



Level 6 Diploma in

Building Surveying and Housing Management

Qualification Specification

Qualification Recognition Number: 603/3690/0

ABBE Qualification Code: DipBSHML618

October 2018

This qualification specification was developed in October 2018. No changes have been made to this specification since that date.

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1. ABBE - The Awarding Body for the Built Environment

1.1 Introduction

ABBE, the Awarding Body for the Built Environment is a forward thinking organisation that offers a range of apprenticeships, qualifications, benefits and support.

ABBE is regulated by Ofqual for the delivery of a range of qualifications. Our qualifications are nationally recognised helping learners to achieve their full potential and ambitions.

The full range of qualifications can be found on our website <http://www.abbega.co.uk>

1.2 Our values, vision and mission

Our Values: Quality through Standards

Our aim is to provide a high quality experience by building a strong community of mutual support and trust. We can use our collective talents to build meaningful partnerships to help us all to achieve our goals. ABBE is a recognised Awarding Organisation with strong professional integrity.

Our Vision:

Is that every learner is confident, successful and has the opportunity to achieve their full potential.

Our Mission:

ABBE Educates, inspires and empowers learners

1.3 ABBE Qualification Specification

This is the ABBE Qualification Specification for the ABBE Level 6 Diploma in Building Surveying and Housing Management. The aim of this specification is to provide learners and centres with information about the content of this qualification.

This specification is a live document and, as such, will be updated when required.

Additional qualification details are available for ABBE approved centres in the ABBE qualification handbook.

1.4 Enquiries

Any enquiries relating to this qualification should be addressed to:

Awarding Body for the Built Environment (ABBE)
Birmingham City University
iCentrum, 6 Holt Street
Birmingham
B7 4BP

Tel: 0121 331 5174

Email: abbeenquiries@bcu.ac.uk

Website: www.abbega.co.uk



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2. Qualification Information

2.1 Qualification objective

The UK is facing a severe housing shortage and the average age of the qualified workforce is increasing. This qualification has been developed to address a specific skills shortage – notably in the management of the housing stock of social/affordable housing providers and those companies that provide services to that sector.

The qualification enables holders to meet the requirements of the pathway for Associate Assessment for Building Surveying (AssocRICS) and meets the competencies for the Royal Institution of Chartered Surveyors (RICS). Learners who hold this qualification and complete the RICS Ethics Module will be able to join RICS on the AssocRICS pathway.

2.2 Who could take this Qualification?

The Level 6 Diploma in Building Surveying and Housing Management is aimed at those seeking a new career in residential surveying and housing management. This is a vocational route, giving those without a qualifying degree the opportunity to study and specialise in building surveys and management of housing.

2.3 Qualification Number

ABBE Level 6 Diploma in Building Surveying and Housing Management: 603/3690/0

2.4 Qualification Level

This qualification has been listed on the Regulated Qualifications Framework (RQF) at: Level 6

2.5 Total Qualification Time

This qualification is allocated Total Qualification Time (TQT) this includes Guided Learning (GL) expressed in hours, which indicates the number of hours of supervised or directed study time and assessment. Credit has also be allocated to this qualification.

- The Total Qualification Time (TQT) for this qualification is: 800
- Guided Learning (GL) for this qualification is: 400
- Credit Value: 80 credits

2.6 Progression

The Diploma has been designed to ensure that learners have sufficient occupational competence to practise as Building Surveyors or to manage housing. Learners must submit valid evidence, derived from the workplace or approved simulated environments to enable the assessment centres to verify their competence.

The Diploma is designed to:

- establish a framework of education and training for prospective Building Surveyors and Housing Managers
- provide opportunities for learners to achieve a robust and recognised qualification
- define the knowledge, understanding and skills learners must have to undertake building inspections and housing management



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2.7 Age ranges

Pre 16	No
16-18	No
18+	Yes
19+	Yes

2.8 Structure of the Qualification

To achieve the ABBE Level 6 Diploma in Building Surveying and Housing Management learners must achieve eight mandatory units.

Mandatory Units			
URN	Unit Name	Credit Value	Level
Y/617/2662	Law for residential property asset managers	12	6
D/617/2663	Managing and maintaining residential property assets	10	6
H/617/2664	Understanding sustainability and social responsibility issues in housing management	6	6
K/617/2665	Understand the health and safety and environmental facilities management procedures in housing management	12	6
M/617/2666	Conduct all aspects of work in an effective and professional manner	6	6
T/617/2667	Prepare for an undertake professional inspections for housing management	12	6
A/617/2668	Prepare reports and specifications	6	6
F/617/2669	Organise and deliver the maintenance and repair of residential property	16	6

2.9 Barred Units

Units with the same title at different levels or units with the same content cannot be combined in the same qualification.

2.10 Language

ABBE qualifications and assessment materials will be provided through the medium of English.

2.11 Grading

This qualification is: Pass/Fail



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2.12 Pre-course Procedures

This qualification is available to anyone who is capable of reaching the required standards. They have been developed free from any barriers that unfairly restrict access or progression thereby promoting equal opportunities.

There are no pre-entry requirements for this qualification.

2.13 Qualification Review Boards

Qualification Review Boards (QRBs) are set up for each qualification. The Boards are drawn from employers, centres, Higher Educational Institutes (HEIs) and others with a vested interest in the sector in which the qualification is used. The purpose of the QRB is to ensure that the content of the qualification and the proposed assessment methodology are fit for purpose and are appropriate to meet the requirements of the sector.

QRBs are ongoing and will be scheduled for specific points within the qualification lifetime; at the notional mid-point and again towards the review date of the qualification. During this process, the QRB will consider any feedback received on the performance of the qualification and will consider if the content, structure, purpose and assessment methodology remain appropriate to the needs of the sector. This will help to improve both our qualification and the specification.



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3. Qualification Unit(s)

Unit 1: Law for residential property asset managers

Unit Reference Number: Y/617/2662

Level: 6

Credit: 12

Unit Summary

This unit covers the essential knowledge of the legal system in England and Wales pertinent to housing management and the fundamental principles of the law of property. This includes legal interests in land and different residential tenancies, contract law, the importance and principles of the law of tort. It considers how property is bought and sold and the role of the courts and dispute resolution.

Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence
- Exam

Learning Outcomes:

1. Know how law is made
2. Be able to apply the general legal principles of contract and tort law
3. Understand the various options of dispute resolution
4. Understand how the law of property is applied in the context of residential Property
5. Understand the system for buying and selling property in England and Wales
6. Understand public law and regulation in the context of residential property



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Unit 2: Managing and maintaining residential property assets

Unit Reference Number: D/617/2663

Level: 6

Credit: 10

Unit Summary

This unit covers the essential understanding of managing and maintaining property, the regulatory framework and the range and purpose of essential maintenance and the resources needed for such activities.

Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence
- Exam

Learning Outcomes:

1. Understand the estate management function
2. Understand the role premises and building services maintenance plays in the strategic objectives of the organisation
3. Know how performance indicators are used to improve repairs and maintenance services
4. Understand how customer service standards for repairs and maintenance services are determined
5. Understand how customer satisfaction and feedback mechanisms can be used to improve performance in repairs and maintenance



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Unit 3: Understanding sustainability and social responsibility issues in housing management

Unit Reference Number: H/617/2664

Level: 6

Credit: 6

Unit Summary

This unit provides learners with an understanding of the principles of sustainability in the context of housing assets housing management, why they are important and how they can be applied. Economic and social goals should be achieved by supporting in the long term by conserving resources (economic, environmental, social etc,) and ensuring human health and welfare.

Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence
- Exam

Learning Outcomes:

1. Understand the principles of sustainability (economics and society) and corporate social responsibility
2. Understand the environmental impact of the activities of your organisation, the resource and environmental issues affecting it and how these issues can be managed



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Unit 4: Understand the health and safety and environmental facilities management procedures in housing management

Unit Reference Number: K/617/2665

Level: 6

Credit: 12

Unit Summary

This unit covers the essential understanding of health and safety legislation, guidance and best practice as it impacts on the organisations assets as the 'workplace' for the employees of the organisation and the housing environment of occupants who live there.

Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence

Learning Outcomes:

1. Be able to understand own responsibilities for health and safety in the workplace
2. Understand the health, safety and security requirements as they apply to residential property management
3. Be able to implement systems to ensure health, safety, and environmental standards are met when delivering facilities management services in housing



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Unit 5: Conduct all aspects of work in an effective and professional manner

Unit Reference Number: M/617/2666

Level: 6

Credit: 6

Unit Summary

This unit covers the essential general competences expected of all professionals regardless of their working environment. Learners are expected to work effectively in the ways described in this unit throughout their work, whether in an office, on site or at a property

Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence

Learning Outcomes:

1. Be able to conduct all aspects relating to asset management in a professional manner
2. Be able to develop and maintain effective working relationships with colleagues, professionals, customers and others
3. Be able to comply with organisational and legal requirements at all times



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Unit 6: Prepare for and undertake professional property inspections for housing management

Unit Reference Number: T/617/2667

Level: 6

Credit: 12

Unit Summary

This unit covers the essential general competences expected of all professionals **in the preparation of site/property visits and the way they should conduct themselves when they are on site**. Learners are expected to work effectively in the ways described in this unit throughout their work, whether in an office, on site or at a property.

Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence

Learning Outcomes:

1. Be able to agree and confirm instructions to carry out a property inspection with potential clients or service providers
2. Be able to investigate relevant matters relating to the property that may impact on the inspection or outcomes
3. Be able to carry out inspections of the premises and facilities in a professional manner
4. Be able to make complete and comprehensive records of findings
5. Be able to identify situations and circumstances when repair or improvement is necessary



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Unit 7: Prepare reports and specification information

Unit Reference Number: A/617/2668

Level: 6

Credit: 6

Unit Summary

This unit covers the activities undertaken once the inspection is completed i.e. assisting with the production of complete and comprehensive property inspection reports in accordance with the prescribed format and preparing any schedules of work that follow from the inspection reports.

Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence

Learning Outcomes:

1. Be able to produce reports that meet relevant standards and guidance
2. Be able to use prescribed technology
3. Be able to present reports in line with organisation or standard format and procedures and any legislative or standards that may apply
4. Be able to prepare schedules of work to be undertaken in order to bring property up to the required standards



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Unit 8: Organise and deliver the maintenance, repair or alteration of residential property

Unit Reference Number: F/617/2669

Level: 6

Credit: 16

Unit Summary

This unit covers the skills and knowledge needed in order to organise and deliver repairs and maintenance, both responsive repairs and planned maintenance. It covers preparation, contract procurement, monitoring and delivery and includes the application of the Party Wall Act 1996.

Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence
- Exam

Learning Outcomes:

1. Understand how to procure and administer contracts for responsive repairs
2. Be able to interpret information obtained from property inspection
3. Be able to investigate and evaluate location and environmental factors that may impact on maintenance and repair
4. Be able to investigate and evaluate legal, regulatory, quality and financial factors that may impact on maintenance and repair
5. Be able to procure and administer contracts for building alterations and improvements
6. Understand the requirements of the Party Wall etc. Act 1996



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