

THE CHARTERED INSTITUTE OF BUILDING AWARDING ORGANISATION

Syllabus

CIOB Level 6 Certificate in Fire Safety for Construction

CIOB Level 6 Diploma in Building Safety Management



CIOB Awarding Organisation

**CIOB Level 6 Certificate in Fire Safety for
Construction
(QAN:603/7194/8)**

**CIOB Level 6 Diploma in Building Safety
Management
(QAN:603/7197/3)**

Syllabus (RQF)

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PROGRAMME STRUCTURE AND RULES OF COMBINATION

1.1 Rationale

CIOB Level 6 Certificate in Fire Safety for Construction

The CIOB Level 6 Certificate in Fire Safety for Construction is designed for a range of construction related occupations including duty holder roles such as Building Safety Manager and project managers working on higher risk buildings (HRBs) as defined by UK building safety legislation. This qualification comprises two units and is designed to develop the learner's knowledge and skills to understand and manage the fire safety of buildings effectively and efficiently.

CIOB Level 6 Diploma in Building Safety Management

The CIOB Level 6 Diploma in Building Safety Management is designed for construction professionals moving into this key duty holder role. The qualification develops the learner's knowledge and skills to manage the safety of the building in occupation. This qualification comprises six units.

1.2 Progression to other qualifications

Higher education providers may consider these qualifications for exemption from certain modules within their Higher National Certificate/Diploma and degree programmes.

1.3 Qualification Mandatory Units

Two units are required for the Certificate in Fire Safety in Construction. A further four units are required for the Diploma in Building Safety Management.

To achieve the Certificate in Fire Safety for Construction, learners are required to undertake:

- Unit 1 – Fire Safety Legislation for Construction
- Unit 2 – Fire Safety Management for Construction

Total Qualification Time: 64 guided learning hours (GLH), 136 personal study hours (PSH) amounting to 200 hours total qualification time (TQT).

To achieve the Diploma, learners must complete all six units;

- Unit 1 – Fire Safety Legislation for Construction
- Unit 2 – Fire Safety Management for Construction
- Unit 3 – Building Safety Management
- Unit 4 – Managing Health, Safety and Wellbeing for Building Safety Management
- Unit 5 – Structures and Technology for Building Safety Management
- Unit 6 – Building Standards for Building Safety Management

Total Qualification Time: 192 Guided Learning Hours, 408 personal study hours amounting to 600 hours total qualification time.

Units for the Diploma may be taken in any order. It is, however, recommended that Units 1 and 2 be delivered first.

1.4 Unit Exemptions

We will accept appropriate qualifications for exemption from individual units up to a maximum of two for the Diploma. There are no exemptions for the Certificate. Exemptions will be granted for full units only. The qualifying awards must be valid and awarded within the last 5 years.

Requests for exemptions should be accompanied by a transcript of the modules studied or relevant module descriptors and must be sent to the CIOB awarding organisation, addressed to the Director of Education via awardingorg@ciob.org.uk. These will be reviewed by the CIOB Chief External Verifier.

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

1.5 Entry Requirements

UCAS tariff Score 120 (current) / 32-48 (2017 onwards) and relevant experience

or

Level 4/6 S/NVQ, or equivalent, in a related subject

or

Five years' relevant construction experience.

1.6 Grading

The tutor will award the learner a grade for each unit completed (pass, merit and distinction). Unit grades apply to overall performance in units including assignments, practical exercises and course work.

Indicative marking descriptors for differentiating between levels of achievement when marking assignments are provided below (Section 1.8).

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

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

1.7 Assessment

Assessments are by scenario-based assignments approved by the CIOB Awarding Organisation.

Centres may design their own assignment briefs which must be approved by the Awarding Organisation (CIOB) prior to issue to learners.

All completed assessments are marked by the centre, internally verified and subject to external verification.

The assessment criteria are based on three areas:

1. **Task achievement** – This is a measure of how well the learner answers the task question/questions and the identification of the key aspects of the task.
2. **Technical Content** – This is a measure of how well the learner addresses the technical aspects of the task.
3. **Presentation** – This is a measure of how well the learner presents the assignment and includes the quality of the structure and paragraphing, the quality and relevance of visual or graphical content and the referencing used for quoted sources.

1.8 Level 6 Certificate in Fire Safety for Construction and Diploma in Building Safety Management Indicative Marking Descriptors

*Please note that the bands below describe indicative characteristics only. An overall holistic approach is required when assessing a learner's work and assigning a grade.

Grade	Task Achievement The Relevance of the Response	Inclusion of Relevant Technical Knowledge in Content	Presentation/Coherence
Distinction			
70% +	The work demonstrates a comprehensive understanding of the task. All relevant information is included. The main issues are effectively identified and analysed. There is evaluation and some analysis of solutions to issues relevant to the task. The response shows control of content within the word count.	The work demonstrates a strong understanding of a wide range of technical issues relevant to the task. There is analysis of the advantages/disadvantages of possible choices, risks and potential outcomes.	The work is appropriately structured, and the argument is developed coherently. There is a recognised form and correctly used of source referencing which supports the points in the task. Paragraphing and titling are used effectively to assist the reader. The use of visual/graphical information is clear and effective in assisting the reader. The graphical information is relevant to the task and is accurate.
Merit			
60-69%	The work demonstrates a clear understanding of the main issues relevant to the task. The issues are explained effectively, and potential solutions identified. There is some attempt to analyse the merits of the solutions to the task. The task is broadly achieved within the word count, if relevant to assignment.	The work demonstrates an understanding of the key technical issues of the task. There is clear description of relevant technical aspects with some attempt to evaluate the merits of these as appropriate to the task.	Demonstrates an awareness of presentation and an attempt to present the information with clarity and coherence. There is well structured referencing of sources and use of paragraphing and titling to assist the reader. There is use of clear graphical information to support the assignment which has broad relevance to the task. There may be some limited inaccuracies/omissions in these.
Pass			
40-59%	The work demonstrates an understanding of the task. The main points are identified, and the task is achieved. There is no attempt to evaluate or analyse the solutions. There may be some inaccuracies, omissions and irrelevant content. There may be lack of control in relation to the word count.	The work demonstrates an understanding of the main technical issues which are identified. This may be limited to description with little evidence of evaluation. There may be some omissions and inaccuracies in the detail. There may be some irrelevant details.	There is an attempt to structure the information. There is evidence of paragraphing and titling which is not always appropriate. Some basic graphical information may be included which is of some assistance to the reader. There may be some omissions or inaccuracies. There is clear evidence of appropriate referencing. The work is generally coherent but there may be occasional lapses in coherence and structure.
Fail			
0-39%	The work shows a poor understanding of the task. Frequent inaccuracies. Failure to identify important aspects of the task. Much of the information is irrelevant to the task. There may be evidence of copy and paste from external sources. The response may be limited to lists of words with no attempt to explain the relevance/merits of these to the task. The assignment falls short of the word count.	The work demonstrates a lack of understanding of the technical aspects. There are omissions of important technical information. Errors are evident in the technical content. There is no attempt to explain the relevance of the technical content to the task.	Lacks structure and may be limited to lists of points which are not developed. Disorganised in structure causing difficulty for the reader to understand the points. The response is illegible or incoherent in places. No referencing of external sources. The graphical illustrations are of poor quality or absent. They may be irrelevant. There may be errors and a lack of clarity causing difficulty for the reader to understand.

1.9 Calculating Overall Qualification Grade

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

1.9.1 CIOB Level 6 Certificate in Fire Safety for Construction

Learners must pass the unit of the qualification

Total Points (2 units)	Overall Grade
6 5	Distinction
4 3	
2	Pass
1 or fewer	Fail
Learners must achieve at least a pass in both units to be awarded the Certificate.	

1.9.2 CIOB Level 6 Diploma in Building Safety Management

Learners must pass all units of the qualification, which may include a maximum of two exempted units.

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

Total Points (6 Units)	Overall Grade
18 17 16 15	Distinction
14 13 12 11 10 9	
8 7 6	Pass
5 or fewer	Refer/Fail
Learners must achieve at least a pass for a certificate or diploma to be awarded	

1.9.3 CIOB Level 6 Diploma in Building Safety Management (Top-Up)

For those who have certificated from the Fire Safety Certificate and are topping up to the Diploma, grading is based on the four additional units. Learners may achieve a different grade in the top-up diploma from the certificate.

Total Points (4-Unit Top-Up)	Overall Grade
12 11 10	Distinction
9 9 7 6	Merit
5 4	Pass
3 or fewer	Refer/Fail
Learners must achieve at least a pass for a diploma to be awarded	

1.10 Indicative Reading List

The reading can be accessed through the CIOB Library and Information Service. For further information and how to join please see the website page at this link: <https://www.ciob.org/library>

Unit 1 Fire Safety Legislation for Construction
Regulatory Reform (Fire Safety) Order 2005; London: HM Government https://www.gov.uk/government/publications/fire-safety-approved-document-b
Approved Document 'B' (Fire Safety) (2020); London HM Government https://www.gov.uk/government/publications/fire-safety-approved-document-b
Fire safety law and guidance documents for business (2008) London: Department for Communities and Local Government (DCLG) https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business
Fire Safety in Purpose Built Blocks of Flats (2012); London: Local Government Association https://www.local.gov.uk/sites/default/files/documents/fire-safety-purpose-built-04b.pdf
Fire Safety in Specialised Housing (2017); London: National Fire Chiefs Council (NFCC)
Fire Safety Bill (proposed 2020); London: HM Government
BS 9991:2015 Fire safety in the design, management and use of residential buildings. Code of practice; London: British Standards Institution (BSI)
BS 5839-1:2017 Fire detection and fire alarm system for buildings. Code of practice for design, installation and commissioning and maintenance of systems in non-domestic premises; London: BSI
BS 5839-6: 2019 Fire detection and fire alarm systems for buildings; London: BSI
Unit 2 – Fire Safety Management for Construction
BS 9997:2019 Fire risk management systems - requirements with guidance for use; London: BSI
PAS 79:2020 Fire Risk Assessment - guidance and a recommended methodology; London: BSI
Competency Criteria for Fire Risk Assessors (2012); London: Fire Risk Assessment Competency Council (FRACC)
Building Safety Bill (Draft 2020); London: UK Government
Unit 3 – Building Safety Management
Building a Safer Future Independent Review of Building Regulations and Fire Safety: Final Report https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/707785/Building a Safer Future - web.pdf
Maguire, R (2006) Safety Cases and Safety Reports; Abingdon: CRC Press
The Golden Thread: Understanding the capability and capacity of the UK built environment to deliver and retain digital information https://www.goldenthread.co.uk/Golden-Thread-Review.pdf

Unit 4 – Health Safety and Wellbeing for Building Safety

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

The Construction (Design and Management) Regulations 2015; London: Health and Safety Executive (HSE)
<https://www.hse.gov.uk/construction/cdm/2015/index.htm>

Managing Health and Safety in Construction; London: HSE
<https://www.hse.gov.uk/pubns/books/l153.htm>

Managing Risks in Existing Buildings; London: Building Research Establishment (BRE)
<https://www.brebookshop.com/samples/327788.pdf>

Risk Assessment: A brief guide to controlling risks in the workplace; London: HSE
<https://www.hse.gov.uk/pubns/indg163.htm>

Managing Risks and risk assessment at work; London: HSE
<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

Unit 5 – Technology and Structures for Building Safety

Flanagan, R and Jewell, C (2020) Site Management and Production; London: CIOB

Chudley, R and Greeno, R, edited by Kovac, K (2020) Building Construction Handbook 12th edn; Abingdon: Taylor and Francis

Hall, F and Greeno, R (2017) Building Services Handbook 9th edn; Abingdon: Routledge

Riley, M with Cotgrave, A (2011) Construction Technology 3: The Technology of Refurbishment and Maintenance 2nd edn; London: Red Globe Press

Guide for Construction Quality (2019); London: CIOB
<https://www.ciobacademy.org/product/guide-for-construction-quality-site-production-and-assembly/>

Unit 6 – Building Regulations for Construction

Weir, T (2006) An Introduction to Tort Law 2nd edn; Oxford: Oxford University Press

Morton, R (2007) Construction UK: Introduction to the Industry 2nd edn.; Oxford: Blackwell

Climate Change and Sustainable Energy Act 2006; London: HM Government
<http://www.legislation.gov.uk/ukpga/2006/19/contents>

Sustainable and Secure Buildings Act 2004; London: HM Government
<http://www.legislation.gov.uk/ukpga/2004/22/contents>

The Building (Amendment) Regulations 2018; London: HM Government
<https://www.legislation.gov.uk/uksi/2018/1230/contents/made>

The Building Act 1984; London; HM Government
<http://www.legislation.gov.uk/ukpga/1984/55>

1.11 Knowledge and Skills Matrix

Specialist Knowledge and Skills		Transferable Skills							
Unit Title		Subject Knowledge and Understanding	Specialist Skills	Digital Skills	Analysing Information	Communication Skills	Problem Solving	Numeracy	Project Management Skills
1	Fire Safety Legislation for Construction	✓	✓	✓	✓	✓	✓	✓	
2	Fire Safety Management for Construction	✓	✓	✓	✓	✓	✓		✓
3	Building Safety Management	✓	✓	✓	✓	✓	✓		✓
4	Health Safety and Wellbeing for Building Safety Management	✓	✓	✓	✓	✓	✓		
5	Technology and Structures for Building Safety Management	✓	✓	✓	✓	✓	✓	✓	✓
6	Building Standards for Construction Management	✓	✓		✓	✓	✓		✓

Unit Title	Fire Safety Legislation for Construction
Unit Number	Unit 1
Level	6
Unit Guided Learning Hours	32
Personal Study Hours	68
Unit Total Qualification Time	100
Credit Value	10
Unit Reference Number	R/618/6558
Learning Outcomes The learner will:	Assessment Criteria The Learner can:
1. Evaluate the role of the Building Safety Manager with regards to legislation, regulation and enforcement in buildings covered by the Fire Safety Order.	<ul style="list-style-type: none"> 1.1 Critically evaluate the scope and role of the Building Safety Manager including the interaction with key stakeholders. 1.2 Evaluate the benefits of the Fire Safety Order versus the Fire Precautions Act. 1.3 Evaluate processes for managing the key documentation and information for effective building safety management. 1.4 Evaluate how Building Regulations can affect the requirements of the Fire Safety Order for a given scenario. 1.5 Interpret the legislative documents relating to building safety management for a given scenario. 1.6 Compare and contrast the terms 'Responsible Person' and 'Relevant Person' for a given scenario.
2. Evaluate the role and responsibilities of the Local Authority Fire Service.	<ul style="list-style-type: none"> 2.1 Examine the relationship between Local Authority Fire Service and other key professionals in the construction process. 2.2 Appraise the inspection regime process of the Local Authority Fire Service. 2.3 Evaluate the legal and enforcement process for a given scenario. 2.4 Explain the statutory consultation process for a given scenario.
3. Apply the principles of building design and construction for fire safety.	<ul style="list-style-type: none"> 3.1 Appraise the main building types in relation to fire safety. 3.2 Evaluate the key fire safety design aspects for a range of given purpose groups. 3.3 Describe the differences between a code compliant building versus a fire engineered solution for a range of given scenarios. 3.4 Assess how different structural designs of buildings behave in a fire. 3.5 Describe how passive and active fire safety measures work for a range of purpose groups. 3.6 Critically evaluate escape route designs for a range of given scenarios.

Unit Title	Fire Safety Management for Construction
Unit Number	Unit 2
Level	6
Unit Guided Learning Hours	32
Personal Study Hours	68
Unit Total Qualification Time	100
Credit Value	10
Unit Reference Number	Y/618/6559
Learning Outcomes The learner will:	Assessment Criteria The Learner can:
1. Apply the principles of fire behaviour to high risk buildings.	<p>1.1 Explain the principles of combustion and fire growth within a building.</p> <p>1.2 Evaluate the role of construction products in the spread of fire for a range of given scenarios</p> <p>1.3 Evaluate the impact of construction materials on passive and active fire systems for a range of given scenarios.</p> <p>1.4 Evaluate means of inhibiting fire spread through passive and active fire protection methods.</p> <p>1.5 Evaluate the impact of change of use or alteration of the building on pre-existing fire safety precautions and/or strategies.</p>
2. Assess the impact of human behaviour on the outcomes of a fire in high risk buildings.	<p>2.1 Evaluate potential problems arising from the likely behaviour of people in the premises for a range of given scenarios.</p> <p>2.2 Assess the effect of escape route design on evacuation behaviour, including the tendency to use familiar egress routes.</p> <p>2.3 Evaluate the role of staff training and the influence of training and drills on occupant behaviour in the event of fire.</p> <p>2.4 Evaluate ways of engaging with and educating tenants, tenants' groups on fire safety.</p> <p>2.5 Critically evaluate various evacuation strategies for various building types and explain your reasoning.</p>
3. Understand the aims of the fire risk assessment process.	<p>3.1 Critically evaluate a fire risk assessment for a given scenario.</p> <p>3.2 Evaluate the fire risks for a range of fire hazards using case studies.</p> <p>3.3 Explain the management process for fire risk assessments.</p> <p>3.4 Assess a fire risk assessment against guidance documents for a range of given scenarios.</p> <p>3.5 Evaluate management processes to ensure the validity of a fire risk assessment for a range of given scenarios including material change.</p> <p>3.6 Critically evaluate a Personal Emergency Evacuation Plan for a given scenario.</p>

<p>4. Be able to apply fire safety management systems to high risk buildings.</p>	<p>4.1 Produce a Fire Risk Management Plan for a given scenario.</p> <p>4.2 Explain the seven principles of the PAS 7 (BS 9997) system.</p> <p>4.3 Evaluate the benefits of a maintenance programme in relation to fire safety improvement.</p> <p>4.4 Critically evaluate a policy for the control of contractors and hot works for a given scenario.</p> <p>4.5 Critically evaluate an Incident Management Plan for a given scenario.</p> <p>4.6 Produce a Fire Risk Management Programme for a given scenario.</p> <p>4.7 Describe the key stakeholders who should be involved in the Fire Safety Management Plan.</p> <p>4.8</p> <p>4.9</p> <p>4.10</p>
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Title	Building Safety Management
Unit Number	Unit 3
Level	6
Unit Guided Learning Hours	32
Personal Study Hours	68
Unit Total Qualification Time	100
Credit Value	10
Unit Reference Number	L/618/6560
Learning outcomes: The learner will:	Assessment criteria: The Learner can:
1. Understand building management as a holistic system.	<p>1.1 Evaluate process management tools in building management including the use of:</p> <ul style="list-style-type: none"> • Digital management systems • The Golden Thread • Project Management tools • Risk Management tools <p>1.2 Evaluate life cycle costing and circular economy.</p> <p>1.3 Evaluate budgeting and cashflow within building management.</p> <p>1.4 Critically evaluate the role of modern digital technologies in ensuring an effective building safety management system.</p> <p>1.5 Evaluate management processes for ensuring quality in building management.</p>
2. Evaluate the management of resources in building safety management.	<p>2.1 Explain personnel management in an organisational context (leadership, supervision, team building).</p> <p>2.2 Explain organisational policies and procedures for plant, equipment and materials management.</p> <p>2.3 Critically evaluate procurement practices for sub-contractors.</p>
3. Apply strategies for engaging residents, communities and users of buildings.	<p>3.1 Evaluate stakeholder communication strategies for a given scenario.</p> <p>3.2 Customer engagement strategies.</p> <p>3.3 Evaluate methods for communicating the obligations and rights of residents.</p> <p>3.4 Appraise the use of whistleblowing and other methods for disclosure.</p>
4. Apply professional codes in practice.	<p>4.1 Critically evaluate benchmarks for ethical decision making in building management.</p>

Title	Managing Health, Safety and Wellbeing for Building Safety Management
Unit Number	Unit 4
Level	6
Unit Guided Learning Hours	32
Personal Study Hours	68
Unit Total Qualification Time	100
Credit Value	10
Unit Reference Number	R/618/6561
Learning outcomes: The learner will:	Assessment criteria: The Learner can:
1. Apply the legal frameworks underpinning health, safety and wellbeing.	1.1 Appraise the statutory roles and responsibilities for health, safety and wellbeing. 1.2 Evaluate emergency management procedures for a range of given scenarios. 1.3 Produce a Building Safety Case for a given scenario.
2. Explain the principles of risk management in relation to building safety.	2.1 Produce an inspection schedule for a range of given scenarios. 2.2 Evaluate a Risk Assessment and Management Plan for safe working practices for a given scenario.
3. Apply environmental legislation to building safety management.	3.1 Appraise the key environmental legislation and best practice for a given scenario.
4. Explain the application of current Construction Design Management regulations in relation to Building Safety Management.	4.1 Explain the obligations of all parties for a given scenario. 4.2 Explain the procedures for selecting and monitoring competent contractors/sub-contractors for a given scenario.
5. Manage hazards in existing buildings.	5.1 Explain the roles and responsibilities under asbestos and legionella legislation for a range of given scenarios. 5.2 Evaluate procedures for managing a range of hazards including: <ul style="list-style-type: none"> • legionella and airborne infections • asbestos and contaminants • resident related activities. • maintenance works

Title	Structures and Construction Technology for Building Safety Management
Unit Number	Unit 5
Level	6
Unit Guided Learning Hours	32
Personal Study Hours	68
Unit Total Qualification Time	100
Credit value	10
Unit Reference Number	Y/618/6562
Learning outcomes: The learner will:	Assessment criteria: The Learner can:
1. Understand the technology of substructure and its impact on building safety.	1.1 Describe the management process to ensure the health and safety of a substructure alteration for a range of given scenarios.
2. Understand the principles of the installation and maintenance of building services.	2.1 Evaluate the maintenance of building services for a range of given scenarios. 2.2 Evaluate the impact of maintenance work on compartmentalisation for a range of given scenarios.
3. Understand the operation of the superstructure for commercial and multi storey buildings.	3.1 Describe the construction methods for multi storey buildings and their impact on the maintenance of the buildings for a range of given scenarios. 3.2 Appraise the technologies for the exterior envelope of multi storey buildings. 3.3 Evaluate the service life and materials performance for a range of given scenarios. 3.4 Produce a maintenance schedule for a given project. 3.5 Illustrate how roof trusses, floor beams and columns transmit loads to the ground for given scenarios.
4. Understand the principles relating to work on existing structures and fabric.	4.1 Describe the methods for modification and refurbishment of existing structures for a range of given scenarios. 4.2 Assess a range of defects to building fabric and describe the processes for effective remediation. 4.3 Evaluate potential energy efficiency technologies for a given scenario.
5. Understand the principles of inclusive design.	5.1 Explain the principles of inclusive design. 5.2 Evaluate technologies for improving the access and accessibility of buildings for a range of given scenarios.
6. Understand the use of digital technologies in the design, construction and maintenance of buildings.	6.1 Appraise the use of digital technologies for improving the maintenance of the building.

Title	Building Standards for Building Safety Management
Unit Reference Number	Unit 6
Level	6
Unit Guided Learning Hours	32
Personal Study Hours	68
Unit Total Qualification Time	100
Credit value	10
Unit Reference Number	D/618/6563
Learning outcomes: The learner will:	Assessment Criteria: The Learner can:
1. Be able to evaluate the legal framework applicable to planning legislation and processes.	1.1 Assess the requirements of the planning regulations for a range of given scenarios. 1.2 Describe the possible enforcement actions for a range of given scenarios.
2. Be able to evaluate the legal framework applicable to the built standards and building safety.	2.1 Evaluate the interactions between organisations within the regulatory framework. 2.2 Apply the requirements of the building regulations and the Building Safety Act for a range of given scenarios. 2.3 Assess the laws to ensure buildings operate safely.
3. Understand the enforcement regime.	3.1 Evaluate the obligations of the duty holder roles for enforcing building standards. 3.2 Describe the possible enforcement actions for a range of given scenarios.
4. Understand the role of Building Safety Management to embed best practice.	4.1 Critically evaluate the role of Building Safety Management in promoting best practice as part of a 'lessons learned' process.