

# **Course Leader Session November 2025**

# Meeting Facilitators

**Aravinda Adhikari–  
Academic Course Leader**

**Hongdan Han - Lecturer  
and Apprenticeship  
Coordinator at SAM**

**Louise Humphrey and Finn  
Todd - Apprenticeships  
Team**

4BUIL020W – Building Design for Quantity Surveyors	Anca Zahan
4CNMN009W – Construction Law and Contracts	Miu Rose Wong
4CNMN012W – Environmental Science and Services	Paula Lopez-Arce
4CNMN011W – Construction Technology and Services (Building)	Will Cammish
4BUIL023W – Measurement and Costing (Building Works)	Blessing Mafimisebi
4CNMN013W – End Point Assessment Preparation (CQST)	Aravinda Adhikari
5CNMN017W – Construction Engineering and Technology (Infrastructure)	Junli Yang
5CNMN019W – Construction Health and Safety	Alberto Urrutia-Moldes
5CNMN023W – Procurement and Tendering	Yetunde Olaleye
5BUIL019W – Development and Design Economics	Olayinka Omoboye
5BUIL020W – Measurement of Civil and Infrastructure Works	Blessing Mafimisebi
5CNMN016W – Construction Contract Practice	Olayinka Omoboye
6CNMN012W – Construction Project Finance	Aravinda Adhikari
6CNMN018W – Sustainability Practice (Carbon Measurement & Management)	Mohamed Rabie
6CNMN017W – Project Commercial Management	Olayinka Omoboye
6BUIL020W – Measurement of Engineering Services (MEP)	Blessing Mafimisebi
6BUIL019W – International Building Challenge Project	Afolabi Dania
6CNMN013W – End Point Assessment Preparation (CQS)	Aravinda Adhikari

# Today's session

- Gain insight into what your apprentice is studying at University
- Understand how this is being taught
- Learn about assessment processes and timelines – including results
- Share some ideas of relevant work-based training
- Understand how to find out how your apprentice is progressing at University
- Help you to support your apprentice to succeed: University support services
- Questions and discussion

# Today's session: two apprenticeships

## 1. Level 4 Construction Quantity Surveying Technician (CertHE in Quantity Surveying and Commercial Management)

- Apprenticeship duration: 2 Academic years + EPA period (2 calendar years total)

## 2. Level 6 Construction Quantity Surveyor (BSc (Hons) Quantity Surveying and Commercial Management)

- Apprenticeship duration: 3 Academic years + EPA period (3 calendar years total)

# University calendar

- Two semesters: September to December and January to April
- Includes induction, enrolment and assessment periods
- [Academic calendar](#) published until 26/27
- Apprentices attend University for classes: lectures and seminars
- Personal tutoring
- Progress reviews and Off-the-Job training: all year round
- University will be delivering sessions to support EPA preparation
  - EPA support sessions will run in Semester 2

# Knowledge Skills Behaviours (KSBs) and Apprenticeship Standards

- An Apprenticeship Standard sets out the KSBs required of apprentices
- KSBs vary for each standard

Item:	What are they?	Where will I pick them up?
Knowledge	Understanding how something is done, and the processes around it.	Through University and in the workplace
Skills	Applying the knowledge into an activity.	In the workplace
Behaviours	How the awarding body would expect you to behave as a professional in your chosen field.	In the workplace.

- All University modules are mapped to the KSBs, so apprentices will gain exposure at University and in the workplace.

# Learning Plans: work-based activities

- Apprentices become competent in these KSBs during Off The Job Training (OTJ)
- Off the Job needs to be a combination of University Attendance and activities completed in the workplace.
- Apprentices have a work-based activity section in their off the job training log.
- Will highlight activities that apprentices can do that count towards their Off the Job hours.
- Should be an ongoing conversation in progress reviews.

# **Course content and assessment**



# Course content – Year 1 CertHE in Quantity Surveying and Commercial Management (L4 Construction Quantity Surveying Technician)

## Modules and Key Learning Outcomes (LOs):

**4BUIL020W – Building Design for Quantity Surveyors** – Understanding of building elements/ views and perspective drawing

**4CNMN009W – Construction Law and Contracts** – Introduction to contracts law, elements of contracts, legal risks, payments, variations, and dispute resolution

**4CNMN012W – Environmental Science and Services** – Sustainability in construction, environmental impact assessment, building services, soil analysis

## How these are taught:

- Lectures and Seminars – Concepts, Principles, Application to case studies
- Group/ individual tasks
- Guest speaks – Exposure to practice, professional bodies

# Course assessment – Year 1 CertHE in Quantity Surveying and Commercial Management (L4 Construction Quantity Surveying Technician)

## How this is assessed:

**4BUIL020W – Building Design for Quantity Surveyors** – Conceptual designs presentation and CAD-based designs

**4CNMN009W – Construction Law and Contracts** – Dispute resolution meeting and legal memorandum

**4CNMN012W – Environmental Science and Services** – Soil analysis demonstration and building performance presentation

## When marks will be released:

- Within 15 working days from the due date

# Course content – Year 2 CertHE in Quantity Surveying and Commercial Management (L4 Construction Quantity Surveying Technician)

## Modules and Key Learning Outcomes (LOs):

**4CNMN011W – Construction Technology and Services (Building)** - Learn domestic construction principles, performance requirements, regulatory compliance.

**4BUIL023W – Measurement and Costing (Building Works)** - Taking off quantities using NRM2, preparation of BoQs and schedule of rates

**4CNMN013W – End Point Assessment Preparation (CQST)** - Reflect on personal development, identify real-world problems and develop solutions, communication skills

## How these are taught:

- Lectures and Seminars – Concepts, Principles, Application to case studies
- Group/ individual tasks
- Guest speaks – Exposure to practice, professional bodies

# **Course assessment – Year 2 CertHE in Quantity Surveying and Commercial Management (L4 Construction Quantity Surveying Technician)**

## **How this is assessed:**

**4CNMN011W – Construction Technology and Services (Building)** - Building project portfolio and alternative building solution presentation

**4BUIL023W – Measurement and Costing (Building Works)** - Measurement principles presentation and project cost report

**4CNMN013W – End Point Assessment Preparation (CQST)** - Reflective review and EPA toolkit

## **When marks will be released:**

- Within 15 working days from the due date

# End Point Assessment O-credit module

A new zero-credit End Point Assessment (EPA) module has been introduced to formally recognise this final stage of the apprenticeship within the University's programme, ensuring it meets DfE requirements and supports apprentices to successfully complete their apprenticeship.

To successfully complete the apprenticeship and be awarded the University qualification (CertHE), apprentices must pass the O-credit EPA module.

The criteria to pass the EPA O-credit module is:

- Progress into Gateway and enter the EPA period,
- Submit the project and summary of experience,
- Sit the knowledge test and
- Book the professional discussion with CIOB.

If they sit the professional discussion and fail it, they may still be eligible to be awarded the CertHE.

If apprentices complete the O-credit EPA module requirements by August 24th, 2026, they will receive the CertHE results on September 4th, 2026 and they will be invited to the November graduation ceremony.

The University provides comprehensive training for Gateway and EPA preparation. Further details are available in the EPA Plans.

# Course content – Year 1 BSc Quantity Surveying and Commercial Management (L6 Construction Quantity Surveyor)

- **Modules and Key Learning Outcomes (LOs):**

<b>5CNMN017W – Construction Engineering and Technology (Infrastructure)</b> - Principles, methodologies, and regulations governing infrastructure construction across various sectors
<b>5CNMN019W – Construction Health and Safety</b> - Health and safety regulations and practices within the UK construction industry
<b>5CNMN023W – Procurement and Tendering</b> - Procurement and tendering processes, procurement strategies, contract management and negotiation techniques
<b>5BUIL019W – Development and Design Economics</b> - Analyse and apply economic principles and techniques in project development and design

- **How these are taught:**

- Lectures and Seminars – Concepts, Principles, Application to case studies
- Group/ individual tasks
- Guest speaks – Exposure to practice, professional bodies

# Course assessment – Year 1 BSc Quantity Surveying and Commercial Management (L6 Construction Quantity Surveyor)

- How this is assessed:

<b>5CNMN017W – Construction Engineering and Technology (Infrastructure)</b> - Infrastructure project report and poster presentation on integration of sustainable practices
<b>5CNMN019W – Construction Health and Safety</b> - Health and Safety Training Design presentation and Risk assessment
<b>5CNMN023W – Procurement and Tendering</b> - Procurement Strategy Analysis and Mock Tender and Negotiation
<b>5BUIL019W – Development and Design Economics</b> - Design Economics Analysis and Market factors presentation

- When marks will be released:

- Within 15 working days from the due date

# Course content – Year 2 BSc Quantity Surveying and Commercial Management (L6 Construction Quantity Surveyor)

- **Modules and Key Learning Outcomes (LOs):**

**5BUIL020W – Measurement of Civil and Infrastructure Works** – Taking-off quantities for civil and infrastructure projects using CESMM

**5CNMN016W – Construction Contract Practice** - Select, administer, and apply construction contracts by equipping them with advanced knowledge of contract law, standard forms, and contractual mechanisms

**6CNMN012W – Construction Project Finance** - Manage financial aspects of construction projects by equipping them with advanced knowledge of financial mechanisms, investment strategies, and cost control techniques

**6CNMN018W – Sustainability Practice (Carbon Measurement & Management)** - Design and implement sustainable construction practices, focusing on carbon measurement and management and life cycle assessment

- **How these are taught:**

- Lectures and Seminars – Concepts, Principles, Application to case studies
- Group/ individual tasks
- Guest speaks – Exposure to practice, professional bodies



# Course assessment – Year 2 BSc Quantity Surveying and Commercial Management (L6 Construction Quantity Surveyor)

- How this is assessed:

<b>5BUIL020W – Measurement of Civil and Infrastructure Works</b> - Technology-enabled Measurement Strategy report and Civil Take-off Presentation
<b>5CNMN016W – Construction Contract Practice</b> - Contract Document Interpretation meeting and Contract Selection and Client Advise
<b>6CNMN012W – Construction Project Finance</b> – Financial model design and risk management plan
<b>6CNMN018W – Sustainability Practice (Carbon Measurement &amp; Management)</b> - Carbon Footprint Analysis Report and Sustainability Strategy and Action Plan Poster

- When marks will be released:

- Within 15 working days from the due date

# Course content – Year 3 BSc Quantity Surveying and Commercial Management (L6 Construction Quantity Surveyor)

- **Modules and Key Learning Outcomes (LOs):**

**6CNMN017W – Project Commercial Management** - Manage the commercial aspects of construction projects by exploring advanced principles in cost control, financial forecasting, and risk management

**6BUIL020W – Measurement of Engineering Services (MEP)** - Develop advanced skills and knowledge in assessing and quantifying engineering services within construction projects.

**6BUIL019W – International Building Challenge Project** - Engage with international construction challenges and solutions. Learners can choose between two paths: participating in the CIOB Global Student Challenge project or conducting a dissertation focused on international construction management

**6CNMN013W – End Point Assessment Preparation (CQS)** - Reflect on personal development, identify real-world problems and develop solutions, communication skills

- **How these are taught:**

- Lectures and Seminars – Concepts, Principles, Application to case studies
- Group/ individual tasks
- Guest speaks – Exposure to practice, professional bodies

# Course assessment – Year 3 BSc Quantity Surveying and Commercial Management (L6 Construction Quantity Surveyor)

- How this is assessed:

**6CNMN017W – Project Commercial Management** - Financial Decision-Making Simulation and Budget Overruns and Delays Case Study Analysis

**6BUIL020W – Measurement of Engineering Services (MEP)** - MEP Quantity take-off

**6BUIL019W – International Building Challenge Project** – Flexible individual assessment

**6CNMN013W – End Point Assessment Preparation (CQS)** - Reflective review and EPA toolkit

- When marks will be released:

- Within 15 working days from the due date

# End Point Assessment O-credit module

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To successfully complete the apprenticeship and be awarded the University qualification (BSc), apprentices must pass the O-credit EPA module.

The criteria to pass the EPA O-credit module is:

- Progress into Gateway and enter the EPA period,
- Submit the project and summary of experience,
- Sit the knowledge test and
- Book the professional discussion with CIOB.

If they sit the professional discussion and fail it, they may still be eligible to be awarded the BSc.

If apprentices complete the O-credit EPA module requirements by September 30th 2026, they will receive the BSc results on November 3rd 2026, and they will be invited to the November graduation ceremony.

The University provides comprehensive training for Gateway and EPA preparation. Further details are available in the EPA Plans.

# Apprentice progress

# Apprentice progress

- Each module is mapped to the Knowledge, Skills and Behaviours (KSBs) of the Apprenticeship
  - Completion of each module – progress against the KSBs
  - Module results are uploaded onto Aptem / OneFile at the end of each academic year
- Attendance reports shared with you on a regular basis
  - Concerns around poor engagement with the course will be highlighted
- Off-the-Job (OTJ) logs
  - Apprentices complete each month
  - Log their university and work-based learning
- Results released each semester:
  - Discuss results with apprentices when released

# Mitigating circumstances

Circumstances outside an apprentice's control which disrupt their studies and make it difficult to achieve their full potential in assessments.

If a claim is made, and its accepted, an apprentice can delay taking an assessment until their ability to achieve is no longer impaired.

Examples that may be accepted include serious short-term illness, death of a close relative or partner or deterioration of a long-term health condition.

More information, including how to submit a claim [can be found here](#)

# Student Centre

- Student Centre service – provides support in one place
- Answer any queries relating to an apprentice's University experience
- Provide guidance on a diverse range of services to support wellbeing
- If they can't resolve enquiries immediately: will direct apprentices to relevant support
- Book appointments across different student support services.

<https://www.westminster.ac.uk/current-students/support-and-services>



LIBRARY AND  
STUDENT CENTRE



# Apprenticeship Team and Useful Contacts

- Senior Manager Apprenticeships – Nina Perossa
- Apprenticeship Co-Ordinators – Ellie Henry & Louise Humphrey
- Apprenticeship Administrators – Kaycee Maloney & Finn Todd
- Business Development Managers – Kai Zs & Gary Cumber
  
- Who to contact?
- [studentcentre@westminster.ac.uk](mailto:studentcentre@westminster.ac.uk): Timetabling, modules, enrolment, Mitigating circumstances, student support, wellbeing
- [Apprenticeships@westminster.ac.uk](mailto:Apprenticeships@westminster.ac.uk) Aptem, job change, change of employer, OTJ, reviews, End Point Assessment

# Questions and discussion