questions relating to the approvals process, delivery and learner progression.

5.3. Centre completes application submission.

When seeking approval by the CIOB Awarding Organisation to offer its qualification, please refer to the course syllabus specifications and CIOB Centre Delivery Guidance in preparing your submission. The centre is required to complete the CIOB Approved Centre Application Form to provide an overview of the management structure and quality assurance systems that are in place to support the delivery, assessment and internal verification of CIOB's regulated qualifications. This must include written detailed evidence which meets the required criteria outlined within the application form.

The application form has been designed to aid you in assembling the required information and supporting documentation and covers seven main areas:

- general information
- centre recognition
- governance
- resources - environment
- resources – human
- delivery
- equal opportunities.

Completed applications, along with all relevant supporting documentation, should be sent to:

Quality Coordinator
The CIOB Awarding Organisation
1 Arlington Square
Downshire Way
Bracknell
Berkshire
RG12 1WA
Telephone: 01344 630742
E-mail: awardingorg@ciob.org.uk

5.4. Assessors panel assesses application

The CIOB Assessors' Panel comprises of expert members of the Institute. The assessors panel will:

- examine the proposal
- provide a report of findings and recommendation of approval where the requirements of the awarding organisation are met
- summarise the documentation for presentation at the next Awarding Organisation Management Committee (AOMC) meeting for consideration or ratification.

Where the documentation meets the full requirements of the awarding organisation, initial approval may be granted at this stage by the CIOB Assessors' Panel, prior to ratification from the AOCP.

5.5. Awarding Organisation Compliance Panel (AOCP) considers applications

The AOMC reviews the information presented by the Assessors' Panel. They can:

- ratify approval decisions made by the CIOB Assessors' Panel
- recommend that a centre should receive an advisory visit by an appointed CIOB Moderator
- request that further information is sought from a centre to support their application
- grant approval with conditions. An allocated timescale to meet these conditions will be issued by the AOCP. A review of these conditions will be carried out by a CIOB moderator within two months.

5.6. Advisory visit by appointed CIOB external moderator

An advisory visit may be required to assess areas not meeting the criteria within the application. The external moderator will discuss the reported areas of concern with centre staff. This will assist and support the centre in its submission.

An example of an advisory visit itinerary

10.30am	Introductory session to meet course leaders and discuss general issues of course demand and funding
11.00am	Meeting with local employers who intend to support the course (if required)
11.30am	Private meeting of panel to discuss course submission
12.45pm	Tour of college facilities and lunch
1.45pm	CIOB Submissions Panel leader meets with course team to discuss submission
3.15pm	Private meeting of panel to make approval decision
3.45pm	Feedback to course team
4.15pm	Close

At the conclusion of the visit, the external moderator will take one of 4 actions.

- **Grant approval without conditions.** When a submission meets the criteria of the CIOB centre approval process, approval will be granted for a continuous period subject to meeting satisfactory external moderation.
- **Grant approval with conditions.** An allocated timescale to meet these conditions will be issued by the panel member/AOCP. A review of these conditions will be carried out by an external moderator within two months.
- **Request further documentation be provided.** The examination of documents may also highlight the requirement for further documentation to be requested for the centre to fully meet approval criteria. Approval will then be granted on receipt of the subsequent required information being in order.
- **Advise the centre to resubmit.** Where considerable issues over the quality of submissions are determined, the centre will be advised to make a re-submission

5.7. Notification of result

A letter is sent to centre notifying them of the result. If this result is positive, it will include:

- confirmation of approval
- information about any conditions, the allocated timescale to meet them and how they will be reviewed.
- CIOB Centre Agreement for the vice principal to sign.

5.8. Centre and CIOB sign centre agreement

A CIOB Centre Agreement must be signed by the centre before full approval is granted. All centres are required to enter into an agreement with the CIOB Awarding Organisation. This is a formal agreement to be signed by the centre principal and the CIOB Responsible Officer. This agreement outlines the necessary requirements specifying the role and responsibilities of a centre in their dealings with the CIOB Awarding Organisation. The agreement is in keeping with regulatory requirements for delivery of the qualifications.

By signing this agreement, the centre confirms their understanding of the terms and conditions and agrees to adhere to its requirements. Failure to comply could result in the suspension of certification and/or withdrawal of centre approval.

5.9. Register students and start delivery

When centres are granted approval, they can register students as soon as notified by the CIOB. Student Registration forms can then be either located on Moodle or requested from the CIOB Qualifications Administrator.

On receipt of the signed agreement by the CIOB, access will be given to Moodle for all course documentation.

Centres on completion of the approval process are provided with a unique identification number, which is created on entry in the CIOB Awarding Organisation Customer Relationship Management database.

The CIOB Approved Centres List is updated on the appropriate web page showing the newly approved centre contact details.