

End-Point Assessment Plan for  
Building Control Surveyor Integrated Degree Apprenticeship Level 6

April, 2019

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## 1. Overview

This document sets out the requirements for the End-point assessment (EPA) for the Building Control Surveyor Apprenticeship Standard. It will be of interest to apprentices, employers and Higher Education Institutions (HEIs).

Building Control Surveyors provide an impartial, independent and accountable third party service certifying that building work achieves compliance with minimum standards, namely those set out in the Building Regulations. Building Control differs from other surveying roles in that Surveyors perform what is essentially an enforcement function, ensuring compliance through the Building Act 1984.

In addition to construction technology, a Building Control Surveyor requires a full working knowledge of the Building Regulations and associated legislation in force at the time work has been carried out in relation to areas such as structural, thermal, fire, acoustics, ventilation and inclusive design. Building Control Surveyors must be excellent communicators as this is a highly customer-facing role, requiring diplomacy and assertiveness, remaining impartial using the powers conferred on them to prosecute if necessary to protect the health and safety of people, and the wider environment.

This is an integrated apprenticeship, which incorporates on-programme academic and workplace learning and assessment with an EPA to test the knowledge, skills and behaviours (KSBs) as detailed in the Building Control Surveyor Degree Apprenticeship Standard. The HEI will be responsible for the on-programme and EPA requirements.

The apprenticeship will typically take four years to complete (totalling 48 months), with the EPA typically being undertaken between month 42-48 (in the last six months) on confirmation that the employer believes that the apprentice is ready to go through the gateway to undertake the EPA. Performance in the EPA will provide 20 credits towards the overall degree classification providing a total of 360 credits. Apprentices cannot successfully complete their Building Control Surveyor BSc Honours Degree Qualification, and therefore the apprenticeship, without passing the EPA. Performance in the EPA will determine the apprenticeship grade of distinction, pass or fail.

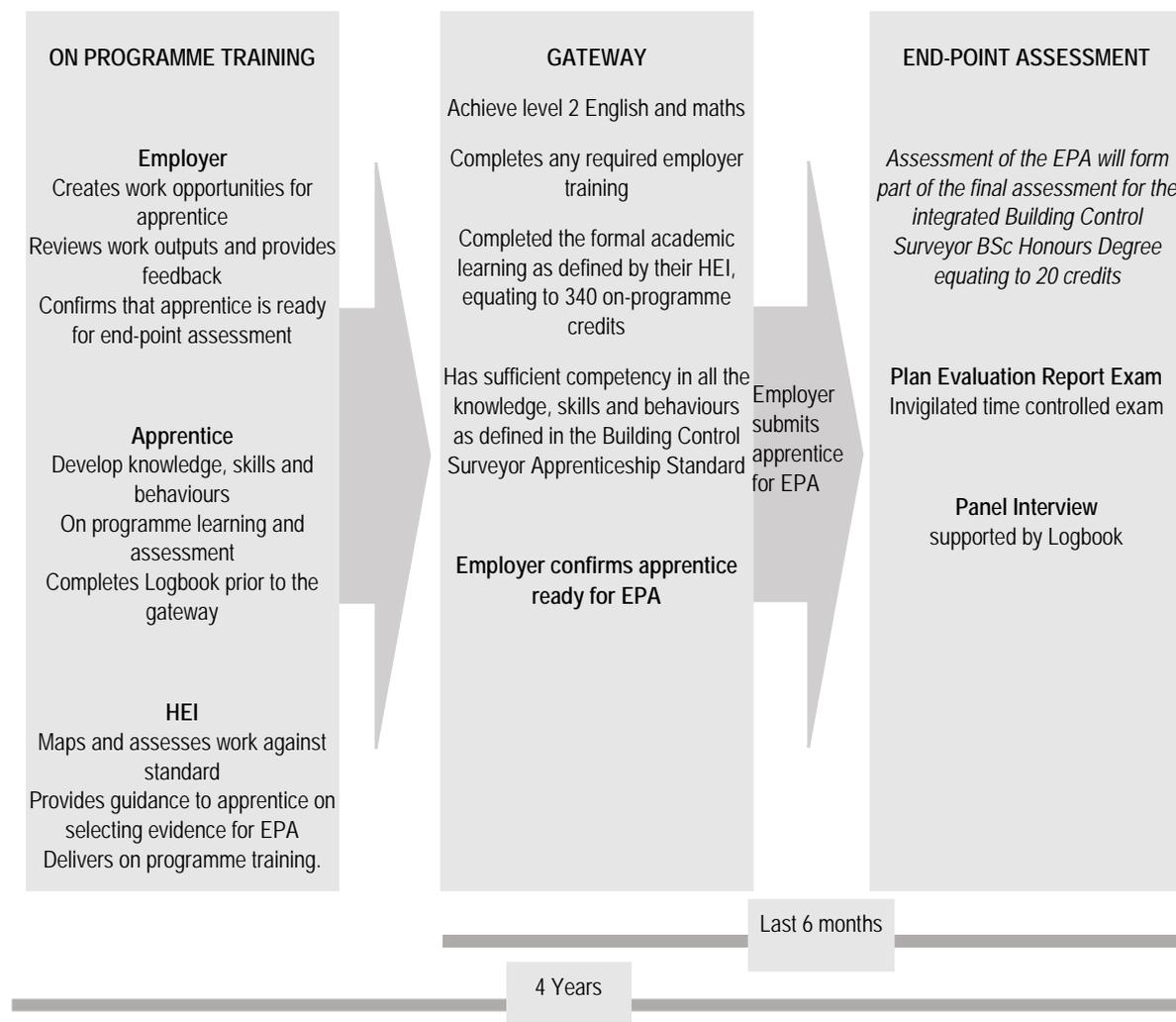
The HEI must be approved to deliver the EPA for this standard and be on the Education and Skills Funding Agency Register of End-Point Assessment Organisations (RoEPAO). The EPA must be completed over a maximum period of six months.

## 2. Apprenticeship Structure

### 2.1 Summary of Assessment

The degree must consist of 360 credits. 340 credits must be delivered on-programme and 20 credits through the EPA. The apprentice must successfully pass the on-programme credits for the Building Control Surveyor BSc Honours Degree Qualification prior to taking the EPA. The apprentices' HEI and employer, working in partnership, will support the ongoing development of the apprentice to ensure that they meet the standards set out by the HEI and the employer's company policies and procedures.

The following diagram illustrates the process that the apprentice will undertake through the gateway and EPA.



## 2.2 EPA Overview

Assessment Method	Area Assessed	Grading
Plan Evaluation Report Exam	Components of knowledge, skills and behaviours from across the standard (refer to Appendix B)	Fail / Pass / Distinction
Panel Interview supported by Logbook	Components of knowledge, skills and behaviours from across the standard (refer to Appendix C)	Fail / Pass / Distinction

A summary of the EPA timeline is as follows:

- The **Plan Evaluation Report Exam** must be undertaken between weeks 20 and 22 of the EPA start date.
- The **Logbook** (undertaken over a two year period prior to the EPA Gateway) must be submitted to the EPAO no later than week 22 of the EPA start date.
- The **Panel Interview** takes place within the final 2 weeks of the EPA.
- Apprentices will complete the EPA within 6 months of going through the gateway.

## 3. On-programme Assessment

Each employer will be required to develop its own apprenticeship programme in collaboration with a training provider mapped to the knowledge, skills and behaviours (KSBs) as set out in the Building Control Surveyor Apprenticeship Standard.

It is estimated that the total length of the Building Control Surveyor BSc Honours Degree Qualification and the apprenticeship EPA, will be typically **48** months with the EPA typically taking place in the final **6** months.

Apprentices without English and maths at Level 2 on entry will need to achieve that level before taking their EPA.

For those with an education, health and care plan or a legacy statement the apprenticeships English and maths minimum requirement is Entry Level 3. British Sign Language qualifications are an alternative to English qualifications for those whom this is their primary language.

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## 4. End-point Assessment Gateway

The employer will take the final decision on whether the apprentice is ready to take the EPA and may take advice from the HEI.

Prior to taking the EPA, the apprentice must meet the following:

- Achieved a Level 2 in English and maths as per the standard.
- Completed the formal academic learning as defined by their HEI, equating to 340 on-programme credits.
- Completed any formal training plan agreed with their employer.
- Has demonstrated sufficient competency in all the knowledge, skills and behaviours as defined in the Building Control Surveyor Apprenticeship Standard.
- Completed a logbook over a two year period.

The decision should be recorded in writing.

Apprentices will complete the EPA within 6 months of going through the gateway.

## 5. End-point Assessment

End-point assessment activities will be completed over a maximum 6 month period to accommodate work scheduling and cost-effective planning of resources.

The apprentice must demonstrate the KSBs as set out in Appendix A to successfully complete the apprenticeship.

The EPA will deliver **20** credits from the overall Building Control Surveyor BSc Honours Degree credit allocation.

The Building Control Surveyor BSc Honours Degree award process can only be concluded after the EPA is satisfactorily completed.

The EPA will comprise of two assessment methods as follows:

### 5.1 Plan Evaluation Report Exam

Apprentices will be required to undertake a Plan Evaluation Report Exam after the EPA Gateway. The exam will test the apprentice's ability to demonstrate practical application of the relevant knowledge, skills and behaviours (KSBs) being assessed by this method.

The **Plan Evaluation Report Exam** must be undertaken after the EPA start date.

The overall requirements for the **Plan Evaluation Report Exam** are that it should:

- Enable the practical application of the KSBs attributed to this assessment method to be demonstrated.
- Allow the apprentice to demonstrate integration of the various disciplines that are incorporated within a building design (such as fire safety, structural stability or accessibility).
- Allow the apprentice to demonstrate management of national and/or local building regulation compliance processes and assessment of the impact of development on the local context and environment.
- Enable the apprentice to analyse, prioritise, and respond to a brief and other client requirements.
- Allow the apprentice to demonstrate competence in the evaluation, selection and integration of suitable materials and technologies.
- Allow for the demonstration of the application of legal, contractual, and regulatory compliance and financial control.
- Allow the apprentice to demonstrate application of creative problem solving and professional management in practice.
- Enable the apprentice to analyse and respond to a project management and contract scenario.
- Allow the apprentice to demonstrate competence in dealing professionally with project challenges and complexities.

The **Plan Evaluation Report Exam** must:

- The **Plan Evaluation Report Exam** must be undertaken between weeks 20 and 22 of the EPA start date.
- The Exam should be open book. Relevant legislation and guidance should be provided by the EPAO for the purposes of the exam.
- The Exam should be set at 4 hours and should take place under invigilated exam conditions.
- The Exam will consist of various plan scenarios for all types of building work, to ensure that the apprentice can apply their knowledge of the requirements in relation to the health and safety of persons in around buildings; conservation of fuel and power; accessibility; sustainability; undue waste and security. (*As stated in section 1 of the Building Act, which outlines what the purpose of Building Regulations are*).
- The exam will be made up of a total of 6 essay questions of which the apprentice will select 4 to be answered.

- Each question is estimated to take 1 Hour each to complete.
- Each question will test the apprentice's ability to:
  - evaluate plans
  - determine any deficiencies in the proposal deposited for Building Regulation Approval
  - identify any non-compliant details proposed
  - write a plan evaluation report to the client identifying any non-compliant details proposed and highlight where any improvements could be made.

The assessment and marking of the **Plan Evaluation Report Exam** must be carried out by two people, an independent assessor and an industry expert, appointed by the end-point assessment organisation, who have no previous experience of the apprentice.

## 5.2 Panel Interview supported by a Logbook

Apprentices will be required to attend a panel interview led by an independent assessor and an industry expert.

In preparation for the panel interview, apprentices will submit their completed Logbook (undertaken over a two year period prior to the EPA Gateway) based on their academic and practical experience.

The Logbook will record how their experience demonstrates that each of the relevant, knowledge, skills and behaviours (KSBs) being assessed by the **panel interview** have been achieved. Only responses provided during the panel interview will be assessed. However, the apprentice may refer to the Logbook to illustrate points.

The panel interview will test whether the apprentice has successfully demonstrated full occupational competence of the KSBs. The KSBs attributed to this method are set out in Appendix C. The purpose of the panel interview is so that the Assessors can assure themselves that the apprentice has the competence to work as a Building Control Surveyor.

The **Logbook** should refer to the candidate's academic and practical experience to demonstrate how each of the KSBs allocated to this assessment method have been met and applied.

The individual projects within the **Logbook** should include the following:

- Introduction - outline details of the organisation the apprentice works in and their role.
- Definition of the task - outline the projects worked on and an evaluation of key considerations. Building work to extend, build new or carry out alterations to all building types, dangerous structures and demolitions would all class as a project.
- Description of the process/es utilised to ensure Building Regulation compliance of the project such as design options explored or client meetings held.
- Identify consultation requirements and contributions made by key professionals and how this contributed to the project development both at desktop and on-site.
- Describe how all of the relevant KSBs attributed to this method were met and demonstrated.
- Examples of work undertaken during the project including evaluation, consultation, communications, site work and meetings, building plans, notes, specifications, schedules, photographs, enforcement. All sections must include at least one illustration.
- Conclusion - appraisal of process and result explaining how the output met the project brief.
- The document should be provided as narrative text, illustrated with drawings, photographs, plans or specifications, along with descriptive annotations as required. All sections must include at least one illustration e.g. drawings, plans etc. The KSBs should be covered in the section(s) that illustrate how they have been met and applied.

The **Logbook** (undertaken over a two year period prior to the EPA Gateway) must be:

- submitted to the EPAO no later than week 22 of the EPA start date.

- accompanied by confirmation from the Employer that the evidence submitted is the apprentice's own work.
- a maximum of 6000 words (+/-10%). The word limit excludes any illustrations or attachments.
- submitted in digital format (pdf) in advance of the panel interview.

As the experience included within the Logbook is completed prior to the EPA Gateway, only the panel interview will be marked for the end-point assessment.

The **Panel Interview** requirements are outlined as follows:

- Takes place within the final 2 weeks of the EPA and will take 2 hours (+/-10%).
- The panel will comprise of two people, an Independent Assessor and an Industry Expert, who have no previous experience of the apprentice, and will be appointed by the end-point assessment organisation.
- Questions will be open and competency-based. There will be 30 questions in total taken from a bank of prescribed questions developed by the EPAO. Up to 5 of these may be specific to the contents of the Logbook.
- A question bank must be developed by EPAOs. The question bank must be of sufficient size to prevent predictability and be reviewed regularly (and at least once a year) to ensure that it, and its contents, are fit for purpose. The questions must be varied yet allow assessment of the relevant KSBs.
- The questions posed by the panel will offer candidates the opportunity to demonstrate learning outcomes contained within their Logbook, which will have been reviewed in advance by the Independent Assessor and Industry Expert, and will offer an opportunity for the panel to clarify any points not made clear in the Logbook on how the apprentice has met the KSBs attributed to this assessment method in Appendix A and to determine the level of occupational competence.
- Is held at the HEI in a designated space, in a quiet room free from distractions and influence. For apprentice ID verification purposes, the apprentice must also bring along photo ID such as their passport or drivers licence. The panel interview should be recorded for QA purposes.
- The findings of the panel interview will be recorded by the assessors in a report which includes a matrix and comments against each knowledge, skill and behaviour. This will confirm if and how the apprentice has demonstrated that they have met the required KSBs that are being assessed by this method (see Appendix C).
- The panel interview may be undertaken remotely via web conferencing facilities to ensure affordability and feasibility of the EPA. For apprentice ID verification purposes, the apprentice must also provide a copy of photo ID such as passport or drivers licence. The apprentice must have available either a laptop, computer or conference call facility suitable for electronic conferencing (including a webcam) which is hard wired to the internet (not WIFI). The conference call should be undertaken in a quiet room free from noise, distraction and external influence. The EPAO will set up the conference call and forward log-in details in advance of the interview to both the apprentice and the assessors at least 24 hours before the call. The panel interview should be recorded for QA purposes.

Questions asked by the panel in the panel interview will be drawn from a question bank. Up to 5 questions may be based on the review of the apprentice's previously submitted Logbook. The following outline is provided as guidance:

- Clarify the evidence in the Logbook and verify that the apprentice was the author of the Logbook submitted.
- Confirm and validate understanding of the behaviours.
- Explore the practical application of knowledge, skills and behaviours including the use of software, etc.

Each member of the panel will mark the interview according to the grading standards set out in Appendix C of this Assessment Plan.

The panel will then reach consensus to award a mark of Distinction, Pass or Fail.

The Independent Assessor will have the final decision

## 6. End-point – Final Decision

The assessment organisation, which must be registered on the RoEPAO, will make the final decision on whether an apprentice is considered a Distinction, Pass or Fail.

## 7. Independence

The Independent Assessors and Industry Experts will have no previous relationship to the apprentice or their employer and will make a holistic judgement of each apprentice on the basis of the evidence demonstrated by the Assessment Methods set out above.

The EPA will be assessed and verified independently of the employer by the HEI.

The End-point assessment organisation (in this context this is the HEI) must implement a Conflict of Interest policy which ensures that any assessor declares a known conflict of interest with an employer or apprentice. A conflict of interest can be defined as a person who is connected to the development and/or delivery of the assessments or has interests in any other activity which has the potential to lead that person to act contrary to his or her involvement in the development and/or delivery of the EPA.

## 8. End-point – Grading

Performance in the EPA will determine the apprenticeship grade of Distinction, Pass or Fail.

Each assessment method will be graded Distinction, Pass or Fail. In order to gain an apprenticeship pass or higher grade, the apprentice must achieve a minimum of a pass in each method.

An apprenticeship pass represents full competence against the standard. A grade of distinction means an apprentice is demonstrating competence above the standard. The following table shows the assessment grades to determine the overall grade.

Plan Evaluation Report Exam	Panel Interview supported by Logbook	Overall Award
Distinction	Distinction	Distinction
Pass	Distinction	Pass
Distinction	Pass	Pass
Distinction	Fail	Fail
Fail	Distinction	Fail
Pass	Pass	Pass
Fail	Pass	Fail
Pass	Fail	Fail
Fail	Fail	Fail

Detailed guidance will be developed by the EPAO and will be based on the following principles:

- All pass requirements need to be achieved – in achieving this the apprentice will be demonstrating occupational competence in all knowledge, skills and behaviours of the Building Control Standard.
- Distinction builds on the demonstration of pass requirements.

Appendix B and C outlines how the levels of Distinction, Pass and Fail will be established and measured.

## 9. Professional Body Registration

Successful apprentices will be eligible to apply for membership of the Chartered Institute of Building (CIOB) and / or the Institute of Fire Engineers (IFE) having met the academic requirements for membership. Apprentices will also need to meet any additional requirements set out by the CIOB and / or the IFE as part of their membership application processes at the time.

## 10. End-point – Summary of Roles and Responsibilities

As this is an integrated apprenticeship, the EPA will be delivered by the HEI that is awarding the Building Control Surveyor BSc Honours Degree Qualification. The HEI must develop and deliver the EPA as defined in this plan, ensuring independence as described. The HEI must be approved to deliver the EPA for this standard and be on the Education and Skills Funding Agency Register of End-Point Assessment Organisations (RoEPAO). In this context, the HEI are termed the End-point assessment organisation. The HEI is responsible for convening the Panel Interview and Plan Evaluation Report Exam assessment panels as required.

EPAO must appoint appropriately qualified and experienced staff or external assessors to conduct the EPA as detailed below.

Title	Requirements	Role
Employer		Decides when the apprentice is ready to take the End-point Assessment.  Decides whether a resit or retake is appropriate.
HEI		Supports the employer on deciding if the apprentice is ready for the EPA gateway.
Independent Assessor	A Building Control Surveying lecturer working within a different HEI than that to which the apprentice has been studying.  Must not have previous experience of the apprentice.  OR A Building Control Surveying lecturer working within the same HEI with no previous experience of the apprentice.	Review Logbook and assess the Panel Interview.  Grade Plan Evaluation Report Exam submission.

Title	Requirements	Role
Industry Expert	<p>A qualified Building Control Surveyor working within a Building Control organisation.</p> <p>AND</p> <p>Will be sourced from a different Building Control organisation than that to which the apprentice has been employed.</p> <p>AND</p> <p>Must not have previous experience related to the training/appraisal of the apprentice</p>	<p>Review Logbook and assess the Panel Interview.</p> <p>Grade Plan Evaluation Report Exam submission.</p>
EPAO  N.B. in this context this is the HEI		<p>Delivers and assesses the EPA.</p> <p>Conducts internal quality assurance.</p> <p>Develops assessment processes and specifications based on the standard.</p> <p>Develops assessment tools, materials and resources.</p> <p>Registers apprentices for the EPA.</p> <p>Manages assessment arrangements to enable apprentices to submit assessment documents.</p> <p>Arranges retakes/resits of assessments for apprentices who fail the EPA and provides feedback to the employer.</p> <p>Develops and implements a moderation and appeals process.</p> <p>Will make the final judgement on whether an apprentice is considered a Distinction, Pass or Fail.</p>

It is recommended the approved EPAO undertake work, in consultation with employers, to develop the EPA tools and processes.

## 11. Resit / Retake

A resit is where the apprentice takes the exam/panel interview again without the need for new learning. A retake is where the employer determines new learning is needed first.

Apprentices will be offered the opportunity to take a resit/retake. In all cases the apprentice's employer will need to agree that a resit or retake is an appropriate course of action.

Resits/retakes are not offered to apprentices wishing to move from pass to distinction. Apprentices should have a supportive action plan from the HEI and employer to prepare for the resit/retake. Resits and retakes will be capped at a pass mark unless the EPAO deems there to be exceptional circumstances warranting consideration. Application of this is at the discretion of the EPAO.

If the apprentice does not pass the Plan Evaluation Report Exam they will be able to resit the exam.

If the apprentice does not pass the panel interview, subject to the feedback, they may have to undertake further work on the Logbook and re-take the panel Interview.

The retake/resit will take place within a 6 month period of the original fail. The apprentice will be informed by the EPAO within 2 weeks of the completion of the EPA as to whether they have failed any of the assessment methods and provided with any feedback and the course of action that they need to undertake to resit/retake the EPA.

## 12. Internal Quality Assurance

The End-point assessment organisation will ensure the consistency and validity of their assessment decisions in accordance with QAA requirements and are responsible for assuring the quality of assessment using a range of internal quality assurance processes i.e. standardisation, cross-moderation, independent re-assessment and comparisons of assessor decisions.

End-point assessment organisations will run a standardisation meeting for all assessors both initially and then at 6 monthly intervals. The standardisation meeting exercises will involve all the assessors marking the same assessment evidence e.g. written submissions and discussions and standardising their assessment decisions. Internal quality assurance will be achieved by the end-point assessment organisations internal quality assurer (IQA) sampling each Independent Assessor's allocation. This assessment sampling will be risk-based and will cover all candidate cohorts, assessment locations and assessors for a minimum of 10% and up to 100% of assessments. The IQA will investigate any assessment anomalies and risks and report these to the end-point assessment organisation.

End-point assessment organisations will need to demonstrate their capability to deliver internal quality assurance. This includes, but is not limited to:

- managing the performance, training and professional development of assessors and IQAs including:
  - the EPA;
  - the apprenticeship standard;
  - grading standards and marking schemes;
  - examples of relevant evidence;
- putting in place a performance management process for assessors who do not meet the required standards;
- monitoring assessor practice and decisions;
- managing standardisation and internal quality assurance activities and decisions;
- having in place a complaints and appeals procedure that is compliant with QAA's requirements;
- providing comparability and consistency of assessment decisions;
- managing the improvement of quality of assessment practice;
- managing and assuring the quality of any assessment delivered by sub-contractors;
- providing regular risk-based reports of the internal quality assurance of assessment.

End-point assessment organisations are responsible for the delivery of the assessments around the country. To ensure the consistency of the assessment process, end-point assessment organisations will ensure that:

- all apprentices undertake an assessment that has been developed and verified as valid;
- they have a reasonable adjustments policy. This will allow adjustments to be made to assessments or

- assessment arrangements. This will enable apprentices, irrespective of any permanent or temporary disability, to gain access to the assessment without undermining its consistency;
- they will publish assessment arrangements and supporting guidance. The guidance will include the minimum standards for:
    - facilities for the delivery of assessments;
    - the security of assessment materials;
  - end-point assessment organisations must have policies to gather feedback from apprentices to inform reviews of assessment arrangements;
  - they will undertake internal quality assurance activity to monitor the delivery of the assessments. This will ensure that apprentices have a consistent experience undertaking the assessment across the country. Any appeals in relation to the outcome of EPAs will be managed by the end-point assessment organisation.
  - Please refer to the “roles and responsibilities” section for details on assessor requirements.

### 13. External Quality Assurance

OAA has been nominated to provide external quality assurance for this apprenticeship. This is to be confirmed.

### 14. Implementation

#### 14.1 Affordability

The EPA costs are expected to be in the region of no more than 20% of the apprenticeship funding band. Remote panel interviews may be utilised in order to reduce the cost and feasibility of the EPA.

The costs of this apprenticeship have taken into account the range and diversity of employers within the sector and the number of smaller businesses who are likely to employ apprentices.

The direct costs of end-point assessment will include the cost of the Independent Assessor and Industry Expert (including venue costs) for 1 day to review the logbook, undertake the panel interview, mark the Plan Evaluation Report Exam submission, and agree the final grade.

#### 14.2 Consistency

Due to the nature of the EPA, this will be deliverable across England and will be applicable to all employers regardless of their size.

Research has indicated sufficient numbers of assessors to assess the anticipated volume of apprentices. Management and feasibility was key to the development of this EPA Plan and the Plan presented offers the most viable and flexible solution whilst ensuring statutory and professional body recognition.

#### 14.3 Volumes

It is anticipated there will be 75 starts in the first year and 120 starts per year thereafter on this apprenticeship.

## Appendices

### Appendix A Mapping of Assessment Methods

The table below maps the assessment methods against the knowledge, skills and behaviours of the Building Control Surveyor Apprenticeship Standard.

KNOWLEDGE	What is required - In the context of building control:	Plan Evaluation Report Exam	Panel Interview supported by Logbook
K1. Legislation	Demonstrate a robust knowledge of the requirements contained within the Building Act, Statutory Framework and other associated legislation related to Building Regulations.	X	X
K2. Data Management	In-depth knowledge of accurate application of Regulatory processes within the constraints of timescale, data management and confidentiality, in-line with data protection laws.		X
K3. Building regulations approval	Interpret the Building Regulations in relation to all types of building work covering areas such as structural design, means of escape, active and passive fire protection, ventilation, thermal efficiency and access provisions.	X	X
K4. Health and safety	Describe the principles and responsibilities imposed by Health and Safety law, codes of practice and other regulations in fulfilling the building control function.		X
K5. Sustainability and Accessibility	Understand how the Building Regulations places a requirement in relation to sustainability and accessibility to achieve environmental and social objectives.		X
K6. Construction Technology	Knowledge of building pathology and construction technology used in buildings including the performance criteria of materials.		X
K7. Finance	Knowledge of the Charges Regulations and its relevance to service delivery.		X
K8. Enforcement	Knowledge of the enforcement framework and powers within the Building Act to achieve compliance with the Building Regulations.	X	
K9. Non-Statutory duties	Knowledge of non-statutory duties carried out by Local Authority Building Control teams as a delegated function of their Authority e.g. dangerous structures, demolitions.	X	
K10. People management	Knowledge of the dynamics of the design team to be able to offer support and guidance where required.		X
K11. Specialist functions	Knowledge of specialist functions of building control e.g. Fire Engineering, Access Officer, Acoustic Engineer, Thermal Engineer.		X
K12. Consultation	Knowledge of why consultation is required with other local authority functions and external statutory bodies and organisations.		X
K13. Marketing	Awareness of how to promote the building control service through effective marketing.		X

## Appendix A Mapping of Assessment Methods (continued)

The table below maps the assessment methods against the knowledge, skills and behaviours of the Building Control Surveyor Apprenticeship Standard.

SKILLS	What is required - In the context of building control:	Plan Evaluation Report Exam	Panel Interview supported by Logbook
S1. Legislation	Apply the principles contained within the Building Act, Statutory Framework and other associated legislation related to Building Regulations.	X	X
S2. Data management	Undertake the administrative process of a Building Regulation application and use the data to ensure performance standards are met in compliance with relevant quality assurance standards.		X
S3. Building regulations approval	Utilise the Building Regulations to evaluate plans, drawings, specifications and other documents submitted for building regulation approval for all types of building work to ensure appropriate decisions are issued on applications.	X	X
S4. Health and safety	Identify and manage risks of health, safety and welfare in-line with legislation, hazards and safe systems of work.		X
S5. Sustainability and Accessibility	Advise on the Building Regulation requirement in relation to sustainability and accessibility to achieve environmental and social objectives.	X	X
S6. Construction technology	Utilise knowledge of construction technology to provide advice and guidance in connection with the design or construction of building projects.	X	X
S7. Finance	Calculate charges for the building control function.		X
S8. Information Technology Skills	Utilise proficient Information Technology (IT) skills and have a good knowledge of relevant technologies, including Building information modelling (BIM).		X
S9. Site Inspections	Inspect building work in progress as may be necessary to ensure compliance with the Building Regulations.		X
S10. Building Control Best Practice	Uphold high technical standards and best practice in building control in all aspects of building regulation compliance and its application to construction types and methods.		X
S11. Communication skills	Communicate effectively and appropriately - both verbally and in writing - with people at all levels to achieve a compliant outcome.		X
S12. Personal and Professional effectiveness	Manage own time and tasks, communicate and negotiate effectively within a commercial environment.		X
S13. Diplomacy	Applies diplomacy, tact and persuasive skills when dealing with difficult situations while remaining impartial.		X

## Appendix A Mapping of Assessment Methods (continued)

The table below maps the assessment methods against the knowledge, skills and behaviours of the Building Control Surveyor Apprenticeship Standard.

BEHAVIOURS	What is required - In the context of building control:	Plan Evaluation Report Exam	Panel Interview supported by Logbook
B1. Provide a high standard of service	Always ensure your client, or others to whom you have a professional responsibility, receive the best possible advice, support or performance of the terms of engagement you have agreed to and ensure you always give attention to detail.		X
B2. Act in a way that promotes trust in the profession	Demonstrate a personal commitment to professional and ethical standards, recognising one's obligations to society and the profession.		X
B3. Act with integrity	Always be trustworthy, open, transparent and challenge where necessary.  Respect confidential information of your clients or potential clients and do not allow bias, conflict of interest or the undue influence of others to override your professional or business judgments or obligations.  Always act consistently in the public interest when making decisions or providing advice.		X
B4. Treat others with respect	Treat everyone with courtesy, politeness and respect.		X
B5. Take responsibility	Always act with skill, care and diligence and deal with any complaint in an appropriate professional manner.		X
B6. Adaptability and Resilience	Be open to the changing environment of the workplace and regulatory framework.		X

## Appendix B Grading Standards for Plan Evaluation Report Exam

The table below maps the grading standards against the knowledge, skills and behaviours of the Building Control Surveyor Apprenticeship Standard to be assessed by the Plan Evaluation Report Exam.

Knowledge, Skills, Behaviours	Fail	Pass To achieve a pass grade the evidence must show that the apprentice is able to:	Distinction To achieve a distinction grade the evidence must show that, in addition to the pass criteria, the apprentice is able to:
K1. Legislation	'fails to meet the pass criteria'	Demonstrates knowledge of requirements contained within the Building Act, Statutory Framework and other associated legislation related to Building Regulations e.g. Planning, Licensing, Regulatory Reform Order.	Evaluates solutions in order to suggest and justify suitable alternatives.
K3. Building Regulations approval	'fails to meet the pass criteria'	Applies the Building Regulations in relation to all types of building work - covering areas such as structural design, means of escape, active and passive fire protection, ventilation, thermal efficiency and access provisions.	Offers alternative solutions to achieve compliance.
K8. Enforcement	'fails to meet the pass criteria'	Explains how the enforcement framework and powers within the Building Act work together to achieve compliance with the Building Regulations.	Evaluates advantages and disadvantages of the enforcement framework.
K9. Non-Statutory duties	'fails to meet the pass criteria'	Demonstrates an understanding of non-statutory duties carried out by Building Control teams as a delegated function of a Local Authority e.g. dangerous structures, demolitions, accessible alterations to premises.	Explains how statutory duties apply to a range of work types.
S1. Legislation	'fails to meet the pass criteria'	Demonstrates correct application of the principles contained within the Building Act and Statutory Framework related to the Building Regulations e.g. Planning, Licensing, Regulatory Reform Order.	Evaluates solutions in order to suggest and justify suitable alternatives.
S3. Building Regulations approval	'fails to meet the pass criteria'	Applies the minimum standards of the Building Regulations to evaluate plans, drawings, specifications and other documents submitted for Building Regulation approval for all types of building work to ensure appropriate decisions are issued on applications.  Makes appropriate recommendations where required to support compliance.	Proposes appropriate options to benefit design outcomes over and above those in the Building Regulations.

Knowledge, Skills, Behaviours	Fail	Pass To achieve a pass grade the evidence must show that the apprentice is able to:	Distinction To achieve a distinction grade the evidence must show that, in addition to the pass criteria, the apprentice is able to:
S5. Sustainability and Accessibility	'fails to meet the pass criteria'	Advises on the functional requirements of the Building Regulations in relation to sustainability and accessibility to achieve environmental and social objectives.	Recommends appropriate innovative solutions available in order to achieve environmental and social objectives.  Demonstrates an ability to evaluate and apply the principles of inclusive design and modern methods of construction.
S6. Construction technology	'fails to meet the pass criteria'	Utilises knowledge of construction technology to provide advice and guidance in connection with the design or construction of building projects.	Offers a range of compliant alternative solutions during the design or construction of building projects.  Shows awareness of particular benefits or limitations of compliant solutions.

## Appendix C Grading Standards against KSB's for Panel Interview supported by a Logbook

The table below maps the grading standards against the knowledge, skills and behaviours of the Building Control Surveyor Apprenticeship Standard to be assessed by the Panel Interview supported by a Logbook.

Knowledge, Skills, Behaviours	Fail	Pass To achieve a pass grade the evidence must show that the apprentice is able to:	Distinction To achieve a distinction grade the evidence must show that, in addition to the pass criteria, the apprentice is able to:
K1. Legislation	'fails to meet the pass criteria'	Demonstrates an understanding of the requirements contained within the Building Act and Statutory Framework and other associated legislation related to Building Regulations e.g. Planning, Licensing, Regulatory Reform Order.	Evaluates solutions in order to suggest and justify suitable alternatives.
K2. Data management	'fails to meet the pass criteria'	Shows an understanding of Regulatory processes within the constraints of timescale, data management and confidentiality, in-line with data protection laws.	Demonstrates an understanding of the interaction of Regulatory processes.  Evaluates processes to suggest improvements where needed.
K3. Building Regulations approval	'fails to meet the pass criteria'	Demonstrates understanding of the Building Regulations in relation to all types of building work - covering areas such as structural design, means of escape, active and passive fire protection, ventilation, thermal efficiency and access provisions.	Offers alternative solutions to achieve compliance.
K4. Health and safety	'fails to meet the pass criteria'	Shows an understanding of the basic principles and responsibilities imposed by Health and Safety law, codes of practice and other regulations in fulfilling the building control function.	Evaluates and applies the principles and responsibilities in fulfilling other site based functions.
K5. Sustainability and Accessibility	'fails to meet the pass criteria'	Shows an understanding of how the Building Regulations places a requirement in relation to sustainability and accessibility to achieve environmental and social objectives.	Evaluates and offer outcomes that exceed the minimum requirements of the Building Regulations.
K6. Construction Technology	'fails to meet the pass criteria'	Demonstrates an understanding of building pathology and construction technology used in buildings including the performance criteria of materials.	Evaluates and applies principles of building pathology and construction technology to a wide range of buildings including the performance criteria of materials.

<b>Knowledge, Skills, Behaviours</b>	<b>Fail</b>	<b>Pass</b> To achieve a pass grade the evidence must show that the apprentice is able to:	<b>Distinction</b> To achieve a distinction grade the evidence must show that, in addition to the pass criteria, the apprentice is able to:
K7. Finance	'fails to meet the pass criteria'	Demonstrates an understanding of the Charges Regulations and its relevance to service delivery.	Evaluates and applies the Charges Regulations to a range of projects requiring individual quotations.
K10. People management	'fails to meet the pass criteria'	Demonstrates an understanding of the dynamics of the design team and is familiar with what support and guidance can be offered where required.	Makes appropriate recommendations (drawing on support and guidance where required) in a wide range of contexts.
K11. Specialist functions	'fails to meet the pass criteria'	Demonstrates an understanding of specialist functions of building control e.g. Fire Engineering, Access Officer, Acoustic Engineer, Thermal Engineer.	Illustrates the application of a specialist function(s) with reference to personal experience or involvement.
K12. Consultation	'fails to meet the pass criteria'	Demonstrates an understanding of why consultation is required with other local authority functions and external statutory bodies and organisations.	Evaluates and applies through experience where consultation could or should have been improved.
K13. Marketing	'fails to meet the pass criteria'	Demonstrates an understanding of how the building control service can be promoted through effective marketing.	Demonstrates an ability to promote the building control service through experience implementing a targeted and measurable marketing initiative.  Evaluate successful and unsuccessful initiatives.
S1. Legislation	'fails to meet the pass criteria'	Accurately applies the principles contained within the Building Act and Statutory Framework and other associated legislation related to Building Regulations e.g. Planning, Licensing, Regulatory Reform Order.	Explains principles using language that would be understood by different audiences.  Evaluate solutions in order to suggest and justify suitable alternatives.
S2. Data management	'fails to meet the pass criteria'	Demonstrates understanding of administrative processes of a Building Regulation application and uses of the data to ensure performance standards are met in compliance with relevant quality assurance standards.	Accurately appraises the relevance, confidentiality and value of information.  Evaluate processes and suggest improvements where needed.

Knowledge, Skills, Behaviours	Fail	Pass To achieve a pass grade the evidence must show that the apprentice is able to:	Distinction To achieve a distinction grade the evidence must show that, in addition to the pass criteria, the apprentice is able to:
S3. Building Regulations approval	'fails to meet the pass criteria'	Correctly applies the Building Regulations to evaluate plans, drawings, specifications and other documents submitted for Building Regulation approval for all types of building work to ensure appropriate decisions are issued on applications.  Recommend appropriate options where required to support compliance.	Provides evidence of appropriate recommendations proposed to achieve greater design outcomes.
S4. Health and safety	'fails to meet the pass criteria'	Identifies and manages risks of health, safety and welfare in-line with legislation, hazards and safe systems of work.	Provides examples of where H&S has impacted on their role through a range of projects covering personal and site based H&S issues.  Makes best practice recommendations where possible.
S5. Sustainability and Accessibility	'fails to meet the pass criteria'	Advises on the functional requirements of the Building Regulations in relation to sustainability and accessibility to achieve environmental and social objectives.	Recommends appropriate innovative solutions available to achieve environmental and social objectives.  Demonstrates an ability to evaluate and apply the principles of inclusive design and modern methods of construction.
S6. Construction technology	'fails to meet the pass criteria'	Provides advice and guidance in connection with the design or construction of building projects using their knowledge of construction technology.	Offers a range of compliant solutions during the design or construction of building projects.  Provides evidence demonstrating benefits or limitations of specific compliant solutions using personal experience.
S7. Finance	'fails to meet the pass criteria'	Demonstrates ability to calculate charges for the building control function.	Demonstrate successes through pricing in relation to desired inspection frameworks across a wide range of construction projects and contexts.
S8. Information Technology Skills	'fails to meet the pass criteria'	Utilises proficient Information Technology (IT) skills and shows an understanding of relevant technologies, including Building information modelling (BIM).	Provides examples showing considered application of relevant and appropriate technologies to projects.

Knowledge, Skills, Behaviours	Fail	Pass To achieve a pass grade the evidence must show that the apprentice is able to:	Distinction To achieve a distinction grade the evidence must show that, in addition to the pass criteria, the apprentice is able to:
S9. Site Inspections	'fails to meet the pass criteria'	Explains the purpose of the site inspection function and can describe the inspections necessary during construction to ensure compliance with the Building Regulations.  Provides evidence of appropriate inspections of building work in progress.	Provides evidence where intervention has resulted in a successful solution to ensure compliance with the Building Regulations.
S10. Building Control Best Practice	'fails to meet the pass criteria'	Demonstrates adherence to high technical standards and best practice in building control in all aspects of Building Regulation compliance and its application to construction types and methods.	Acts as a role model of high technical, ethical and best practice standards in all aspects of Building Regulation compliance including technology, material performance and installation methods.  Demonstrates involvement in initiatives to promote best practice such as Performance Standards and Competencies.
S11. Communication skills	'fails to meet the pass criteria'	Demonstrates effective communication with a range of audiences, both verbally and in writing, in order to achieve a compliant outcome.	Provides examples of interactions across a range of audiences e.g. working closely with customers, internal and external colleagues, companies and organisations.
S12. Personal and Professional effectiveness	'fails to meet the pass criteria'	Demonstrates efficient time and task management, communication and negotiation skills within a commercial environment.	Demonstrates an ability to initiate appropriate actions to improve effectiveness.  Provides examples of how effectiveness has been improved.
S13. Diplomacy	'fails to meet the pass criteria'	Shows an understanding of how to apply diplomacy, tact and persuasive skills when dealing with difficult situations while remaining impartial.	Provides evidence of their impartial judgments across a range of audiences.

Knowledge, Skills, Behaviours	Fail	Pass To achieve a pass grade the evidence must show that the apprentice is able to:	Distinction To achieve a distinction grade the evidence must show that, in addition to the pass criteria, the apprentice is able to:
B1. Provide a high standard of service	'fails to meet the pass criteria'	Demonstrates commitment to ensuring clients, or others to whom they have a professional responsibility, receive the best possible advice, support or performance of the terms of engagement they have agreed to, ensuring attention to detail.	Provides evidence of how they have delivered services with exceptional efficiency, precision and accuracy.
B2. Act in a way that promotes trust in the profession	'fails to meet the pass criteria'	Shows a personal commitment to professional and ethical standards, recognition of their obligations to society and the profession.	Demonstrates through examples how they have exceeded their required obligations and identified opportunities to make further contributions to society and the profession.
B3. Act with integrity	'fails to meet the pass criteria'	Demonstrates an understanding of the importance of being trustworthy, open, transparent, and to challenge where necessary, in order to act in the public interest when making decisions or providing advice.  Shows respect of confidential information of their clients or potential clients and does not allow bias, conflict of interest or the undue influence of others to override their professional or business judgments or obligations.	Provides examples to show how integrity has been achieved.
B4. Treat others with respect	'fails to meet the pass criteria'	Demonstrates ability to treat everyone with courtesy, politeness and respect.	Demonstrates an awareness of the underlying principles and adjustments necessary to ensure individual needs are taken into account.  Provides examples of how individual needs have been met.
B5. Take responsibility	'fails to meet the pass criteria'	Explains how to act with skill, care and diligence and how to deal with any complaint in an appropriate professional manner.	Describes the importance of taking responsibility for their work to ensure a successful outcome can be achieved and make amends when necessary.  Provides evidence of how they have taken responsibility for their work e.g. customer complaints.
B6. Adaptability and Resilience	'fails to meet the pass criteria'	Recognises the implications of the changing environment of the workplace and regulatory framework.	Explains how to embrace and champion the changing environment.  Provides examples of how they adapted to different situations.

## Appendix D: Glossary of terms

**What is an apprenticeship?** – An apprenticeship is a job with training. It enables someone to develop and demonstrate the knowledge, skills and behaviours they need to perform effectively in a particular occupation

**APL** – Approved Prior Learning

**EPA** – End-point Assessment – Assessment undertaken following the gateway which assesses the skills, knowledge and behaviours of the apprenticeship as set out in the Apprenticeship Standards

**EPAO** – End-Point Assessment Organisation - in this context this is the HEI

**EQA** – External Quality Assurance

**ESFA** – The Education and Skills Funding Agency

**Gateway** – The point in the development and education of an apprentice at which they are deemed to meet the skills, knowledge and behaviour as set out the apprenticeship standard

**HEI** – Higher Education Institution. The institution providing the on-programme education that will award the Degree and assess the apprentice in the EPA in its role as the End-Point Assessment Organisation

**IFA** – Institute for Apprenticeships

**Integrated** – An integrated apprenticeship combines the academic learning with the on-the-job training and the apprenticeship does not require a separate external assessment

**IOA** – Internal Quality Assurance

**KSBs** – Knowledge, skills, and behaviours

**On-programme** – Learning and education undertaken at the HEI during time allocated to study

**QAA** – Quality Assurance Agency

**RoEPAO** - Register of End-Point Assessment Organisations