Programme Specification

UNIVERSITY OF WESTMINSTER

Course record information

Name and level of final award	• Bachelor of Science with Honours - Quantity Surveying and Commercial Management The award is Bologna FQ-EHEA first cycle degree or diploma compatible
Name and level of intermediate awards	• Bachelor of Science (BSc) - Construction Studies • Diploma of Higher Education (Dip HE) - Construction Studies • Certificate of Higher Education (CertHE) - Construction Studies
Awarding body/institution	University of Westminster
Teaching institution	University of Westminster
Status of awarding body/institution	Recognised Body
Location of delivery	Primary: Central London
Language of delivery and assessment	English
QAA subject benchmarking group(s)	Land, Construction, Real Estate and Surveying
Professional statutory or regulatory body	Chartered Institute of Building (CIOB)
Westminster course title, mode of attendance and standard length	• BSc Quantity Surveying and Commercial Management (CQS Apprenticeship), Part-time day, September start - 3 years standard length
Valid for cohorts	From 2025/6

Additional Course Information

This course is Direct Entry to Level 5.

Admission Initial Assessments

Prospective candidates for the Apprenticeship route must possess recognised Level 2 qualifications in Maths and English and 120 credits Level 4 credits from a BSc Quantity Surveying degree or CertHE for entry.

The University Apprenticeships Operations Coordinators assess these before the commencement of study. As well as fulfilling the entry requirements to the course, once you have been offered a place on the apprenticeship, we will work with you and your employer on a training needs plan. This is provided as a self-assessment form by the University of Westminster Apprenticeships Operations Coordinators and viewed upon completion by an academic representative of the course.

Admissions requirements

There are standard minimum entry requirements for all undergraduate courses. Learners are advised to check the standard requirements for the most up-to-date information. For most courses a decision will be made on the basis of your application form alone. However, for some courses the selection process may include an interview to demonstrate your strengths in addition to any formal entry requirements. More information can be found here: https://www.westminster.ac.uk/study/undergraduate/how-to-apply

Recognition of Prior Learning

Applicants with prior certificated or experiential learning at the same level of the qualification for which they wish to apply are advised to visit the following page for further information:

https://www.westminster.ac.uk/current-students/guides-and-policies/student-matters/recognition-of-prior-learning

Aims of the programme

The BSc Quantity Surveying and Commercial Management has been designed to provide learners with a comprehensive and professionally oriented higher education experience in Quantity Surveying and Commercial Management. Quantity Surveyors and Commercial Managers primary function is the management and organisation of sustainable construction production over the building project life cycle. Apprentices will enter directly into Level 5, normally after the successful completion of a level 4 qualification or the level 4 Construction Quantity Surveying Technician Apprenticeship.

Quantity Surveyors and Commercial Managers have specialist skills and knowledge relating to the design, technology and management of domestic, industrial and commercial building, construction processes, including planning and programming, construction health and safety, project life cycle assessment, people management, leadership, and business management of construction organisations. Quantity Surveyors and Commercial Managers focus on the economic, commercial, financial, legal and contractual dimensions of construction projects. They also need an appreciation of global issues as the UK exports construction services and expertise.

In fulfilling this purpose the course aims to:

- Provide learners with knowledge and understanding of the context, core concepts and theories relevant to Quantity Surveyors and Commercial Management in the design, creation and maintenance of a sustainable built environment. (Focusing principally on UK construction but including an international perspective).
- Develop transferable skills which learners will be able to apply both within an academic context and in their professional careers.
- Develop cognitive skills which learners will be able to apply in reaching professional judgements, solving problems and making decisions.
- Develop practical and technical skills relevant to Quantity Surveyors and Commercial Managers, which learners will be able to apply in an entrepreneurial and creative way in their professional careers.
- Foster an environment in which learning experiences are shared by learners on various parallel construction-related courses, promoting good quality communication and the inter-disciplinary nature of the construction industry.
- Encourage self-motivation and independent thought, such that graduates will be confident in challenging established working practices and responding to the future needs of the construction industry and its associated professions.
- Promote a culture of intellectual enquiry such that graduates will recognise the importance of lifelong learning for both personal and professional development to become resilient professional leaders and engaged global citizens.
- Promote social, ethical and environmental awareness.
- Promote a culture of intellectual enquiry such that graduates will recognise the importance of lifelong learning for both personal and professional development.
- Integrates current practice in terms of Building Information Management and Modelling, The Government's Construction Strategy and Collaboration and Integration.

Employment and further study opportunities

University of Westminster graduates will be able to demonstrate the following five Graduate Attributes:

- Critical and creative thinkers
- Literate and effective communicator
- Entrepreneurial
- Global in outlook and engaged in communities
- Social, ethically and environmentally aware

University of Westminster courses capitalise on the benefits that London as a global city and as a major creative, intellectual and technology hub has to offer for the learning environment and experience of our learners.

The BSc Quantity Surveying and Commercial Management aims to create graduates who meet the needs of employers. Today's organisations need graduates with both good degrees and skills relevant to the workplace, i.e. employability skills. The course develops a wide range of employability skills. These are contextualised through an understanding of the construction process, the specification of building work and the identification and correction of faults in existing buildings. The integrated approach that the course offers provides a broad knowledge and understanding of other disciplines within the built environment. In practice you will be engaged with other disciplines to deliver a project and these theories and principles are embedded in this course. These employability skills are defined in the principles of graduate attributes.

The BSc Quantity Surveying and Commercial Management course at our institution offers a plethora of employment and further study opportunities that capitalize on these principles, ensuring our graduates are well-prepared for success in their careers.

Employment Opportunities: Our graduates have pursued various roles in the industry, including:

Claim Managers: Professionals responsible for managing and resolving construction claims and disputes, ensuring fair and equitable outcomes for all parties involved.

Client Agents: Individuals who act as representatives for clients, overseeing projects and ensuring that client objectives are met.

Commercial Managers: Experts in managing project finances, procurement, and contract administration to maximise profitability and minimise risk.

Contract Administrators: Professionals responsible for the effective administration of construction contracts, ensuring compliance with contractual obligations.

Construction Estimators: Skilled in accurately estimating project costs and preparing tender documents to secure construction contracts.

Quantity Surveyors: Specialists in managing project costs and contracts, from initial estimates to final account settlement.

Construction Project Managers: Leaders who oversee the planning, execution, and delivery of construction projects, ensuring they are completed on time, within budget, and to the required quality standards.

Risk Managers: Experts in identifying, assessing, and mitigating risks throughout the project lifecycle, ensuring project success and minimizing potential liabilities.

Sustainability Consultants: Professionals who advise on and implement sustainable practices in construction projects, promoting environmental responsibility and resource efficiency.

Cost Managers: Individuals responsible for managing project costs, budgets, and financial reporting, ensuring projects are delivered cost-effectively.

Further Study Opportunities: Our graduates have pursued advanced studies in specialised areas such as:

Master's Degree in Quantity Surveying with BIM: Furthering their expertise in quantity surveying while integrating Building Information Modeling (BIM) technology for enhanced project management.

Master's Degree in Construction Management: Developing advanced skills in project management, procurement, and construction operations.

Master's Degree in Construction Law and Arbitration: Deepening their understanding of construction law, dispute resolution mechanisms, and legal frameworks in the industry.

Master's Degree in Innovation in Sustainable Built Environments: Exploring innovative solutions and strategies for creating sustainable and environmentally friendly built environments.

Moreover, our curriculum is designed to prepare learners for professional certifications such as becoming a Chartered Construction Manager (MCIOB) from the Chartered Institute of Building (CIOB). Additionally, apprentices can undertake accredited project management courses like PRINCE2 or pursue Project Management Professional (PMP) certification.

Apprentices benefit from our industry partnerships and practical experiences embedded within our curriculum throughout their studies. These experiences enhance their employability and provide invaluable insights into real-world projects and challenges, setting them apart as highly skilled and sought-after professionals and colleagues suitable for promotions within their organisation.

At our institution, we are committed to nurturing future leaders in the built environment sector who are technically proficient but also ethical, inclusive, and sustainable in their practices. We take pride in our alumni who have made significant contributions to the industry, and we are confident that our graduates will continue to excel in their chosen careers.

What will you be expected to achieve?

Learning outcomes are statements on what successful learners have achieved as the result of learning. These are threshold statements of achievement the learning outcomes broadly fall into four categories:

- The overall knowledge and understanding you will gain from your course (KU)
- Graduate attributes are characteristics that you will have developed during the duration of your course (GA)
- Professional and personal practice learning outcomes are specific skills that you will be expected to have gained on successful completion of the course (PPP)
- Key transferable skills that you will be expected to have gained on successful completion of the course. (KTS)

Level 5 course learning outcomes: upon completion of Level 5 you will be able to:

- 5.1 Analyse development and design economics in the context of construction projects including assessing the financial viability of projects, and making informed recommendations based on economic analysis. (KU GA CS)
- 5.2 Appraise the use of advanced construction engineering technology for the construction of large-scale structures and systems. (KU GA PPP)
- 5.3 Investigate methodologies for accurate measurement using cutting edge technology for quantity surveying in diverse construction scenarios. (KU PPP)
- 5.4 Compare different leadership and management styles required to effectively lead construction projects. This involves strategic project planning, risk management, and the ability to make informed decisions that contribute to successful project outcomes. (KU GA KTS)
- 5.5 Apply effective procurement and tendering practise expertise, including preparing and submitting competitive tenders within the construction industry including procurement processes, contract administation, and the ability to negotiate and manage contracts effectively. (GA PPP KTS CS)
- 5.6 Develop data-driven and innovative approaches to construction technology and sustainable practices incorporating emerging technologies. (KU GA KTS)
- 5.7 Apply various forms of construction contracts, gaining proficiency in selecting, administering, and advising on contract usage at the project level while considerating legal implications, obligations and procurement strategies. (KU GA PPP CS)
- 5.8 Applies an awareness of a range of relevant ethical and professional values and codes of conduct to personal and /or group decisions, actions, responsibility and outcomes in the built environment. (GA PPP KTS)

Level 6 course learning outcomes: upon completion of Level 6 you will be able to:

- 6.1 Critically assess the financial mechanisms and investment strategies involved in construction project finance, demonstrating proficiency in financial modelling, budgeting techniques, and funding procurement processes. (KU KTS)
- 6.2 Evaluate and apply advanced principles of project commercial management, including cost control, financial

forecasting, and risk management strategies, to ensure effective project delivery and financial sustainability within the construction industry. (KU GA CS)

- 6.3 Critically analyse complex legal frameworks and regulations governing contract administration within the built environment, demonstrating an understanding of statutory and ethical requirements and contractual obligations. (KU GA PPP CS)
- 6.4 Conduct independent research on contemporary issues in the built environment, synthesising and critically analysing literature and data to generate insights and propose innovative solutions. (KU GA KTS CS)
- 6.5 Design sustainability initiatives to reduce carbon footprint, enhance environmental performance, and contribute to sustainable construction practices. (KU GA KTS)
- 6.6 Analyse current Health and Safety codes applicable to the construction process with a realisation of the changing nature and development of Health and Safety. (KU PPP KTS)
- 6.7 Appraise advanced measurement techniques to assess and quantify sustainable engineering services (Mechanical, Electrical, Plumbing) within construction projects, utilising industry-standard methodologies and technologies to ensure accuracy and reliability. (GA PPP CS)
- 6.8 Develop the ability to make and sustain arguments, make judgements and propose solutions based upon complex ideas and concepts in a wide range of formats with a coherent style and structure. (GA KTS CS)
- 6.9 Evaluate effectiveness of own time management and task management maintain flexibility in planning. Identify potential causes of stress and act to minimise their impact. (GA KTS)

How will you learn?

Learning methods

Learning within this course has been designed to create knowledgeable and resourceful learners who are good communicators, capable of finding solutions to problems given to them and well-prepared for a future career as quantity surveying technicians. The learning methods are highly practical and hands-on, directly integrating industry visits, action-based learning, work-based learning, as well as more traditional classroom-based learning experiences. This approach ensures that apprentices can apply theoretical knowledge in real-world settings, promoting a seamless blend of academic and professional experiences. During the course, you will be encouraged to engage and develop the Knowledge, Skills and Behaviours (KSB) you are expected to fulfil as part of this apprenticeship qualification (listed below).

Knowledge	What is required
Sustainability	Understand the environmental impact of construction activities and how to minimise negative impacts during all stages of the project
The Construction Environment	Review threats and opportunities for the construction industry and appraise and evaluate the influence of current legal, political and social issues on the industry
Construction Management	Understand the project management cycle including the planning, budgeting, project funding and payment processes so as to lead to effective project delivery
Construction Technology	Demonstrate knowledge and understanding of the construction process and of the materials and technology that comprise best practice
Safe Systems of Work	Understand obligations for Health, Safety and Welfare issues on site, how to identify potential hazards and manage the risks

Knowledge	What is required
Site Management	Apply knowledge of the construction process to the examination and selection of procurement processes. Evaluate different leadership styles in relation to particular projects
Quality	Demonstrate knowledge of common defects in buildings and understand quality required

Skill	What is required
Planning and Organising Work	Be able to set and review objectives, identify resources and their limitations and plan activities and work methods to ensure project completion on time
Health, Safety and welfare	Be able to identify and manage risks of health, safety and welfare in line with legislation, hazards and safe systems of work
Manage Quality	Be able to identify the standards required by clients and other stakeholders and implement effective procedures for managing, recording and improving quality
Implement Sustainable Construction	Be able to manage construction activities in a way that contributes to sustainable development and implements best practice
Commercial, Contractual and Legal Issues	Be able to manage legal and contractual matters relating to the site and work within commercial and legal constraints to ensure effective project outcomes
Make Effective Decisions	Be able to investigate problems, causes and effects and determine solutions
Manage Information	Be able to identify, obtain and process information required to manage projects
Lead Commercial Strategy	Be able to manage risk and plan for its mitigation to minimise its impact

Skill	What is required
Develop People and Teams	Be able to manage and appraise team members and specialist contractors, build teams, advise on development and resolve conflicts to ensure effective teamwork
Demonstrate Innovation	Be able to identify areas for improvement, and implement innovative solutions
Site Management	Be able to effectively manage and supervise specialist contractors and operatives during the construction phase
Quality	Be able to identify and rectify common defects in construction activities

Behaviours	What is required
Exercise Professional Judgement	Be able to work within own level of competence and know when to seek advice from others and when to be able to advise clients
Commitment to Code of Ethics	Work within a PCI's rules and regulations of professional competence and conduct and demonstrate integrity and professionalism in all activities
Communicate Effectively	Be able to plan and manage effective meetings, present information to a variety of audiences and demonstrate effective interpersonal skills
Maintain CPD	Identify own development needs and take appropriate action to meet those needs

The course team will reference the relevant Knowledge, Skills, and Behaviors (KSBs) during the teaching and assessment process. As part of your workplace activities, you will be encouraged to acquire these KSBs and create a portfolio that outlines how you meet them. This portfolio should include your University modules, on-the-job training, and workplace experiences. The learning process utilizes interactive, inquiry-based approaches prioritising equality, diversity, and inclusivity. The curriculum consists of problem-based projects, simulated group meetings, and collaborative activities that reflect the teamwork and dynamics of the construction industry. Additionally, apprentices will leverage advanced digital technologies and industry-standard software to enhance their learning and professional skills, ensuring they are proficient with the tools and practices that shape modern quantity surveying.

Teaching methods

Teaching on this course takes advantage of London's vibrant construction scene to provide apprentices with exceptional learning opportunities. The course utilizes a combination of traditional and innovative teaching methods, including lectures, seminars, workshops, and one-on-one tutorials. Regular site visits to live construction projects and practical sessions in laboratories and on field trips allow apprentices to gain firsthand experience of modern construction practices and encourage them to apply what they learn to their own work environments. The course is taught by full-time academics and visiting lecturers, many of whom possess substantial high-level industry experience, along with professional certifications. These instructors are also involved in research in the fields of quantity surveying and commercial

management, alongside their teaching duties. Guest speakers from the industry provide additional insights, sharing their expertise and experiences to bridge the gap between academic knowledge and professional practice. The focus of the program is on in-person learning, complemented by a robust digital support framework. Personalized learning is fostered through tailored guidance and mentoring, helping apprentices reflect on their work experiences and academic progress, while also developing the skills necessary for their future careers. This hands-on, experiential approach ensures that apprentices are well-prepared for the dynamic and collaborative nature of the construction industry.

Equality, Diversity and Inclusivity

This course places our colleagues and apprentices at the centre of the learning process. We encourage everyone to bring unique experiences, fostering deeper connections with various communities. Studying the Built Environment is key to promoting equality and diversity. It allows learners to explore important themes such as representation and identity while developing critical skills to assess the industry's social and cultural impacts. Our learners' work reflects a rich tapestry of perspectives, making it impactful.

Community and Collaboration

We are actively decolonizing our curriculum to include multiple voices and histories. We listen to our learners and guide them in nurturing their creativity. Our supportive, diverse learner body fosters collaboration, encouraging ownership of projects that draw from their cultural interests and experiences. We believe education extends beyond the classroom to contribute meaningfully to society.

Inclusion and Equality

We are committed to inclusivity, welcoming applications from all backgrounds and creating a safe environment where everyone can thrive. This dedication to diversity is integrated into our courses and enhances career opportunities for all learners. Learners gain practical experience through industry engagements, including work placements and guest lectures, which enhance their employability and confidence—especially for those with limited networks.

Neurodiversity and Disability

Our courses proudly embrace diversity, including neurodiverse individuals. We prioritize accessible materials and flexible teaching styles tailored to varied learning needs. Collaborating with our disability support team ensures genuine inclusivity for all learners.

The curriculum will be inclusive and accessible to all learners, promoting diversity and enhancing engagement regardless of their background. It will emphasize the significance of quantity surveying and commercial management, as well as the challenges encountered when working across various sectors, industries, and cultures. One example is the module 'Environmental Science and Services for Quantity Surveyors,' which requires apprentices to evaluate how sustainability can be made accessible to individuals from all cultural and socioeconomic backgrounds.

Assessment methods

The course utilizes an ‘assessment as learning’ approach and implements an inclusive strategy for learning, teaching, and assessment. This strategy includes culturally relevant materials, diverse and innovative teaching methods, and flexible pathways to achieve the desired learning outcomes. Learners are encouraged to engage inclusively, recognizing that they are developing a wide range of understandings, skills, values, and attributes that will benefit their professional lives.

Various assessments are designed to demonstrate your achievement of the module learning outcomes and help you fulfil the required Knowledge, Skills, and Behaviors (KSBs) of this qualification. There is a strong emphasis on industry-focused, ‘real-world’ assessments such as reports, portfolios, presentations, and plans. Specific practical activities, including risk assessments and site evaluations, are also included to meet the requirements of professional bodies. The course employs a variety of assessment types to ensure inclusivity, allowing learners to leverage their strengths while developing other assessment areas throughout the course.

For each summative assessment, you will have the opportunity to receive formative feedback. This specific and timely feedback is a crucial part of the assessment process, offering valuable insights into your progress and helping you improve both your work and grades. Throughout each module, you will have multiple opportunities for formative feedback to prepare you for your assessments. Occasionally, you will be asked to critically reflect on your experiences, enabling you to understand what you have learned and how to apply it in your career and other areas of life.

The assessments in these modules allow you to demonstrate your achievement of learning outcomes through work-based and experiential learning activities, facilitating your personal and professional development. At each level, you will be assessed on your academic knowledge, practical application, and your ability to re-contextualize knowledge, connect theory to practice, and develop your own theoretical perspectives on practice. Assessed tasks will often involve real-world

scenarios, such as valuation exercises, negotiation skills, and responses to client requests.

As you progress through the course, the scope and depth of the assessments will increase, helping you gradually build confidence and enhance your knowledge, skills, and understanding. Assessments are designed to foster independent critical thinking skills and promote your ability to analyze and critically evaluate theories, concepts, and ideas. In the final year of the course, the assessment methods will likely challenge you to synthesize your ideas and adopt a more holistic perspective on the discipline.

The primary aim of the teaching and learning strategy is to promote the development and delivery of a sustainable built environment that meets the needs of clients both nationally and internationally, while considering sustainability development goals and the impact of the built environment on communities worldwide. Principles of construction technology, professional practice, ethics, health and safety, and Construction Design and Management (CDM) are fundamental to delivering the built environment and are covered at each level of the program.

The integration of digital practices is increasing in construction, influencing working practices, decision-making, and project delivery efficiency. Digital practices are incorporated throughout the course to equip learners with the necessary skill set to address new challenges in the construction industry.

Apprenticeship Gateway and End Point Assessment (EPA)

To proceed with the apprenticeship, learners must pass through a gateway before undertaking the End Point Assessment (EPA). Completing the EPA is essential for obtaining a BSc (Hons) in Quantity Surveying and Commercial Management and for fulfilling the requirements of the Apprentice Standard.

To pass through the gateway, apprentices must complete all on-programme modules and submit a portfolio of evidence, which can be submitted online or in paper form. This portfolio should demonstrate how the apprentice has met each of the knowledge, skills, and behaviour statements outlined in the standard. It assures the employer that the apprentice is fully prepared to begin the End Point Assessment process. Additionally, apprentices must successfully complete the Site Safety Plus - Site Managers' Training Scheme and the Site Safety Plus - Site Environmental Awareness Training Scheme.

Once the apprentice has passed through the gateway by completing the modules and the portfolio, the EPA process begins. The EPA consists of three components: an online test, a project, and a professional discussion. This assessment will be independently evaluated by an organization registered as an End Point Assessor.

The online test typically takes place within one month after passing through the gateway. It comprises 20 questions that must be completed in 40 minutes, focusing on the knowledge acquired during the apprenticeship.

The project is developed after passing through the gateway and should be designed in collaboration with both the employer and the university to ensure that all knowledge, skills, and behaviours (KSBs) are addressed. The project is expected to be approximately 2,500 words in length.

The professional discussion generally lasts for one hour. During this time, you will discuss your acquired behaviours, share your experiences throughout the apprenticeship, and explain how you have applied the KSBs in your workplace.

In your final year of study, there will be an EPA preparation module, which will help you present yourself professionally and fulfil the requirements of the gateway and EPA.

For more information about the gateway and the EPA, refer to the EPA plan that will be issued to you, as well as the supporting materials available on the course site.

Graduate Attribute	**Evident in Course Outcomes**
Critical and creative thinker	5.1, 5.4, 5.6, 5.7, 6.2, 6.3, 6.4, 6.5, 6.8
Literate and effective communicator	5.1, 5.4, 5.5, 6.3, 6.4, 6.8
Entrepreneurial	5.1, 5.2, 5.4, 5.5, 5.7, 6.2, 6.7, 6.9
Global in outlook and engaged in communities	5.2, 5.6, 5.8, 6.3, 6.4, 6.5, 6.7
Socially, ethically and environmentally aware	5.2, 5.6, 5.7, 5.8, 6.2, 6.3, 6.4, 6.5, 6.7

Course Structure

This section shows the core and option modules available as part of the course and their credit value. Full-time Undergraduate learners study 120 credits per year. Course structures can be subject to change each academic year following feedback from a variety of sources.

Modules are described as:

- **Core** modules are compulsory and must be undertaken by all learners on the course.
- **Option** modules give you a choice of modules and are normally related to your subject area.
- **Electives**: are modules from across the either the whole University or your College. Such modules allow you to broaden your academic experience. For example, where electives are indicated you may choose to commence the study of a foreign language alongside your course modules (and take this through to the final year), thereby adding further value to your degree.
- Additional information may also be included above each level for example where you must choose one of two specific modules.

Modules

Level 4

Module Code	Module Title	Status	UK credit	ECTS
no modules for this level				

Level 5

Degree Apprentice Undergraduate learners study patterns are as follows:

- Year 1: 80 credits at Level 5
- Year 2: 40 credits at Level 5 and 40 Credits at Level 6
- Year 3: 80 credits at Level 6

Award of Diploma of Higher Education or Foundation Degree available after completion of Year 2.

Module Code	Module Title	Status	PT Year (where applicable)	UK credit	ECTS
5CNMN017W	Construction Engineering and Technology (Infrastructure) - AR	Core	1	20	10
5CNMN019W	Construction Health and Safety for Quantity Surveyors - AR	Core	1	20	10
5BUIL019W	Development and Design Economics - AR	Core	1	20	10
5CNMN023W	Procurement and Tendering - AR	Core	1	20	10
5CNMN016W	Construction Contract Practice - AR	Core	2	20	10
5BUIL020W	Measurement of Civil and Infrastructure Works - AR	Core	2	20	10

Level 6

Degree Apprentice Undergraduate learners study patterns are as follows:

- Year 1: 80 credits at Level 5
- Year 2: 40 credits at Level 5 and 40 Credits at Level 6

- Year 3: 80 credits at Level 6

Award BSc Honours available after completion of Year 3.

The module 6EPAB001W Apprenticeship End Point Assessment Level 6 must be passed in order to achieve the University qualification.

Module Code	Module Title	Status	PT Year (where applicable)	UK credit	ECTS
6CNMN012W	Construction Project Finance - AR	Core	2	20	10
6CNMN018W	Sustainability Practice (Carbon Measurement and Management) - AR	Core	2	20	10
6EPAB001W	Apprenticeship End Point Assessment Level 6	Core	3	0	0
6CNMN013W	EPA Preparation - Construction Quantity Surveyor	Core	3	20	10
6BUIL019W	International Building Challenge Project for Quantity Surveyors - AR	Core	3	20	10
6BUIL020W	Measurement of Engineering Services (MEP) - AR	Core	3	20	10
6CNMN017W	Project Commercial Management - AR	Core	3	20	10

Please note: Not all option modules will necessarily be offered in any one year. In addition, timetabling and limited spaces may mean you cannot register for your first choice of option modules.

Professional body accreditation or other external references

The course is recognized and accredited by the Chartered Institute of Building (CIOB), which was established in 1834 and granted a Royal Charter in 1980. This accreditation signifies a process of peer review and acknowledges the achievement of quality standards in delivering this course. It is periodically reviewed to ensure that the course continues to provide high-quality education in the built environment.

The CIOB serves as the End-Point Assessment Organization (EPAO) for this apprenticeship. An EPAO is responsible for delivering End-Point Assessments, which are the final and most critical stage of an apprenticeship. These assessments are unbiased and conducted independently to determine whether an apprentice has demonstrated the knowledge, skills, and behaviours outlined in the apprenticeship standard.

Course management

Your course is one of several programs offered within the School of Applied Management, which is part of the College of Westminster Business School at the University of Westminster. It is managed by a designated course leader, who is supported by the Head of School, Assistant Heads of School, and other senior staff members, including the Associate Heads of the College. The course leader collaborates with the course teaching team, responsible for individual modules and overall planning.

During the arrivals week, you will have the opportunity to meet your course leader, teaching team, and members of the senior management team. This week will include a series of events designed to assist you with enrollment and registration, as well as to help you familiarize yourself with the university, its processes, and the culture of higher education.

The course is monitored annually by the course leader and senior members of the School and College to ensure its effective operation and to address any issues that may impact the learner experience. Throughout the year, there will be Course Representative meetings, where staff will review feedback, evidence of learner progression and achievement, and reports from external examiners to evaluate the course's effectiveness. All courses undergo annual reviews as part of the School, College, and University Annual Monitoring processes, with ultimate reporting to the Academic Council of the University, which is responsible for maintaining quality and standards.

Academic regulations

The current Handbook of Academic Regulations is available at westminster.ac.uk/academic-regulations.

Course specific regulations apply to some courses.

Academic Support

Upon arrival, an induction programme will introduce you to the staff responsible for the course, the campus on which you will be studying, the Library and IT facilities, additional support available and to your Campus Registry. You will be provided with the Course Handbook, which provides detailed information about the course. Each course has a course leader or Director of Studies. All learners enrolled on a full-time course and part time learners registered for more than 60 credits a year have a personal tutor, who provides advice and guidance on academic matters. The University uses a Virtual Learning Environment called Blackboard where learners access their course materials, and can communicate and collaborate with staff and other learners. Further information on Blackboard can be found at https://www.westminster.ac.uk/current-students/studies/your-student-journey/when-you-arrive/blackboard

The Academic Learning Development Centre supports learners in developing the skills required for higher education. As well as online resources in Blackboard, learners have the opportunity to attend Study Skills workshops and one to one appointments. Further information on the Academic Learning Development Centre can be found at westminster.ac.uk/academic-learning-development.

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at that site. Learners can search the entire library collection online through the Library Search service to find and reserve printed books, and access electronic resources (databases, e-journals, e-books). Learners can choose to study in the libraries, which have areas for silent and group study, desktop computers, laptops for loan, photocopying and printing services. They can also choose from several computer rooms at each campus where desktop computers are available with the general and specialist software that supports the courses taught in their College. Learners can also securely connect their own laptops and mobile devices to the University wireless network.

Support Services

The University of Westminster Student and Academic Services department provide advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers, specialist advice for international learners and the chaplaincy providing multi-faith guidance. Further information on the advice available to learners can be found at https://www.westminster.ac.uk/student-advice

The University of Westminster Students' Union also provides a range of facilities to support learners during their time at the University. Further information on UWSU can be found at https://www.westminster.ac.uk/students-union

How do we ensure the quality of our courses and continuous improvement?

The course was initially approved by a University Validation Panel. University Panels normally include internal peers from the University, academic(s) from another university. a representative from industry and a Student Advisor.

The course is also monitored each year by the College to ensure it is running effectively and that issues which might affect the learner experience have been appropriately addressed. Staff will consider evidence about the course, including the evidence of learner surveys, learner progression and achievement and reports from external examiners, in order to evaluate the effectiveness of the course and make changes where necessary.

A Course revalidation takes place periodically to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers. Learners meet with revalidation panels to provide feedback on their experiences. Learner feedback from previous years is also part of the evidence used to assess how the course has been running.

How do we act on learner feedback?

Learner feedback is important to the University and learner views are taken seriously. Learner feedback is gathered in a variety of ways.

- Through learner engagement activities at Course/Module level, learners have the opportunity to express their voice in the running of their course. Course representatives are elected to expressly represent the views of their peers. The University and the Students' Union work together to provide a full induction to the role of the course representatives.

- There are also School Representatives appointed jointly by the University and the Students' Union who meet with senior School staff to discuss wider issues affecting learner experience across the School. Learner representatives are also represented on key College and University committees.;
- All learners are invited to complete a questionnaire before the end of each module. The feedback from this will inform the module leader on the effectiveness of the module and highlight areas that could be enhanced.
- Final year Undergraduate learners will be asked to complete the National Student Survey which helps to inform the national university league tables.

This programme specification provides a concise summary of the main features of the course and the learning outcomes that a learner might reasonably be expected to achieve and demonstrate, if they take full advantage of the learning opportunities that are provided. This specification is supplemented by the Course Handbook, Module proforma and Module Handbooks provided to learners.

Additional Details

Admission Initial Assessments

Prospective candidates for the Apprenticeship route must possess recognised Level 2 qualifications in Maths and Englis and 120 credits Level 4 credits from a BSc Quantity Surveying degree or CertHE for entry.

These are assessed by the University Apprenticeships Operations Coordinators prior to the commencement of study. In addition to the standard application process and checks for the BSc Quantity Surveying & Commercial Management course, once an offer has been made for the Apprenticeship, a Training Needs Analysis (TNA) is completed by the learner. This is provided as a self-assessment form by the University of Westminster Apprenticeships Operations Coordinators and viewed upon completion by an academic representative of the course.

Off-the-Job Training

Training Learners on this course are required to have a 20% off-thejob training for the duration of the course. This means that 20% of their contracted working hours must be used for development activities aligned with the Apprenticeship Standard for this course. During University term- times, the day-release to the university covers 20% for those weeks, at other times, examples of activities that can be used for off-the-job training include:

- Job shadowing.
- Mentoring.
- Attending meetings.
- Project work.
- Professional networks.
- Events and competitions.
- Visits to wider parts of the department.
- Visits to industry and to other Government Departments.
- Writing self-assessments.
- Writing assignments.
- Reflective journals.
- Revision.
- Peer discussions.
- Preparation for Assessments & Exams.

Activities included are guided by the ESFA and could be subject to change. The Apprenticeships Team will provide up to date guidance to you during the course of your programme.

Tripartite Reviews

When apprentices begin their studies, they receive guidance during an induction on how to use software for recording their off-the-job training hours and activities. Following this, each apprentice, along with their workplace mentor and University of Westminster representative, participates in tripartite reviews every three calendar months. These are scheduled online meetings, arranged in advance at a time that is convenient for everyone involved. During the tripartite review, there is a discussion about the apprentice's progress in all aspects of the course, including their off-the-job training requirements. All topics covered in the meeting are documented, and any questions or issues that arise are promptly addressed, either in the workplace or at the university, as appropriate.