

Course Leader Session November 2025

Meeting Facilitators

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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 Site Supervisor (CertHE in Construction Management)
 - Apprenticeship duration: 2 years + EPA period
 2. Level 6 Construction Site Management (BSc (Hons) Construction Management)
 - Apprenticeship duration: 3 years + EPA period
- Share modules and assessments
 - Apprentices may be taught in common lectures and seminars across the two programmes above

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

- 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 Construction Site Supervisor (CertHE in Construction Management)

Modules and Key Learning Outcomes (LOs):

Module	Key Learning Outcomes (LOs)
Principles of Site Management (20 credits)	Apply core site management and engineering principles; conduct surveys and risk assessments; understand site setup, health, and safety.
Environmental Science and Building Services (20 credits)	Understand environmental performance and sustainability; explain key building services systems (HVAC, lighting, water, and waste).
Building Materials (20 credits)	Identify, test, and evaluate construction materials; select appropriate materials based on performance, sustainability, and safety criteria.
Sustainable Construction Technology (20 credits)	Apply eco-friendly and energy-efficient construction methods; integrate Sustainable Development Goals (SDGs) into construction planning and management.

Course content – Year 1 Construction Site Supervisor (CertHE in Construction Management)

How These Are Taught

- Interactive lectures and seminars blending theory and practical learning.
- Hands-on workshops to reinforce applied knowledge.
- Guest speakers from industry sharing real-world experiences.
- Group projects encouraging collaboration and professional communication.
- Digital learning via Blackboard and virtual resources.
- Work-based learning aligned with apprenticeship experience.

Course assessment – Year 1 Construction Site Supervisor (CertHE in Construction Management)

How this is assessed:

Assessment Type	Description	Purpose
Coursework Assignments	Individual written reports, technical analyses, and reflective reviews.	Assess understanding of theory, application of knowledge, and written communication skills.
Practical and Site-Based Assessments	Hands-on exercises such as site surveys, risk assessments, and material testing.	Evaluate practical competence and ability to apply learning to real-world construction settings.
Presentations and Posters	Individual or group presentations, posters, and design showcases.	Develop professional communication, teamwork, and visual presentation skills.
Work-Based Learning Evidence	Integration of workplace experience through reflective logs and applied projects.	Demonstrate the ability to apply academic learning in professional contexts.
Formative Feedback	Ongoing verbal and written feedback in workshops, tutorials, and seminars.	Support continuous improvement and skill development throughout the year.

Course assessment – Year 1 Construction Site Supervisor (CertHE in Construction Management)

When marks will be released:

Assessment Stage	Timing	Details
Formative Feedback	Ongoing throughout the semester	Verbal and written feedback provided during workshops, tutorials, and seminars to support improvement before final submissions.
Summative Assessment Submission	End of each module (dates confirmed in module handbooks)	Coursework, reports, and presentations are submitted via Blackboard.
Provisional Marks and Feedback	Within 15 working days of submission	Module leaders release provisional marks and written feedback through Blackboard.
Final Confirmed Marks	After the Progression and Assessment Board (PAB) at the end of the academic year	Official results are published on MyWestminster once approved by the Board.
Reassessment (if required)	During the summer resit period	Learners are supported to resubmit or retake assessments as needed.

Course content – Year 2 Construction Site Supervisor (CertHE in Construction Management)

Modules and Key Learning Outcomes (LOs):

Module	Key Learning Outcomes (LOs)
Construction Law, Regulations and Contracts (20 credits)	Understand key legal principles, regulations, and construction contracts; interpret contract clauses; manage risks and liabilities ethically and professionally.
EPA Preparation – Construction Site Supervisor (20 credits)	Reflect on professional development; identify and solve real workplace problems; prepare documentation and communication for the End Point Assessment (EPA).
Apprenticeship End Point Assessment Level 4 (0 credits)	Complete all EPA components and demonstrate professional competence against the apprenticeship standard requirements.

Course content – Year 2 Construction Site Supervisor (CertHE in Construction Management)

How these are taught:

- **Lectures and interactive seminars** combining legal, managerial, and professional development topics.
- **Workshops and simulations** (e.g. mock negotiations, professional discussions).
- **Guest speakers and industry input** linking classroom learning to real-world practice.
- **Work-based learning** integrating apprenticeship experience into academic tasks.
- **Individual guidance** to prepare for Gateway and the EPA process.

Course assessment – Year 2 Construction Site Supervisor (CertHE in Construction Management)

How this is assessed:

Assessment Type	Description	Purpose
Coursework Assignments	Written reports and legal case analyses exploring real-world scenarios in construction law and contracts.	Assess understanding of legislation, regulation, and ethical decision-making in professional contexts.
Presentations and Simulations	Mock contract negotiation, oral presentations, and professional discussion practice.	Develop communication, teamwork, and practical problem-solving skills.
Reflective Review	Personal reflection on professional development and apprenticeship journey.	Encourage self-evaluation, critical thinking, and readiness for the End Point Assessment.
EPA Toolkit / Portfolio	Compilation of project plan, evidence logs, and reflective summaries aligned with the apprenticeship standard.	Prepare apprentices for Gateway and the final EPA.
End Point Assessment (EPA)	Formal assessment by the End Point Assessment Organisation (EPAO) – includes knowledge test, professional discussion, and portfolio review.	Demonstrate full occupational competence as a Construction Site Supervisor.

Course assessment – Year 2 Construction Site Supervisor (CertHE in Construction Management)

When marks will be released:

Assessment Stage	Timing	Details
Formative Feedback	Throughout the semester	Given during tutorials, workshops, and seminars to help improve performance before final submissions.
Summative Assessment Submission	End of each module (dates confirmed in module handbooks)	Coursework, presentations, and reflective reviews submitted via Blackboard.
Provisional Marks and Feedback	Within 15 working days of submission	Marks and written feedback released through Blackboard by the module leader.
Final Confirmed Marks	After the Progression and Assessment Board (PAB) at the end of the academic year	Official results available on MyWestminster once confirmed by the Board.
End Point Assessment (EPA) Results	Released by the End Point Assessment Organisation (EPAO) after the final review	Apprentices receive results directly once the EPAO completes assessment moderation.
Reassessment (if required)	During the summer resit period	Apprentices receive

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 Construction Site Management (BSc (Hons) Construction Management)

Modules and Key Learning Outcomes (LOs):

Module	Key Learning Outcomes (LOs)
Construction Project Management (20 credits)	Understand Cost planning, scheduling, budgeting, and risk management - quality control measures, and engaging with stakeholders effectively
Procurement, Tendering and Contract Management (20 credits)	Understand sustainable procurement strategies, tender preparation and evaluation, and effective contract administration, contemporary issues, legal frameworks, and dispute resolution.
Construction Health and Safety (20 credits)	Explore the UK health and safety regulations and skills to manage risks on construction sites.
Structural Principles (20 credits)	Applying and understanding of structural principles, focusing on how beams, columns, trusses, and frames perform under static and dynamic loads.

Course assessment – Year 1 Construction Site Management (BSc (Hons) Construction Management)

How These Are Taught

- Interactive lectures and seminars blending theory and practical learning.
- Industry case studies, live projects, guest lectures and site visits.
- Problem-based learning to promote active learning, supported by a personalised, small group discussions and virtual learning environment (Blackboard)

Course assessment – Year 1 Construction Site Management (BSc (Hons) Construction Management)

- How this is assessed:

Assessment Type	Description	Purpose
Coursework Assignments	Individual written reports, technical analyses, and reflective reviews.	Assess understanding of theory, application of knowledge, and written communication skills.
Practical and Site-Based Assessments	Hands-on exercises such as site surveys, risk assessments, and case analysis.	Evaluate practical competence and ability to apply learning to real-world construction settings.
Presentations and case study analysis	Individual or group presentations and case study analysis	Develop professional communication, teamwork, and visual presentation skills.
Work-Based Learning Evidence	Integration of workplace experience through reflective logs and applied projects.	Demonstrate the ability to apply academic learning in professional contexts.
Formative Feedback	Ongoing verbal and written feedback in workshops, tutorials, and seminars.	Support continuous improvement and skill development throughout the year.

Course assessment – Year 1 Construction Site Management (BSc (Hons) Construction Management)

When marks will be released:

Assessment Stage	Timing	Details
Formative Feedback	Ongoing throughout the semester	Verbal and written feedback provided during workshops, tutorials, and seminars to support improvement before final submissions.
Summative Assessment Submission	End of each module (dates confirmed in module handbooks)	Coursework, reports, and presentations are submitted via Blackboard.
Provisional Marks and Feedback	Within 15 working days of submission	Module leaders release provisional marks and written feedback through Blackboard.
Final Confirmed Marks	After the Progression and Assessment Board (PAB) at the end of the academic year	Official results are published on MyWestminster once approved by the Board.
Reassessment (if required)	During the summer resit period	Learners are supported to resubmit or retake assessments as needed.

Course content – Year 2 Construction Site Management (BSc (Hons) Construction Management)

Modules and Key Learning Outcomes (LOs):

Module	Key Learning Outcomes (LOs)
Facilities Management (20 credits)	Understanding facilities management as a holistic approach to ensuring the functionality, comfort, safety, sustainability, and efficiency of buildings and their infrastructure.
Digital Technologies in Construction (20 credits)	Understanding how digital technology improves efficiency and productivity in the construction industry. It focuses on key tools such as Building Information Modelling, Digital Twins, drones and automation.
Sustainable and Innovative Construction (20 credits)	Understand how to effectively implement innovative passive technologies into various buildings, drawing from traditional and innovative construction methods.
International Construction (20 credits)	Understanding of construction practices, challenges, and opportunities in a global context.

Course assessment – Year 2 Construction Site Management (BSc (Hons) Construction Management)

How These Are Taught

- **Interactive lectures and seminars** that blend theory with practical application.
- **Hands-on workshops** designed to reinforce applied knowledge and skills.
- **Guest speakers from industry** who share valuable real-world insights and experiences.
- **Group projects** that encourage teamwork, collaboration, and professional communication.
- **Work-based learning** aligned with students' apprenticeship experiences to connect theory with practice.

Course content – Year 2 Construction Site Management (BSc (Hons) Construction Management)

How this is assessed:

Assessment Type	Description	Purpose
Coursework Assignments	Written reports and case analyses exploring real-world scenarios in construction law and contracts.	Assess understanding of legislation, regulation, and ethical decision-making in professional contexts.
Individual or Group Presentations, Case Study Analysis	Oral presentations, and professional discussion practice.	Develop communication, teamwork, and practical problem-solving skills.
Reflective Review	Personal reflection on professional development and apprenticeship journey.	Encourage self-evaluation, critical thinking.

Course content – Year 2 Construction Site Management (BSc (Hons) Construction Management)

How marks will be released:

Assessment Stage	Timing	Details
Formative Feedback	Ongoing throughout the semester	Verbal and written feedback provided during workshops, tutorials, and seminars to support improvement before final submissions.
Summative Assessment Submission	End of each module (dates confirmed in module handbooks)	Coursework, reports, and presentations are submitted via Blackboard.
Provisional Marks and Feedback	Within 15 working days of submission	Module leaders release provisional marks and written feedback through Blackboard.
Final Confirmed Marks	After the Progression and Assessment Board (PAB) at the end of the academic year	Official results are published on MyWestminster once approved by the Board.
Reassessment (if required)	During the summer resit period	Learners are supported to resubmit or retake assessments as needed.

Course content – Year 3 Construction Site Management (BSc (Hons) Construction Management)

Modules and Key Learning Outcomes (LOs):

Module	Key Learning Outcomes (LOs)
High-Rise Sustainable Construction Technology (20 credits)	Looking at sustainable construction technologies for medium to large-scale projects, focusing on high-rise and long-span buildings.
Deep Retrofitting (20 credits)	Focuses on the comprehensive changes necessary to achieve deep retrofit standards, significantly reducing energy consumption in buildings to meet national climate change targets.
International Building Challenge Project (20 credits)	Explores on key areas such as international project management, cross-cultural collaboration, and ethical considerations in construction.
EPA Preparation - Construction Site Management (20 credits)	Complete all EPA components and demonstrate professional competence against the apprenticeship standard requirements.

Course content – Year 3 Construction Site Management (BSc (Hons) Construction Management)

How these are taught:

- **Lectures and interactive seminars** combining legal, managerial, and professional development topics.
- **Group projects** that encourage teamwork, collaboration, and professional communication skills.
- **Industry Guest Speakers:** Insights from professionals and experts sharing real-world experiences, current challenges, and best practices in construction management.
- **Work-based learning** integrating apprenticeship experience into academic tasks.
- **Individual guidance** to prepare for Gateway and the EPA process.

Course content – Year 3 Construction Site Management (BSc (Hons) Construction Management)

How this is assessed:

Assessment Type	Description	Purpose
Coursework Assignments	Written reports and case analyses exploring real-world scenarios in construction law and contracts, and project management.	Assess understanding of legislation, regulation, and ethical decision-making in professional contexts.
Individual/Group Presentations. Case Study investigation/Analysis	Oral presentations, and professional discussion practice. Provide a mentoring service for the learners so that they develop a sense of responsibility and ethical practice appropriate for a construction professional.	Develop communication, teamwork, and practical problem-solving skills.
Reflective Review	Personal reflection on professional development and apprenticeship journey.	Encourage self-evaluation, critical thinking.

Course content – Year 3 Construction Site Management (BSc (Hons) Construction Management)

When marks will be released:

Assessment Stage	Timing	Details
Formative Feedback	Ongoing throughout the semester	Verbal and written feedback provided during workshops, tutorials, and seminars to support improvement before final submissions.
Summative Assessment Submission	End of each module (dates confirmed in module handbooks)	Coursework, reports, and presentations are submitted via Blackboard.
Provisional Marks and Feedback	Within 15 working days of submission	Module leaders release provisional marks and written feedback through Blackboard.
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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: Timetabling, modules, enrolment, Mitigating circumstances, student support, wellbeing
- Apprenticeships@westminster.ac.uk Aptem, job change, change of employer, OTJ, reviews, End Point Assessment

Questions and discussion