



**Level 6 NVQ Diploma in  
Building Control**

**Qualification Specification**

Qualification Recognition Number: 600/9049/2

ABBE Qualification Code: DipBCL613

**December 2017**

## **Why this document is being revised**

This document has been revised by ABBE in December 2017. A summary of the changes made to this document is, as follows:

- Total Qualification Time has been added: TQT 430

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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, and Qualifications Wales 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.abbeqa.co.uk>

## 1.2 ABBE Mission Statement

**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 Qualification Specification

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](mailto:abbeenquiries@bcu.ac.uk)

Website: [www.abbeqa.co.uk](http://www.abbeqa.co.uk)



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## 2. Qualification Information

### 2.1 Qualification Purpose

The ABBE Level 6 NVQ Diploma in Building Control is for those working in the field of building control. This may involve dealing with a variety of tasks whether submitting or assessing applications, or advising and or organising projects. They may be working for local authorities and other public organisations, or as approved inspectors or working in private sector consultancies.

This qualification is suitable for you if you are working for local authorities and other public organisations, or as an approved inspector or are working in private sector consultancies. It will not only recognise your current skills and knowledge but also give you an opportunity to develop them further.

On successful completion of the qualification you will be able to operate more effectively, having been assessed on your ability to work in a professional manner as a competent member of a team. This qualification confirms your occupational competence; that is your ability to undertake your role in a competent manner. The purpose of the qualification is to confirm occupational competence.

The purpose of the qualification is to confirm occupational competence.

### 2.2 Who could take this Qualification?

The ABBE Level 6 NVQ Diploma in Building Control qualification is suitable for people working in the field of building control in a variety of roles. This may involve dealing with a variety of tasks whether submitting or assessing applications, or advising and or organising projects.

This qualification is suitable for you if you are aged 18 and above. You do not need to have achieved any prior qualifications, knowledge or skills before starting this qualification. However, this qualification can be taken as professional development.

### 2.3 Qualification Number

ABBE Level 6 NVQ Diploma in Building Control: 600/9049/2

### 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: 430
- Guided Learning (GL) for this qualification is: 140
- Credit Value: 43 credits

### 2.6 Progression

This qualification has been designed to encourage participation in education and training in other related areas by:

- Encouraging individuals to develop skills and enhance development and promotion prospects



- Enabling existing individuals who work in the field of built environment development and control to gain a recognised qualification and enhance their depth and breadth of knowledge
- Providing a route for new entrants into the industry to develop a discipline focused qualification which can provide the foundation for enhanced learning and development
- Attracting learners from outside the industry
- Allowing individuals with qualifications in other fields to retrain in this discipline

## 2.7 Age ranges

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

## 2.8 Structure of the Qualification

To achieve this qualification learners must successfully complete the five mandatory units plus 15 credits from the optional bank of units.

Mandatory Units			
URN	Unit Name	Credit Value	Level
T/504/6850	Provide advice about public safety in building control	5	6
F/504/6852	Determine and negotiate proposals in planning, conservation and building control	8	6
J/504/6853	Monitor compliance with statutory and policy requirements in planning conservation and building control	5	6
J/504/6884	Develop and maintain working relationships in planning, conservation and building control	3	5
D/504/6888	Provide ethical advice, judgement and service in planning, conservation and building control	7	6
Optional Units			
Y/504/8656	Confirm project energy efficiency and carbon minimisation requirements in building control	4	6
D/504/6860	Manage project risks and impacts in planning, conservation and building control	5	6
H/504/6861	Identify survey and information requirements in planning, conservation and building control	3	5
M/504/6863	Analyse and present measured survey information in conservation and building control	5	5
T/504/6864	Organise an investigation in conservation and building control	3	4
A/504/6865	Identify and assess significant factors influencing the project proposals in conservation and building control	4	6
Y/504/6873	Prepare graphical information in conservation and building control	3	5
M/504/6877	Evaluate and resolve disputes in planning, conservation and building control	6	6
T/504/6878	Prepare and present evidence on disputes in planning, conservation and building control	6	6
A/504/6882	Establish, implement and maintain administrative services in conservation and building control	4	5



F/504/6883	Define, implement and manage information systems in planning, conservation and building control	3	5
H/504/6889	Advance and develop occupational knowledge and practice in planning, conservation and building control	6	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

## 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.



### 3. Qualification Unit(s)\*

#### Unit 1: Provide advice about public safety in building control

Unit Reference Number: T/504/6850

Level: 6

Credit: 5

#### Unit Summary

This unit is about providing advice on public safety and checking that people understand the requirements.

#### Assessment Guidance

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

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Be able to provide advice about public safety in building control	1.1 Prepare clear and unambiguous information to explain the effects of existing, new or changed requirements for developments
	1.2 Pass on information about requirements for developments, in line with an agreed communication strategy to people who have an interest
	1.3 Check that people clearly understand the requirements
	1.4 Assess the effectiveness of communication and identify any improvements it so that people have proper access to the information that they are entitled to receive and they understand it
2. Understand how to provide advice about public safety in building control	2.1 Explain how to prepare clear and unambiguous information to explain the effects of existing, new or changed requirements for developments
	2.2 Explain how to pass on information about policy and regulatory requirements for developments, in line with an agreed communication strategy, to people who have an interest
	2.3 Explain how to check that people clearly understand the requirements
	2.4 Examine how to assess the effectiveness of communication
	2.5 Describe what to identify as any improvements to communication so that people have proper access to the information that they are entitled to receive and that they understand it



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## Unit 2: Determine and negotiate proposals in planning, conservation and building control

Unit Reference Number: F/504/6852

Level: 6

Credit: 8

### Unit Summary

This unit is about processing, assessing and determining building control proposals, town planning applications and conservation consents in the agreed manner. You will negotiate where necessary with the applicant and other interested parties.

### Assessment Guidance

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

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Be able to determine proposals against statutory and policy requirements	1.1 Assess proposals in detail against the relevant technical regulations, policy and evaluation criteria and process those which are likely to meet the evaluation criteria
	1.2 Identify inconsistent and incomplete information in proposals and ask applicants for more information, clarification and proof
	1.3 Evaluate in detail those applications which meet the assessment criteria, and identify the options available to process the applications
	1.4 Determine proposals in line with the evaluation criteria and prepare a report justifying the recommendations
	1.5 Draft the conditions or reasons for rejections in an appropriate legal format
	1.6 Complete the decision making process within agreed time and to meet legal requirements
2. Understand how to determine proposals against statutory and policy requirements	2.1 Examine how to assess proposals in detail against the relevant technical regulations, policy and evaluation criteria
	2.2 Explain how to process proposals which are likely to meet the criteria
	2.3 Describe what to identify as inconsistent and incomplete information in proposals
	2.4 Explain how to ask applicants for more information, clarification and proof
	2.5 Evaluate in detail those proposals which meet the assessment criteria
	2.6 Describe what to identify as the options available to process the proposal
	2.7 Evaluate how to determine proposals in line with the evaluation criteria
	2.8 Evaluate how to draft the conditions or reasons for rejections in an appropriate legal format within the report
	2.9 Explain how to complete the decision making process within agreed time limits and to meet legal requirements
3. Be able to negotiate the content of proposals	3.1 Consider the evaluation criteria and identify the scope for negotiation



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	3.2 Negotiate with applicants to change their proposals to meet the evaluation criteria
	3.3 Agree changes to proposals which meet the expectations which have been identified
	3.4 Complete the negotiation process within the agreed time limits and to meet legal requirements
4. Understand how to negotiate	4.1 Propose how to consider the evaluation criteria
	4.2 Describe what to identify as the scope for negotiation
	4.3 Propose how to negotiate with applicants to change their proposals to meet the evaluation criteria
	4.4 Evaluate how to agree changes to proposals which meet the expectations which have been identified
	4.5 Explain how to complete the negotiation process within the agreed time limits and to meet legal requirements



### Unit 3: Monitor compliance with statutory and policy requirements in planning, conservation and building control

Unit Reference Number: J/504/6853

Level: 6

Credit: 5

#### Unit Summary

This unit is concerned with the monitoring of unauthorised building works and structures. You need to be able to identify unauthorised development or development that does not comply with planning, building control or conservation conditions and decide on the best steps to deal with it.

#### Assessment Guidance

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

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Be able to monitor compliance with statutory and policy requirements in planning, conservation and building control	1.1 Monitor development against statutory and policy requirements, identify breaches in compliance and record them accurately
	1.2 Conform to safe working practices
	1.3 Summarise information about breaches in compliance and circulate the information to the people responsible for compliance and indicate the consequences of their actions
	1.4 Negotiate and agree, with the people responsible, acceptable changes which are needed to restore compliance
	1.5 Issue warnings of appropriate action to the people responsible, for breaches in compliance which are not corrected within a realistic time limit
	1.6 Take follow up action in cases of breach of compliance
	1.7 Prepare and submit clear and accurate evidence of breaches to the appropriate authorities
	1.8 Check that people responsible continue to comply with legal requirements and take legal proceedings when people are still in default
	1.9 Record compliance evidence and circulate it to people who have an interest
2. Understand how to monitor compliance with statutory and policy requirements in planning, conservation and building control	2.1 Examine how to monitor development against statutory and policy requirements
	2.2 Describe what to identify as breaches in compliance
	2.3 Explain how to record breaches in compliance
	2.4 Explain how to conform to safe working practices
	2.5 Explain how to indicate to people responsible the consequences of their actions
	2.6 Explain how to prepare clear and accurate evidence of breaches
	2.7 Explain how to check that people responsible are continuing to comply with legal requirements and take legal proceedings when people are still in default



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	2.8 Explain how to summarise information about breaches in compliance and circulate the information to the people responsible for compliance
	2.9 Explain how to issue warnings of possible enforcement action to the people responsible, for breaches in compliance which are not corrected within a realistic time limit
	2.10 Explain how to take follow up action in cases of breach of compliance
	2.11 Explain how to take legal proceedings when people are still in default
	2.12 Propose how to negotiate compliance, and acceptable changes which are needed to restore compliance with the people responsible
	2.13 Evaluate how to agree with the people responsible acceptable changes which are needed to restore compliance
	2.14 Explain how to submit clear and accurate evidence of breaches to the appropriate authorities
	2.15 Explain how to check that people responsible continue to comply with legal requirements
	2.16 Explain how to record and circulate compliance evidence



## Unit 4: Develop and maintain working relationships in planning, conservation and building control

Unit Reference Number: J/504/6884

Level: 5

Credit: 3

### Unit Summary

This unit is about developing effective working relationships internally and externally. You will need to demonstrate how you can act to promote goodwill and how you keep others informed of your work, presenting recommendations where appropriate.

### Assessment Guidance

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

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Be able to develop and maintain working relationships in planning, conservation and building control	1.1 Develop, maintain and encourage working relationships with people which promote goodwill, trust and understanding
	1.2 Inform people about work activities in an appropriate level of detail and in a timely manner
	1.3 Offer advice and help to people about work activities with sensitivity and encourage questions, requests for clarification and comments
	1.4 Present proposals for action clearly to people at an appropriate time and with the right level of detail for the circumstances, expenditure and risk involved
	1.5 Clarify with people objections to proposals and suggest alternative proposals
	1.6 Resolve differences of opinion in ways which minimise offence, and which promote goodwill, trust and understanding
2. Understand how to develop and maintain working relationships in planning, conservation and building control	2.1 Explain how to maintain and encourage working relationships with people that promote goodwill, trust and understanding
	2.2 Propose how to working relationships with people that promote goodwill, trust and understanding
	2.3 Propose how to resolve differences of opinion in ways which minimise offence, and which promote goodwill, trust and understanding
	2.4 Explain how to encourage questions, requests for clarification and comments
	2.5 Explain how to present proposals for action to people
	2.6 Explain how to clarify with people objections to proposals
	2.7 Propose how to suggest alternative proposals where objections have been raised in respect of existing proposals
	2.8 Explain how to inform people about work activities in an appropriate level of detail in a timely manner



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	2.9 Propose how to offer advice and help to people about work activities
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## Unit 5: Provide ethical advice, judgement and service in planning, conservation and building control

Unit Reference Number: D/504/6888

Level: 6

Credit: 7

### Unit Summary

This unit concerns the giving of information and advice to a variety of people, including work colleagues and the public. It requires a familiarity with the roles, responsibilities and potential of all bodies and individuals within public, private and voluntary sectors that have a significant planning, conservation and/or building control role. It also requires the ability to establish and maintain good contacts in order to seek specialist advice both within and outside your profession, to use information appropriately and to negotiate effectively with community and amenity groups, elected representatives, clients, applicants and officials.

It also concerns the way in which you conduct your work activities – the way you make decisions, stay within the agreed standards, and develop your own skills and know-how. You will need to be able to provide accurate information and advice in a way that is fit for purpose. You will need to be able to identify and weigh all the factors and reach a satisfactory decision. You will need to carry out your work in line with accepted standards and good practice. You will also need to take personal responsibility for your actions.

### Assessment Guidance

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

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Be able to exchange information and provide advice	1.1 Obtain information which is sufficiently detailed for the purposes for which it is to be used
	1.2 Provide information and advice which is complete, summarised accurately and is clearly relevant to the purpose
	1.3 Identify and explain the benefits and implications of adopting the information and advice provided
	1.4 Present information and advice using a style of communication which is appropriate to the ability, knowledge, understanding and disposition of the people receiving information and advice
2. Understand how to exchange information and provide advice	2.1 Explain how to obtain information which is sufficiently detailed for the purposes for which it is to be used
	2.2 Explain how to provide information and advice
	2.3 Describe how to identify and explain the benefits and implications of adopting the information and advice provided
	2.4 Explain how to present information and advice in a style appropriate to the people receiving information and advice
3. Be able to evaluate complex issues and generate solutions	3.1 Identify where complex issues exist, estimate their effects realistically and summarise the problems for the people who are affected and concerned



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	3.2 Assess the accuracy and completeness of the information available and identify any significant gaps
	3.3 Obtain enough additional information to cover any gaps to enable analysis
	3.4 Request appropriate tests to collect information which cannot be obtained directly
	3.5 Consult with specialists from different technical disciplines by providing them with clear and accurate information
	3.6 Analyse and interpret the information and draw justifiable conclusions
	3.7 Use experience and clear criteria to apply solutions following careful analysis of all factors
	3.8 Record preferred solutions
4. Understand how to evaluate	4.1 Describe what to identify as any significant gaps in the information available
	4.2 Explain how to obtain enough additional information to cover any gaps to enable analysis
	4.3 Explain how to consult with specialists from different technical disciplines
	4.4 Examine how to assess the accuracy and completeness of the information
	4.5 How to request appropriate tests to collect information which cannot be obtained directly
	4.6 Examine how to analyse and interpret the information and draw justifiable conclusions
	4.7 Describe how to identify where complex issues exist
	4.8 Explain how to use experience and criteria to apply solutions
	4.9 Explain how to summarise problems for the people who are affected and concerned
	4.10 Examine how to estimate the effects of complex issues
	4.11 Explain how to record preferred solutions
5. Be able to operate in an ethical manner	5.1 Make judgements and offer advice which balances the needs of the client, the resources available and the needs of people in the community who are directly and indirectly affected
	5.2 Take clear and unequivocal personal responsibility for personal decisions
	5.3 Disclose information only to those who have a legitimate right to receive it
	5.4 Communicate with stakeholders in a style and manner which maintains professional independence and maximises goodwill and trust
	5.5 Define and agree the working practices and the expectations of the people involved in contracts
	5.6 Enter into formal and informal contracts and agreements for advisory and problem- solving services which conform to legal requirements, ethical standards and recognised good practice
	5.7 Refuse offers and contracts which are illegal and which may generate conflicts of interest
	5.8 Ensure systems protect individual and community interests and to compensate stakeholders where the advice given results in loss or damage to the stakeholder are in place
6. Understand how to operate in an ethical manner	6.1 Propose how to offer advice which balances the needs of the client, the resources available and the needs of people in the community who are directly and indirectly affected





	6.2 Evaluate how to make judgements which balance the needs of the client, the resources available and the needs of people in the community who are directly and indirectly affected
	6.3 Evaluate how to take personal responsibility for personal decisions
	6.4 Explain how to disclose information only to those who have a legitimate right to receive it
	6.5 Explain how to communicate with stakeholders in order to maintain professional independence and maximise goodwill and trust
	6.6 Evaluate how to define and agree the working practices and the expectations of the people involved in contracts
	6.7 Evaluate how to enter into formal and informal contracts and agreements for advisory and problem-solving services which conform to legal requirements, ethical standards and recognised good practice
	6.8 Evaluate how to refuse offers and contracts which are illegal and which may generate conflicts of interest
	6.9 Explain how to ensure that systems are set up to protect individual and community interests and to compensate stakeholders where the advice given results in loss or damage to the stakeholder



## Unit 6: Confirm project energy efficiency and carbon minimisation requirements in building control

Unit Reference Number: Y/504/6856

Level: 6

Credit: 4

### Unit Summary

This unit is about agreeing with stakeholders their energy efficiency priorities and evaluating the viability of alternative options.

### Assessment Guidance

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

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Be able to confirm project energy efficiency and carbon minimisation requirements in building control	1.1 Confirm with stakeholders the energy efficiency and carbon minimisation goals and priorities for potential projects, in use both currently and in the future
	1.2 Review and interpret legislation, regulations and standards relevant to energy efficiency and carbon minimisation in use in projects
	1.3 Identify the factors that need to be considered in confirming the optimum energy efficiency and carbon minimisation measures for projects
	1.4 Identify the potential available alternative energy efficiency and carbon minimisation measures for projects
	1.5 Assess and quantify the viability of each energy efficiency and carbon minimisation measure against the factors taking into account the views of experts and project stakeholders
	1.6 Confirm with stakeholders the appropriate optimum energy efficiency and carbon minimisation measures which will satisfy the project goals, priorities and factors
2. Understand how to confirm project energy efficiency and carbon minimisation requirements in building control	2.1 Explain how to confirm with stakeholders the energy efficiency and carbon minimisation goals and priorities for potential projects, in use both currently and in the future
	2.2 Examine how to review and interpret legislation, regulations and standards relevant to energy efficiency and carbon minimisation in use in projects
	2.3 Describe what to identify as the factors that need to be considered in choosing the optimum energy efficiency and carbon minimisation measures for projects
	2.4 Describe what to identify as the potential available alternative energy efficiency and carbon minimisation measures for projects



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	2.5 Examine how to assess and quantify the viability of each energy efficiency and carbon minimisation measure against the factors taking into account the views of experts and project stakeholders
	2.6 Evaluate how to select the appropriate optimum energy efficiency and carbon minimisation measures which will satisfy the project goals and priorities and factors
	2.7 Explain how to confirm the appropriate optimum energy efficiency and carbon minimisation measures which will satisfy the project goals and priorities and factors



## Unit 7: Manage project risks and impacts in planning, conservation and building control

Unit Reference Number: D/504/6860

Level: 6

Credit: 5

### Unit Summary

This unit concerns the planning and monitoring of projects. It is about ensuring that risk management is effectively carried out. You will need to be able to identify and assess project risks, and suggest ways of managing them. You will need to be able to demonstrate that you are able to identify appropriate risk management methods for the circumstances.

### Assessment Guidance

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

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Be able to ensure that project risks and impacts are assessed	1.1 Review project information in order to identify risks and impacts that arise from the project
	1.2 Ensure that sufficient information on any risks and impacts relating to the project is obtained in order to identify their significance
	1.3 Ensure that significant risks and impacts of potential projects are assessed
	1.4 Check and confirm that risk management processes are undertaken
2. Understand how to ensure that project risks and impacts are assessed	2.1 Examine how to review project information in order to identify risks and impacts that arise from the project
	2.2 Explain how to ensure that sufficient information on any risks and impacts relating to the project is obtained in order to identify their significance
	2.3 Explain how to ensure that the significant risks and impacts of projects are assessed
	2.4 Explain how to check and confirm that risk management processes are undertaken
3. Be able to ensure that methods and procedures to manage project risks are specified and implemented	3.1 Confirm that accurate details of the risks and impacts have been obtained
	3.2 Ensure that the most effective risk management methods and procedures to manage risks are selected that comply with all relevant regulations and guidelines
	3.3 Ensure that the resources that are necessary to implement the risk management methods are identified
	3.4 Ensure that the activities required to implement the risk management methods are identified
	3.5 Ensure that the procedures to implement the risk management methods are specified clearly
	3.6 Ensure that the risk management methods and procedures are implemented and modified to meet changing circumstances



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4. Understand how to ensure that methods and procedures to manage project risks are specified and implemented	4.1 Explain how to confirm that accurate details of the risks and impacts have been obtained
	4.2 Explain how to ensure that the most effective risk management methods and procedures are selected
	4.3 Explain how to ensure that the resources and activities required to implement risk management methods are identified
	4.4 Explain how to ensure that risk management methods and procedures are implemented and maintained
	4.5 Explain how to ensure that the procedures for implementing the risk management methods are specified clearly
	4.6 Explain how to ensure that risk management methods and procedures are modified to meet changing circumstances



## Unit 8: Identify survey and information requirements in planning, conservation and building control

Unit Reference Number: H/504/6861

Level: 5

Credit: 3

### Unit Summary

This unit is concerned with preparing for a survey. The survey could be undertaken for any kind of building, land or for the wider environment using measuring equipment. It also requires the ability to advise on appropriate techniques and levels of recording required for historic buildings and sites affected by development proposals. You will need to prepare thoroughly for a survey, including for the choice of the correct equipment and for the due attention to safety.

### Assessment Guidance

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

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Be able to identify survey and information requirements in planning, conservation and building control	1.1 Identify what information is needed, how accurate it needs to be and what information outputs are required from the survey
	1.2 Analyse and assess how accurate, up to date and complete the existing information is, and decide what additional information is needed
	1.3 Make a preliminary investigation to identify any access problems and equipment which will be needed, and assess the implications for the survey
	1.4 Identify an appropriate survey method statement, a programme and budget and agree them with the stakeholders
	1.5 Ensure that relevant permission is obtained to carry out the survey
	1.6 Identify and implement quality assurance and safety standards which are suitable for the survey
	1.7 Commission surveys by selecting people and organisations who are competent to do the work
2. Understand how to identify survey and information requirements in planning, conservation and building control	2.1 Describe what to identify as the information that is needed, how accurate it needs to be and what information outputs are required from the survey
	2.2 Evaluate how to decide what additional information is needed
	2.3 Evaluate how to agree an appropriate survey method, a programme and budget with the stakeholders



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	2.4 Examine how to analyse and assess how accurate, up to date and complete the existing information is
	2.5 Evaluate how to commission surveys
	2.6 Describe what to identify as an appropriate survey method, programme and budget
	2.7 Examine how to make a preliminary investigation to identify any access problems and equipment which will be needed and assess the implications for the survey
	2.8 Describe how to identify which quality assurance and safety standards as being suitable for the survey
	2.9 Explain how to ensure that the relevant permission is obtained to carry out the survey



## Unit 9: Analyse and present measured survey information in conservation and building control

Unit Reference Number: M/504/6863

Level: 5

Credit: 5

### Unit Summary

This unit is concerned with carrying-out, recording, analysing and presenting the results of a measured survey. The survey could be undertaken for any kind of building, land or for the wider environment using measuring equipment. It also requires the ability to advise, on appropriate techniques and levels of recording required for historic buildings and sites affected by development proposals. You will need to be able to undertake a measured survey with the required level of accuracy, and record the results. You will need to be able to analyse and verify survey data and present this information to stakeholders in an appropriate format.

### Assessment Guidance

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

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Be able to observe and record measurements	1.1 Conduct the survey in a way that maintains the level of accuracy required, balances content and cost and keeps disruption to a minimum
	1.2 Conform to safe working practices
	1.3 Consult with experts when specialist information is needed which is relevant to the survey
	1.4 Adapt work procedures and practices to allow for different circumstances and conditions
	1.5 Obtain and record survey data clearly and accurately and store it securely for later analysis
	1.6 Keep a clear and accurate record of the time spent on the survey and of any problems that come up which may affect cost or accuracy
	1.7 Ensure that the survey equipment is operated, maintained, transported and stored in accordance with the manufacturer's recommendations and safe working practices
2. Understand how to observe and record measurements	2.1 Explain how to conduct the survey
	2.2 Explain how to consult with experts when specialist information is needed which is relevant to the survey
	2.3 Explain how to obtain, record and store survey data
	2.4 Explain how to keep a clear and accurate record of the time spent on the survey and of any problems that come up which may affect cost or accuracy
	2.5 Explain how to conform to safe working practices
	2.6 Explain how to adapt work procedures and practices to allow for different circumstances and conditions



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	2.7 Explain how to ensure that the survey equipment is operated, maintained and stored in accordance with the manufacturer's recommendations and safe working practices
3. Be able to analyse and present survey information	3.1 Collect together sufficient survey information to allow an accurate analysis to be made
	3.2 Check and verify the survey information to maintain accuracy and integrity
	3.3 Analyse the survey information accurately
	3.4 Present the survey information, the commentary and any support information accurately, clearly and in a format which is suitable for those who need to use it
	3.5 Advise people who will be using the survey information on how to interpret it
4. Understand how to analyse and present survey information	4.1 Explain how to collect together sufficient survey information to allow an accurate analysis to be made
	4.2 Explain how to check and verify the survey information to maintain accuracy and integrity
	4.3 Examine how to analyse the survey information accurately
	4.4 Propose how to advise people who will be using the survey information on how to interpret it
	4.5 Explain how to present the survey information, the commentary and any support information accurately, clearly and in a format which is suitable for those who need to use it



## Unit 10: Organise an investigation in conservation and building control

Unit Reference Number: T/504/6864

Level: 4

Credit: 3

### Unit Summary

This unit is about commissioning and organising an investigation. You will need to be able to identify the factors requiring investigation. You will need to organise an investigation. You will need to be able to select methods and techniques to carry out the investigation.

### Assessment Guidance

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

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Be able to organise an investigation in planning, conservation and building control	1.1 Identify the purpose of the investigation
	1.2 Identify the factors for investigation that may be significant for the proposals by examining documents, setting up and facilitating discussions and meetings
	1.3 Select the critical aspects of both the site and the surrounding areas which require investigation and prioritise them
	1.4 Agree the priorities for investigation, an accurate estimate of the time and costs involved, and summarise both the priorities and estimates in an investigation brief
	1.5 Obtain necessary permission and insurance for the investigation
	1.6 Contact people and organisations who will be affected by the investigation, provide them with clear and accurate information and ask for their cooperation
	1.7 Choose methods and techniques for the investigation which are valid, reliable, consistent with legal requirements and which recognise concerns raised by the public
	1.8 Commission an investigation by selecting people and organisations who are competent to do the work
2. Understand how to organise an investigation in planning, conservation and building control	2.1 Describe how to identify the purpose of the investigation
	2.2 Explain how to obtain necessary permission and insurance for the investigation
	2.3 Explain how to summarise the priorities and estimates in an investigation brief
	2.4 Examine how to prioritise the critical aspects of both the site and the surrounding areas which require investigation
	2.5 Describe how to identify the factors for the investigation, that may be significant for the proposals



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	2.6 Evaluate how to agree the priorities for investigation and an accurate estimate of the time and costs involved
	2.7 Explain how to contact people and organisations that will be affected by the investigation, provide them with clear and accurate information, and ask for their cooperation
	2.8 Evaluate how to select the critical aspects of both the site and the surrounding areas which require investigation
	2.9 Evaluate how to choose methods and techniques for the investigation which are valid, reliable and consistent with legal requirements and recognise public concerns
	2.10 Evaluate how to commission an investigation



## Unit 11: Identify and assess significant factors influencing project proposals in conservation and building control

Unit Reference Number: A/504/6865

Level: 6

Credit: 4

### Unit Summary

In this unit you will need to be able to research factors which may influence the project development. You will also need to be able to select potential solutions that meet the requirements of the project brief and advise the client on the most appropriate courses of action.

### Assessment Guidance

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

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Be able to identify and assess significant factors influencing project proposals in conservation and building control	1.1 Obtain information, options and proposal parameters which are relevant to the development of the project brief
	1.2 Analyse the findings of investigations and identify significant factors which may influence existing and anticipated development
	1.3 Format and collate data and conclusions from all areas of specialist research and project evaluation, and circulate the documents to project team members
	1.4 Analyse the information available with the project team, and produce realistic proposal parameters which recognise significant opportunities and constraints
	1.5 Agree recommendations with the project team
	1.6 Assess the proposal parameters, circulate the assessment to the people responsible for project development, planning and scheduling
	1.7 Select potential solutions for further development by the project team which appear to meet the requirements of the project brief and which resolve a significant number of constraints on development
	1.8 Advise the client on the most appropriate courses of action where relevant
2. Understand how to identify and assess significant factors influencing project proposals in conservation and building control	2.1 Explain how to obtain information, options and proposal parameters which are relevant to the development of the project brief
	2.2 Explain how to format and collate data and conclusions and circulate documents to project team members



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	2.3 Examine how to analyse the findings of investigations
	2.4 Describe how to identify significant factors which may influence existing and anticipated development
	2.5 Examine how to assess the proposal parameters
	2.6 Explain how to circulate the assessment of the proposal parameters to people who are responsible for project development, planning and scheduling
	2.7 Explain how to produce realistic proposal parameters which recognise significant opportunities and constraints
	2.8 Examine how to analyse the information available
	2.9 Propose how to advise the client on the most appropriate courses of action
	2.10 Evaluate how to select project solutions for further development by the project team
	2.11 Evaluate how to agree recommendations with the project team



## Unit 12: Prepare graphical information in conservation and building control

Unit Reference Number: Y/504/6873

Level: 5

Credit: 3

### Unit Summary

In this unit you will need to be able to produce drawings and graphics to illustrate a building regulation scheme.

### Assessment Guidance

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

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Be able to prepare graphical information in conservation and building control	1.1 Produce graphical information which is complete, accurate, and complies with the design information
	1.2 Produce graphical information which is suitable for the purpose
	1.3 Select methods and media which are suitable for the graphical information required, and which can be produced with the resources and time available
	1.4 Use standard conventions and identify and justify any deviations from them
	1.5 Clarify any information to be included which is incomplete and inconsistent and make accurate amendments
	1.6 Keep registers and records of graphical information which are complete, accurate and up-to-date
	1.7 Obtain necessary checks and approvals for the content and presentation of graphical information
	1.8 Use methods for production and record keeping which are consistent with quality assurance procedures
2. Understand how to prepare graphical information in conservation and building control	2.1 Explain how to produce graphical information which is complete, accurate and complies with the design information
	2.2 Explain how to produce graphical information which is suitable for the purpose
	2.3 Evaluate how to select methods and media
	2.4 Describe what to identify as deviations from conventions
	2.5 Explain how to use standard conventions



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	2.6 Evaluate how to justify any deviations from conventions
	2.7 Explain how to clarify any information to be included which is incomplete and inconsistent, and make accurate amendments
	2.8 Explain how to keep registers and records of graphical information
	2.9 Explain how to obtain necessary checks and approvals for the content and presentation of graphical information
	2.10 Explain how to use methods for production and record keeping which are consistent with quality assurance procedures



## Unit 13: Evaluate and resolve disputes in planning, conservation and building control

Unit Reference Number: M/504/6877

Level: 6

Credit: 6

### Unit Summary

This unit concerns the most effective way of settling a dispute. It involves gathering evidence and pursuing the case through to a satisfactory resolution. You will need to be able to summarise and assess the differing viewpoints and identify where additional information or expertise is required. You will need to recommend a process for dispute resolution and offer alternative approaches where the dispute is not valid. You will need to be able to identify and evaluate information relevant to a dispute. You will need to assess the advice received from experts and produce conclusions and recommendations. You will need to know the options available for resolving disputes and the correct procedures for dealing with them.

### Assessment Guidance

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

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Be able to evaluate potential implications for dispute resolution	1.1 Summarise the type and nature of the dispute and its legal context
	1.2 Assess the strengths and weaknesses of the case and assess the implications of proceeding
	1.3 Identify what expertise and support will be needed at different stages of the dispute and the implications of proceeding
	1.4 Identify potential options for dispute resolution which are based on relevant information and accurate assessments
	1.5 Identify potential responses to the options for dispute resolution and assess the risk involved
	1.6 Recommend a process for dispute resolution which is likely to be most acceptable to all the people involved and which meets legal requirements
	1.7 Specify, clearly, the process for dispute resolution which has been agreed and prepare written terms and conditions
	1.8 Advise against proceeding where the dispute is neither valid nor credible, and offer realistic advice on alternative approaches
2. Understand how to evaluate potential implications for dispute resolution	2.1 Explain how to summarise the type and nature of the dispute and its legal context
	2.2 Examine how to assess the strengths and weaknesses of the case
	2.3 Describe how to identify what expertise and support will be needed at different stages of the dispute and the implications of proceeding



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	2.4 Describe how to identify potential options for dispute resolution
	2.5 Describe what to identify as potential responses to the options for dispute resolution
	2.6 Examine how to assess the risk involved in dispute resolution
	2.7 Propose how to recommend a process for dispute resolution
	2.8 Evaluate how to specify the process for dispute resolution which has been agreed and prepare written terms and conditions
	2.9 Propose how to advise against proceeding where the dispute is neither valid nor credible and offer realistic advice on alternative approaches
3. Be able to evaluate information relevant to dispute resolution	3.1 Identify available information which is relevant to the dispute, within the time limits, identify potentially incomplete or missing information
	3.2 Obtain enough additional information to make a valid evaluation
	3.3 Evaluate all the relevant information and summarise and justify it in a reasoned argument
	3.4 Assess the arguments and the advice received from experts, produce justifiable conclusions and recommendations for further action and pass this to the people involved in the dispute
	3.5 Disclose information which is relevant to the dispute only to those who have a right to see it
4. Understand how to evaluate information relevant to dispute resolution	4.1 Describe what to identify as information that is relevant to the dispute and potentially incomplete or missing information
	4.2 Explain how to obtain enough additional information to make a valid evaluation
	4.3 Evaluate and justify all the relevant information
	4.4 Explain how to summarise the relevant information
	4.5 Examine how to assess the arguments and the advice received from experts
	4.6 Explain how to produce justifiable conclusions and recommendations for further action and pass them to the people involved in the dispute
	4.7 Explain how to disclose information which is relevant to the dispute only to those who have a right to see it
5. Be able to negotiate and progress the resolution of a dispute	5.1 Prepare documents about the dispute which have a clear rationale, and which include valid supporting information
	5.2 Keep regular contact with the people involved in the dispute and investigating and proposing options and processes for settling the dispute, which are likely to be acceptable to them
	5.3 Review reactions and proposals from opposite parties and recommend a response



	5.4 Ask questions to test the consistency and resilience of the opposite party's position and to probe for possible movement
	5.5 Summarise and record points of agreement and disagreement
	5.6 Recommend acceptance of offers which are judged to be the best available
	5.7 Draft formal acceptance letters accurately and in a suitable style, and send them promptly to all parties
	5.8 Suggest realistic options and processes for settling the dispute when offers are not acceptable and assess the advantages and disadvantages of each alternative
6. Understand how to negotiate and progress the resolution of a dispute	6.1 Explain how to prepare documents about the dispute
	6.2 Explain how to keep regular contact with the people involved in the dispute
	6.3 Examine how to investigate options and processes for settling the dispute
	6.4 Propose how to propose options and processes for settling the dispute
	6.5 Propose how to suggest realistic options and processes for settling the dispute when offers are not acceptable
	6.6 Examine how to assess the advantages and disadvantages of each alternative
	6.7 Examine how to review reactions and proposals from opposite parties
	6.8 Explain how to ask questions to test the consistency and resilience of the opposite party's position and to probe for possible movement
	6.9 Explain how to summarise and record points of agreement and disagreement
	6.10 Explain how to send formal acceptance letters to all parties
	6.11 Propose how to recommend a response to reactions and proposals from opposite parties
	6.12 Propose how to recommend acceptance of offers which are judged to be the best available
	6.13 Evaluate how to draft formal acceptance letters



## Unit 14: Prepare and present evidence on disputes in planning, conservation and building control

Unit Reference Number: T/504/6878

Level: 6

Credit: 6

### Unit Summary

This unit concerns investigating information relevant to a dispute. It also involves preparing and presenting evidence in cases involving disputes. You will need to gather and collate relevant evidence, including examples from similar cases and precedents. You will need to prepare and present written submissions. You will need to be able to present a case to a legally constituted body.

### Assessment Guidance

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

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Be able to prepare evidence for submission	1.1 Investigate sources of information that are relevant to the dispute and summarise valid and reliable information which supports the case
	1.2 Interview people involved in the dispute and witnesses using a questioning style which encourages honest and accurate responses
	1.3 Advise people involved in the dispute and witnesses on the procedures, appropriate responses and their roles in hearings, interviews and legal proceedings
	1.4 Develop a presentation strategy, which is most likely to be successful, and agree the strategy with people involved in the dispute and witnesses
	1.5 Assess documents for relevance, confirm that they are valid and summarise them accurately
	1.6 Examine existing cases and precedents, select relevant examples and include them into the background materials and evaluation criteria
	1.7 Consult with specialists by providing them with accurate summary information in cases where more information and expertise is needed
	1.8 Produce case materials which are complete and contain valid, reliable and accurate information
	1.9 Follow agreed procedures and meet time limits for submitting written materials and responses



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	1.10 Prepare written submissions which are accurate, contain valid and relevant information and follow reasoned arguments which present the case in the most favourable manner
2. Understand how to prepare evidence for submission	2.1 Explain how to summarise documents and confirm that they are valid
	2.2 Explain how to include relevant examples from existing cases and precedents into the background materials and evaluation criteria
	2.3 Examine how to assess documents for relevance
	2.4 Examine how to examine existing cases and precedents
	2.5 Evaluate how to select relevant examples from existing cases and precedents
	2.6 Explain how to summarise valid and reliable information which supports the case
	2.7 Explain how to produce case materials
	2.8 How to follow agreed procedures and meet time limits for submitting written materials and responses
	2.9 Explain how to prepare written submissions
	2.10 Examine how to investigate sources of information that are relevant to the dispute
	2.11 Examine how to interview people involved in the dispute and witnesses
	2.12 Propose how to develop a presentation strategy
	2.13 Propose how to advise people involved in the dispute and witnesses on the procedures, appropriate responses and their roles in hearings, interviews and legal proceedings
	2.14 Evaluate how to agree a presentation strategy with people involved in the dispute and witnesses
	2.15 Explain how to consult with specialists
3. Be able to present evidence to legally constituted adjudicating bodies	3.1 Make presentations relating to the dispute which are complete, accurate, clear, concise and objective, using a pace, style and manner which are appropriate to the level of formality of the hearing and maintain the goodwill and trust of all the people involved
	3.2 Present the case clearly and concisely, identify the relevant points of the supporting argument and avoid any additional information and opinions which are not directly relevant to the case
	3.3 Respond to presentations and ask questions which are designed to present and interpret the evidence in the best interests of the case
	3.4 Respond to questions on presentations in a way which presents and interprets the evidence in the best interests of the case



	3.5 Present final summaries which identify the relevant points of the supporting argument and the major weaknesses in the opposing submission
	3.6 Assess the results following a formal case presentation, and identify key issues which are likely to be relevant in any further action
	3.7 Recommend appropriate further action to settle the dispute where cases are unsuccessful
4. Understand how to present evidence to legally constituted adjudicating bodies	4.1 Explain how to make presentations relating to the dispute
	4.2 Explain how to present the case and avoid presenting any additional information and opinions which are not directly relevant to the case
	4.3 Explain how to present final summaries which identify the supporting argument and weaknesses in the opposing submission
	4.4 Describe how to identify the relevant points of the supporting argument
	4.5 Explain how to respond to presentations and ask questions which are designed to present and interpret the evidence in the best interests of the case
	4.6 Explain how to respond to questions on presentations
	4.7 Describe what to identify as key issues which are likely to be relevant in any further action
	4.8 Examine how to assess the results following a formal case presentation
	4.9 Propose how to recommend appropriate further action to settle the dispute where cases are unsuccessful



## Unit 15: Establish, implement and maintain administrative services in conservation and building control

Unit Reference Number: A/504/6882

Level: 5

Credit: 4

### Unit Summary

This unit is about establishing systems for the implementation of policies, operations and legislation. You will need to identify objectives for the implementation of policies, operations and procedures. You will need to assess resources, confirm people's roles and briefs and set realistic time limits to achieve objectives. You will also need to set up and implement methods of working which take into consideration any relevant constraints and factors. You will need to evaluate methods of working chosen to implement policies, operations and legislation. You will also need to identify areas that require improvement and evaluate and select methods for improvement and recommend them to decision makers. You will also need to monitor and review procedures regularly.

### Assessment Guidance

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

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Be able to establish and implement administrative procedures	1.1 Establish systems for the implementation of policies, operations and legislation
	1.2 Identify the constraints and factors which will influence the sequence of operations, and assess the influence they are likely to have
	1.3 Review the systems in the light of available resources and report on any consequent issues
	1.4 Confirm peoples' roles and responsibilities and brief them and set realistic time limits for them to achieve their objectives
	1.5 Implement effective methods of working to encourage the integration of all those involved taking into account all the relevant constraints and factors
2. Understand how to establish and implement administrative procedures	2.1 Propose how to establish systems for the implementation of policies, operations and legislation
	2.2 Describe what to identify as the constraints and factors which will influence the sequence of operations
	2.3 Examine how to assess the likely influence of constraints and factors
	2.4 Examine how to review the systems in the light of available resources and report on any consequent issues
	2.5 Explain how to confirm peoples' roles and responsibilities
	2.6 Explain how to brief people on their roles and responsibilities



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	2.7 Explain how to implement effective methods of working to encourage the integration of all those involved
	2.8 Explain how to take into account all the relevant constraints and factors
	2.9 Explain how to set realistic time limits for people to achieve their objectives
3. Be able to maintain effective administrative services	3.1 Evaluate the methods of working used to implement policies, operations and legislation
	3.2 Identify areas where improvements are needed
	3.3 Evaluate different methods for improvement and consult with stakeholders on the options
	3.4 Select methods for improvement which are the most suitable and recommend them to decision makers
	3.5 Review procedures regularly to ensure that their effectiveness is maintained
4. Understand how to maintain effective administrative services	4.1 Evaluate the methods of working used to implement policies, operations and legislation
	4.2 Describe how to identify areas where improvements are needed
	4.3 Evaluate how to evaluate different methods for improvement
	4.4 Explain how to consult on the options with stakeholders
	4.5 Evaluate how to select methods for improvement
	4.6 Propose how to recommend methods for improvement to decision makers
	4.7 Examine how to review procedures



## Unit 16: Define, implement and manage information systems in planning, conservation and building control

Unit Reference Number: F/504/6883

Level: 5

Credit: 3

### Unit Summary

This unit concerns the running and management of all kinds of information systems ranging from a simple filing system to a complex computer-based system. You will need to be able to evaluate and agree the requirements for information systems. It involves defining and agreeing the procedures for maintaining the information in them. You will need to control the use of an information system in a way that protects and maintains the quality of the data. You will also need to be able to access and order the data in a way that is helpful to users.

### Assessment Guidance

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

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Be able to define and implement information systems	1.1 Define and evaluate the requirements for information systems
	1.2 Agree the most suitable system through discussions with senior managers and system users and specify the operations and functions
	1.3 Define and agree valid procedures for obtaining, selecting, classifying and recording information
	1.4 Assess the relevance of information and classify the relevant information using the agreed system
	1.5 Record information accurately and store it using the agreed procedures
	1.6 Define and agree methods for control and access which make the best use of the information system and which maintain confidentiality
2. Understand how to define and implement information systems	2.1 Evaluate how to define and evaluate the requirements for information systems
	2.2 Evaluate how to agree the most suitable information system
	2.3 Explain how to record information
	2.4 Evaluate how to specify the operations and functions of the information system
	2.5 Explain how to classify the relevant information using the agreed system
	2.6 Examine how to assess the relevance of information
	2.7 Evaluate how to define and agree valid procedures for obtaining, selecting, classifying and recording information
	2.8 Explain how to store information



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	2.9 Evaluate how to define and agree methods for control and access which make the best use of the information system and which maintain confidentiality
1. Be able to manage information systems	3.1 Collate information and organise it into a suitable form for use
	3.2 Classify stored information so that it can be quickly identified and retrieved when needed
	3.3 Advise and offer guidance to people who are unable to find the information they need and suggesting alternative sources
	3.4 Control the use of the information system by using procedures which have been agreed so that the information system remains reliable and useful
	3.5 Update information, removing information which is not needed and archive redundant information
	3.6 Identify, summarise and disseminate information which might be of use to others
4. Understand how to manage information systems	4.1 Describe what to identify as information which might be of use to others
	4.2 Explain how to collate information
	4.3 Explain how to update information, removing information which is not needed and archiving redundant information
	4.4 Propose how to advise and offer guidance to people who are unable to find the information they need, and suggest alternative sources of information
	4.5 Explain how to summarise and disseminate information which might be of use to others
	4.6 Propose how to organise information into a suitable form for use
	4.7 Explain how to classify stored information for identification and retrieval
	4.8 Evaluate how to control the use of the information system



## Unit 17: Advance and develop occupational knowledge and practice in planning, conservation and building control

Unit Reference Number: H/504/6889

Level: 6

Credit: 6

### Unit Summary

This unit concerns the need for all individuals to carry out their own continuing development to keep abreast in changes in technology, legislation, materials and practices. It is also concerned with the advice and support offered to others to assist them in their development. You will also need to have a clear view of your development needs, and undertake learning activities over a sustained timescale to address any weaknesses or exploit any strengths. You will need to assist others in planning their personal development, taking into consideration available resources. You will also need to provide feedback to others in relation to objectives that have been set.

### Assessment Guidance

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

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Be able to develop others using your experience	1.1 Identify, through discussion with people, areas where they need help to achieve their agreed competence levels and use the information to produce an agreed personal development plan
	1.2 Identify and offer adequate and appropriate opportunities and resources for people to learn
	1.3 Select and summarise relevant and up to date information about knowledge and practice in a format which is suitable for distribution and for developing learning materials
	1.4 Advise and coach people so that they can identify their current level of competence, their learning needs and targets
	1.5 Select and use appropriate learning activities which are suitable for the topic and the needs of individuals
	1.6 Present information to others which is appropriate to their needs
	1.7 Encourage people to ask questions, seek clarification and advice when they need help and during learning activities
	1.8 Review people's progress towards agreed objectives and give realistic and positive feedback on their achievements
2. Understand how to develop others using your experience	2.1 Describe what to identify as areas in which people need help to achieve agreed competence levels
	2.2 Explain how to use information about peoples' needs to produce an agreed personal development plan



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	2.3 Explain how to offer adequate and appropriate opportunities and resources for people to learn
	2.4 Describe what to identify as adequate and appropriate opportunities and resources for people to learn
	2.5 Explain how to summarise relevant and up to date information about knowledge and practice
	2.6 Evaluate how to select relevant and up to date information about knowledge and practice
	2.7 Propose how to advise and coach people so that they can identify their current level of competence, their learning needs and targets
	2.8 Explain how to use appropriate learning activities
	2.9 Evaluate how to select appropriate learning activities
	2.10 Explain how to present information to others
	2.11 Explain how to encourage people to ask questions, to seek clarification and advice when they need help and during learning activities
	2.12 Explain how to give realistic and positive feedback on achievements
	2.13 Examine how to review peoples' progress towards agreed objectives
3. Be able to undertake continued personal development	3.1 Define personal objectives for achieving personal development aims
	3.2 Identify and contact sources of support and guidance for undertaking personal development
	3.3 Identify and select relevant standards of competence against which personal development can be measured
	3.4 Analyse the current personal level of performance against the identified standards of competence and record a profile of present competence and personal development needs
	3.5 Prepare a development plan for achieving identified development objectives
	3.6 Undertake development activities aimed at achieving identified development needs, review and record progress and the effectiveness of the activities
	3.7 Measure achievement of identified development needs and record evidence of competence gained against the identified standards of competence
	3.8 Review the cycle of personal objectives and personal development aims and revise and update them to suit changing circumstances
4. Understand how to undertake continued personal development	4.1 Evaluate how to define the personal objectives for achieving personal development aims
	4.2 Describe what to identify as sources of support and guidance for undertaking personal development



	4.3 Explain how to contact sources of support and guidance for undertaking personal development
	4.4 Describe what to identify as relevant standards of competence against which personal development can be measured
	4.5 Explain how to record a profile of present competence and personal development needs
	4.6 Explain how to measure achievement of identified development needs and record evidence of competence gained against the identified standards of competence
	4.7 Examine how to analyse the current personal level of performance against the identified standards of competence
	4.8 Evaluate how to select relevant standards of competence against which personal development can be measured
	4.9 Explain how to prepare a development plan
	4.10 Explain how to record progress and the effectiveness of the development activities
	4.11 Examine how to review progress and the effectiveness of the development activities
	4.12 Evaluate how to undertake development activities
	4.13 Explain how to revise and update personal objectives for achieving personal development aims to suit changing circumstances
	4.14 Examine how to review the cycle of personal development aims and objectives

**\*NB: The units above may also appear in the Level 6 NVQ Diploma in Town Planning and/or Level 6 NVQ Diploma in Conservation**



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