

# **Course Leader Session November 2025**

# Course Team

Construction Project Based Learning (Management 4)	Vassos Chrysostomou
Project and Commercial Management (Management 5)	Blessing Mafimisebi
Construction Engineering Technology	Niall O'Dwyer
Advanced Measurement (Management 6)	Anushka Rathnayake
Project Procurement, Management and Law (Management 3)	Yetunde Olaleye
Environmental Science and Services	Neha Badiger
Construction Technology & Innovation (Technology 6)	Mohammad Abedi
Contract Administration and Practice (Management 11)	Hassan Dar
Current Issues in the Built Environment	Guowei Gu
Project Management (Management 9)	Afolabi Dania
Professional Practice (Management 7)	Daniyal Shakeel
Project Evaluation and Development (Management 10)	Olayinka Omoboye

# Meeting Facilitators

Daniyal Shakeel – Lecturer and Course Leader BSc (Hons) Quantity Surveying and Commercial Management

Hongdan Han - Lecturer and Apprenticeship Coordinator at SAM

Nina Perossa, Ellie Henry and Kaycee Maloney - Apprenticeships Team

# 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

# 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

# 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.

# **Course content and assessment**

# Course content – Year 3 BSc Hons Quantity Surveying and Commercial Management (Chartered Surveyor)

Modules and Key Learning Outcomes (LOs):

## Project and Commercial Management (Management 5)

Cost Planning, OofCE, Cost Reporting, Valuation, Cashflow, CVR, Variation/Change management, Final Account, Subbies Mgmt etc.

## Construction Engineering Technology (Technology 3)

Application of codes of practice and Building Regulations; Formwork, Falsework and Scaffolding; Deep Foundations and Earthwork Support Building, Maintenance; Refurbishment, Retrofitting and Restoration; Modern Methods of Construction (MMC)

## Advanced Measurement (Management 6)

Calculations of centrelines and writing descriptions using, NRM2; Foundation Measurement; Curved garden wall; Concrete suspended slab and brickwork bands

## Environmental Science and Services

How these are taught

Lectures, seminars, case studies, live projects, visits to the site, use of equipment (theodolite) etc., Online Materials from websites and databases  
BCIS

# **Course assessment – Year 3 BSc Hons Quantity Surveying and Commercial Management (Chartered Surveyor)**

How this is assessed:

## **Project and Commercial Management (Management 5)**

2000 words individual Client cost report 50% 6/11/2025  
Individual Presentation 50% 09/12/2025

## **Construction Engineering Technology**

Report (75%) 13th November 2025

Poster (25%) 8th December 2025

**When marks will be released:**

15 working days after submission, after the due dates

# **Relevant work-based training – Year 3 BSc Hons Quantity Surveying and Commercial Management (Chartered Surveyor)**

- Prepare Cash Flow for projects
- Measure and extract Quantities from drawings
- Prepare Interim Valuation and RFP
- Manage Subcontractors' Valuation

# **Course content – Year 4 BSc Hons Quantity Surveying and Commercial Management (Chartered Surveyor)**

Modules and Key Learning Outcomes (LOs):

## **Project Procurement, Management and Law (Management 3)**

Construction Planning Process; Procurement systems, Commercial Management, Contract documentation and administration; Project Procurement; Tendering; and Law

## **Construction Project-Based Learning (Management 4)**

Planning and programming construction project;, Develop designs; Critical analysis of budget and actual cost data.

## **Construction Technology & Innovation (Technology 6)**

## **Contract Administration and Practice (Management 11)**

How these are taught:

Lectures, seminars, case studies, live projects, visits to the site, use of equipment (theodolite) etc.  
Online from websites and databases BCIS and NBS

# Course assessment – Year 4 BSc Hons Quantity Surveying and Commercial Management (Chartered Surveyor)

How this is assessed:

## **Project Procurement, Management and Law (Management 3)**

Flexible Individual Coursework 50% 21/10/2025

Essay 50% 25/11/2025

## **Construction Project-Based Learning (Management 4)**

Individual Role Reflection 50% 06/11/2025

Individual Presentation 50% 08/12/2025

When marks will be released:

15 working days after submission after the due dates

# **Relevant work-based training – Year 4 BSc Hons Quantity Surveying and Commercial Management (Chartered Surveyor)**

- Allow critical analysis of budget and actual cost data
- Allow them to investigate problems on-site using a range of methods and evaluate potential solutions against agreed criteria
- Allow their participation in the Precontract Project procedure and documentation to create tender documentation

# Course content – Year 5 BSc Hons Quantity Surveying and Commercial Management (Chartered Surveyor)

Modules and Key Learning Outcomes (LOs):

**Current Issues in the Built Environment**

Theoretical and Desktop research; Data gathering and Analysis

**Project Management (Management 9)**

Formatting and interpreting client requirements; Project Strategy, Project Team Setup; Project Control System, Project Life Cycle, Site Organisation; Risk and Opportunity Management; Post Contract Control; Supply chain management

**Professional Practice (Management 7)**

**Project Evaluation & Development (Management 10)**

How these are taught:

Lectures, seminars, case studies, live projects, visits to the site, use of software (Ms Project) etc

# Course assessment – Year 5 BSc Hons Quantity Surveying and Commercial Management (Chartered Surveyor)

## How this is assessed:

### Current Issues in the Built Environment

Individual presentation 50% 30/10/2025  
Investigative essay 50% 08/12/2025

### Project Management (Management 9)

Reflective video 25% 27/10/2025  
Project Report 75% 11/12/2025

### Professional Practice (Management 7)

Professional Presentation 50% 24/02/2026  
Portfolio Reflective Report 50% 09/04/2026

## When marks will be released:

15 working days after submission, after the due dates

# **Relevant work-based training – Year 5 BSc Hons Quantity Surveying and Commercial Management (Chartered Surveyor)**

- Involve them in interpreting client requirements.
- Allow them to setup and lead a team.
- Involve them in site organisation.

# End Point Assessment 0-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 (BSc), apprentices must pass the 0-credit EPA module.

The criteria to pass the EPA 0-credit module is:

- Progress into Gateway and enter the EPA period and
- Submit for the APC directly to RICS and have the submission accepted

If they sit the APC interview and fail it, they may still be eligible to be awarded the degree.

# End Point Assessment 0-credit module

- This is a timeline that someone submitting in the summer of 2026 (RICS' submission 2) will follow:

<u>June 2026</u>	Complete all taught modules as part of the University course
<u>July 2026</u>	Progress into Gateway and enter the EPA period
<u>July/August 2026</u>	Submission 2: APC submission directly to RICS
<u>August – December 2026</u>	Complete the EPA/APC as per RICS' timeframes
<u>3<sup>rd</sup> November 2026</u>	University results day
<u>November 2026</u>	Attend a graduation ceremony for your Level 6 Apprenticeship
<u>*all dates are subject to change</u>	

- If they complete taught modules (360 credits) in June 2026 and submit to RICS in July or August 2026, and the submission is accepted by RICS, apprentices will have completed their studies by November 2026. They will then continue working on the APC/EPA in line with RICS requirements. Once they have completed the APC/EPA, they will have achieved the apprenticeship.
- Apprentices submitting later (e.g. RICS submission 1 2027 or RICS submission 2 2027) will follow a similar pattern.

# End Point Assessment support

- **EPA Plans** provided with gateway and submission dates in final year
- **Case study development workshops**
  - Focus on structure, critical analysis, and reflection to help learners produce quality submissions aligned with RICS standards
- **Mock interviews**
  - Simulate EPA/APC assessment environment
  - Receive formative feedback from academic staff and professional mentors
- **Continuing Professional Development (CPD)**
  - Guidance on recording and evidencing CPD throughout the programme
  - Reinforce habits of continuous professional growth
- Apprentices should start working towards the APC/EPA at the end of Year 3 or at the start of Year 4. The employer should assign a Counsellor and Supervisor and offer relevant work experience.

# Apprentice progress

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- 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>



# 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