



Economic and Housing Growth Directorate

Building Control Service

Career Progression Pathway for Building Control Officers

Document Ownership	
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Date policy written:	November 2019
Policy due for 1 st review:	November 2020

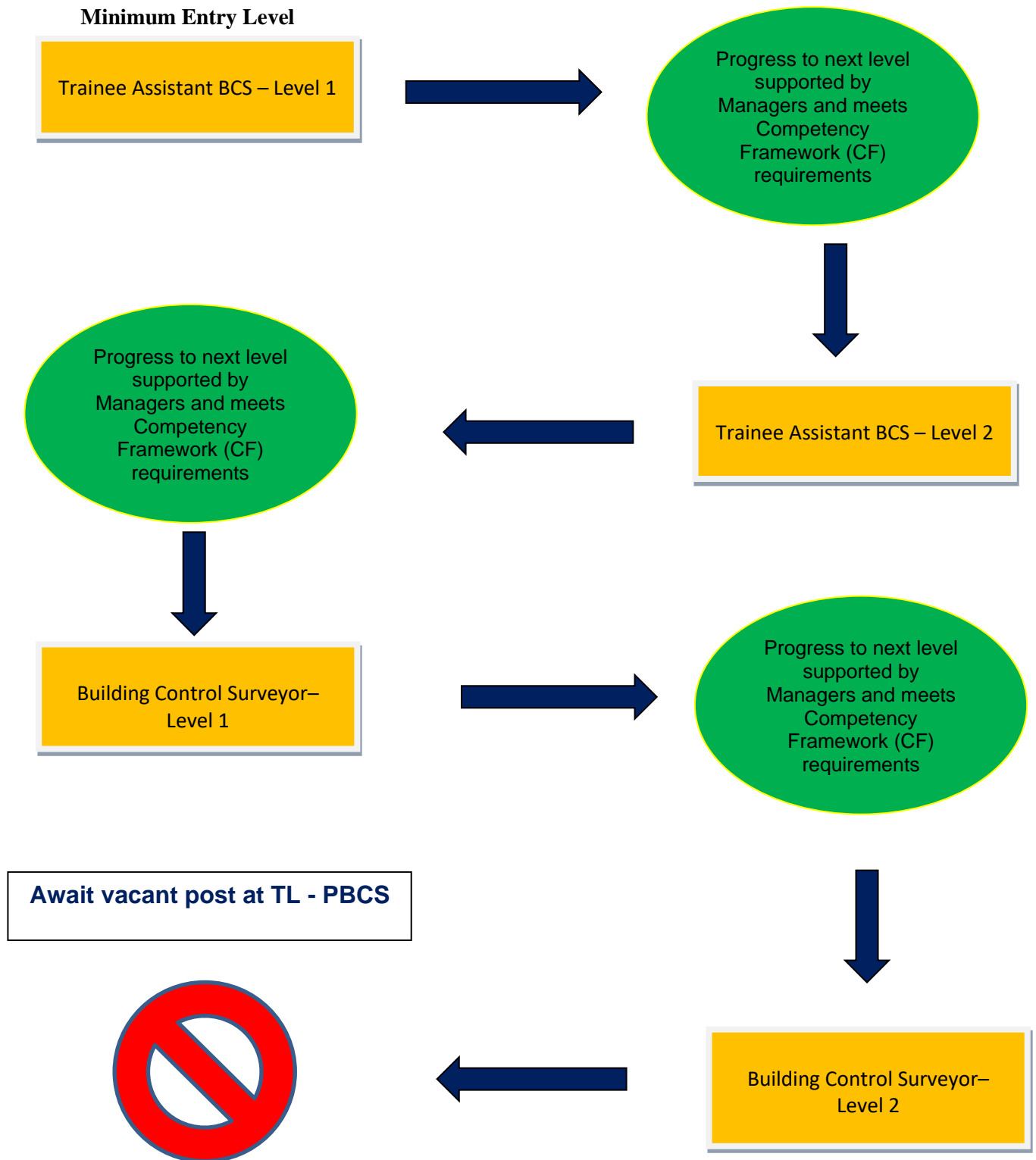
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1. Policy Statement

- 1.1 Wirral Council is committed to developing the careers of employees through vocational and academic routes. This provides access to training, learning opportunities and increased professional responsibility based on a thorough assessment of the Employee's competence and ability via performance review, training, development and the supervisory process.
- 1.2 Progression is directly linked with continued professional development (CPD), job role competencies and to a progression structure that recognises the employee's knowledge, experience, capabilities and enthusiasm to deliver a statutory Building Control service in Wirral.

Overview of BCS Career Progression Pathway (CPP)



2. Background

2.1 This document reflects a career progression pathway (CPP), which sets out the roles and responsibilities of professional Building Control Surveying staff from the point of qualifications, competencies and experience. The progression framework links these requirements to salary scales. The emphasis is on progression through qualification achievement, demonstrable experience and increasing professional competence which in turn is to be recognised by the appropriate salary range.

3. Commitment to Equality

3.1 This progression addresses the Equality Duty: “To advance equality of opportunity”.

4. Progression Pathway

4.1 There are a number of stages on the path to progression from Trainee Assistant Building Control Surveyor through to Team Leader - Principal Building Control Surveyor (working full or part time contracted hours) as indicated in the table below: The progression from Building Control Surveyor Level 2 to Team Leader – Principal Building Control Surveyor will be subject to the post being available and may be opened up to external candidates via the normal vacancy process.

Designation	Qualification and competency level for entry to grade and progression		Stage	SCP range
	Qualification	Competency		
Trainee Assistant Building Control Surveyor (Level 1)	<p>ENTRY INTO LEVEL: The postholder enters at this level with the attainment of 5 GCSE Grade A-C (Including Maths, Science, and English) or a National Level 2 award in an acceptable equivalent subject,</p> <p style="text-align: center;">and,</p> <p>2 GCSE AS and A Levels or a National Level 3 award in an acceptable equivalent subject,</p>	N/A	TABCS-L1	Grade F (SCP12-17)

	<p>PROGRESSION TOWARDS NEXT LEVEL: The postholder will be required to undertake an acceptable course of study leading to the attainment at National Level 4 award in Building Control or an acceptable equivalent subject,</p> <p style="text-align: center;">and,</p> <p>The post holder will be required to work through Levels 3 to 4A of Wirral Council's - Building Control Surveyors Competency Framework and pass the Management Assessment and Interview,</p>			
Trainee Assistant Building Control Surveyor (Level 2)	<p>ENTRY INTO LEVEL: The post holder enters at this level with the attainment at National Level 4 award in Building Control or an acceptable equivalent subject,</p> <p style="text-align: center;">and,</p> <p>The post holder will be required to have passed the Management Assessment and Interview for Wirral Council's - Building Control Surveyors Competency Framework up to and including Level 4A,</p> <p>PROGRESSION TOWARDS NEXT LEVEL: The postholder will be required to undertake an acceptable course of study leading to the attainment at National Level 6 award in Building Control or an acceptable equivalent subject,</p> <p style="text-align: center;">and,</p> <p>The post holder will be required to work through Levels 5 and 5A of Wirral Council's - Building Control Surveyors Competency Framework and pass the Management Assessment and Interview,</p> <p style="text-align: center;">and</p> <p>Has shown that they are actively working towards gaining Chartered Member status (MCABE) of Chartered Association of Building Engineers (CABE) or acceptable</p>	Level 4A	TABCS-L2	Grade G (SCP18-24)

	<p>equivalent body. and, Has provided satisfactory evidence that they have fulfilled the annual CPD requirements of their professional body.</p>			
<p>Building Control Surveyor (Level 1)</p>	<p>ENTRY INTO LEVEL: The post holder enters at this level with the attainment at National Level 6 award in Building Control or an acceptable equivalent subject, and The post holder will be required to have passed the Management Assessment and Interview for Wirral Council's - Building Control Surveyors Competency Framework up to and including Level 5A, and, Has achieved or is actively working towards gaining Chartered Member status (MCABE) of Chartered Association of Building Engineers (CABE) or acceptable equivalent body, and Has provided satisfactory evidence that they have fulfilled the annual CPD requirements of their professional body.</p> <p>PROGRESSION TOWARDS NEXT LEVEL: The postholder will be required to undertake an acceptable level of specialism Fire Safety training, which will assist the post holder to attain the LABC's Level 6 – Fire Safety Specialist Examination or approved equivalent, and The post holder will be required to work through Levels 5B and 6A of Wirral Council's - Building Control Surveyors Competency Framework and pass the Management Assessment and Interview, and</p>	<p>Level 5A</p>	<p>BCS-L1</p>	<p>Grade PO4 (SCP30-33)</p>

	<p>Has achieved Chartered Member status (MCABE) of Chartered Association of Building Engineers (CABE) or accepted equivalent body, and Has shown evidence that they have fulfilled the annual CPD requirements of their professional body.</p>			
<p>Building Control Surveyor (Level 2)</p>	<p>ENTRY INTO LEVEL: The postholder enters at this level with the attainment of National Level 6 award in Building Control or an acceptable equivalent subject, and The post holder has passed the LABC's Level 6 – Fire Safety Specialist Examination or approved equivalent, and The post holder will be required to have passed the Management Assessment and Interview for Wirral Council's - Building Control Surveyors Competency Framework up to and including Level 6A, and Has maintained full Chartered Member status (MCABE) of Chartered Association of Building Engineers (CABE) or accepted equivalent body, and Has continued to provide evidence that they have fulfilled the annual CPD requirements of their professional body.</p> <p>PROGRESSION TOWARDS NEXT LEVEL: - Will be subject to post becoming available and may be opened up to external candidates via the normal vacancy process. Interested candidates should consider the entry requirements for this level as they may wish to undertake additional training and development in preparation.</p>	<p>Level 6A</p>	<p>BCS-L2</p>	<p>Grade PO6 (SCP32-35)</p>

<p>Team Leader - Principal Building Control Surveyor</p>	<p>ENTRY INTO LEVEL: The postholder enters at this level with the attainment of National Level 6 award in Building Control or an acceptable equivalent subject, and The post holder has passed the LABC's Level 6 – Fire Safety Specialist Examination or approved equivalent, and The post holder will be required to have passed the Management Assessment and Interview for Wirral Council's - Building Control Surveyors Competency Framework up to and including Level 6B, and Has maintained full Chartered Member status (MCABE) of Chartered Association of Building Engineers (CABE) or accepted equivalent body, and Has continued to provide evidence that they have fulfilled the annual CPD requirements of their professional body and The postholder will be required to undertake an acceptable course of study leading to the attainment of an equivalent to National Level 5 award in Management,</p> <p>*Progression to PO10 All of the above as highlighted for PO9, and, The postholder has attained a pass at an equivalent to National Level 5 award in Management.</p>	<p>Level 6B</p>	<p>TL-PBCS</p>	<p>PO9 *PO10</p>
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- 4.2 These roles have been graded over a wide band (Band F – P010) to allow for:
- The appointment of less qualified and/or experienced individuals within a scale designed to allow staff to develop within the Building Control profession
 - Rewarding staff who gain further experience and qualifications
 - Fast tracking high calibre staff into more senior level positions
 - Maintaining motivation and aiding staff retention
 - Enabling staff to gain a broad range of professional experience
 - Allowing for flexibility in resource planning with regards to recruitment and retention
- 4.3 Appointment and progression through the scheme will depend on an individual meeting the criteria as set out below, as determined through the performance appraisal process and continuous assessment, and endorsed by both Building Control Manager and Team Leader-PBCO as applicable.
- 4.4 Progression will be subject to a 3-stage process as follows:
1. Employee completes Request for Career Progression (Appendix 1)
 2. Manager assessment of practice (Appendix 3)
 3. Panel professional interview (Appendix 4)
- 4.5 Line Managers can recommend that you progress to Stage 2, and you can also seek progression by discussing it during supervision meetings or your annual appraisal. If you have your line manager's approval, and they are confident you can progress, you should complete the Progression Request Form (Appendix 1). This is completed against the relevant level of the Competency Framework (CF) at the level of progression being requested. The fully completed request form must be signed by your manager and forwarded to the relevant Senior Manager.
- 4.6 A manager's request for progression to a Senior Manager is made by submitting a completed request form providing evidence the employee has achieved the required level of competency to progress. The request is required to provide evidence from across all nine domains of the CF (appendix 2) confirming your readiness to progress to the next level.
- 4.7 Assessment is conducted by an internal Career Progression Panel comprising of senior managers from Building Control, Technical Support and Human Resources. This panel will examine evidence of capability of the employee. The panel will consider the employee's written and verbal evidence of practice as well as observed practice reports submitted by their Line Manager. The Line Manager will also be expected to provide accurate, positive references and reports in support of the employee's capability and readiness to progress.

- 4.8 For your Line Manager to support you, they will need to be confident that you have met the competencies as outlined in the Competency Framework (CF) and have the relevant experience.
- 4.9 If your Line Manager is unable to support your application for progression, this will be discussed with you and the reasons for this will be explained clearly with reference to the Competency Framework (CF). This will be recorded in your supervision record and/or performance appraisal.
- 4.10 The interview participants will be a panel, chaired by the Senior Manager, and the candidate. The interview will be the basis of a professional discussion reflecting on the employee's practice and professional development, their career aspirations and a celebration of achievements since the point of qualification.
- 4.11 At the conclusion of the interview those on the panel will give verbal feedback. Within fifteen working days of the interview, you will receive written confirmation of the discussion, offering constructive feedback, highlighting areas of good practice and guidance on future development. The Senior Manager who chaired the interview will confirm the outcome to Human Resources in writing.
- 4.12 Progression from Building Control Surveyor to Team Leader – Principal Building Control Surveyor is not automatic and will be subject to successful application and appointment to a vacant post at this level being available, and maybe via the normal vacancy recruitment process, with external candidates being allowed to apply.
- 4.13 Job descriptions and person specification for available posts will reflect the applicable professional competency framework for that post.
- 4.14 The recruitment process will be used to evidence capability against the person specification and this will continue to be a competitive process.

5. Ensuring a successful progression

A number of factors need to be taken into account in order to ensure you successfully progress through the varying levels within each designation:

- **Ownership:** Taking ownership in your preparation for progress and taking responsibility for your own professional training and development.
- **Evidence:** Providing clear evidence that you meet the level of competence necessary at each progression stage. This includes evidence that relevant academic/professional development has been achieved

- **Demonstrable experience:** You have satisfactorily completed your qualification, professional experience; and demonstrated your capabilities via the professional interview and assessment process.
- **Management Support:** You have your Line Manager's approval.

- 5.1 It is the expectation that you progress as an employee with the appropriate support from the Department. If your progression is reported as unsatisfactory by your Line Manager, then this could be an indication of some gaps in your knowledge and skills. Therefore, your Senior Manager will be informed to ensure the necessary and appropriate support can be arranged to help you address these gaps. A plan will be agreed with clear actions, targets and realistic timescales to help you progress.
- 5.2 Whilst a last resort, employing formal procedures to address professional capability issues are sometimes necessary. The expectations of the Council justify this. Therefore, where appropriate, outstanding capability issues will be considered via Wirral's formal procedures. You will be fully involved in this process and will be advised about any formal action that may affect you.
- 5.3 If you attend your progression interview and you disagree with the decision made, you can appeal in writing to the Head of Service. The Head of Service's decision is final.

Appendix 1



REQUEST FOR CAREER PROGRESSION

To be completed by the Employee:

Employee Name	
Team	
Employee Number	
Workplace	
Manager's Name	
Work Address	
Request for Progression to (Delete as Appropriate)	

SECTION 1: THE COMPETENCY FRAMEWORK (CF)

Using the Competency Framework at the appropriate level as reference, please give information to support progression. Please refer to the Progression Pathway and Competency Framework using Appendix 2. Information should be given for all of the CF.
Qualifications
In-House
Plans Processing
Plans Evaluation

Site Visits
Office Procedures, Customer Care and Competition
Fire Safety
Statutory Powers
Section 77.78 – Dangerous Structures

Date of Assessment:

I confirm the employee has achieved the required level of capability to progress:	
Signed: Manager	

Please forward the completed form and copies of the direct observations to the relevant Manager for approval, placing copies on the employee's file

Appendix 2 – Competency Framework

Wirral Council - Building Control Surveyors Competency Framework

Level 3 Competencies - Surveyor working under full supervision for all projects
Level 4 Competencies - Surveyor working with supervision on domestic projects
Level 4A Competencies - Surveyor with proven capability to work without supervision on domestic projects
Level 5 Competencies - Surveyor with proven capability to work unsupervised on domestic and with supervision on non-domestic low risk buildings
Level 5A Competencies - Surveyor with proven capability to work unsupervised on non-domestic low risk buildings
Level 6 Competencies - Surveyor with proven capability to work unsupervised on higher risk / complex buildings
Level 6A Competencies - Surveyor with specialist skills
Level 6B Competencies - Surveyor with specialist skills and supervisory/management skills

Competency	Level	Requirement to be worked through	TABCS-L1	TABCS-L2	BCS-L1	BCS-L2	TL-PBCS
In-house	Level 3	Have basic Health and Safety knowledge.	x	x	x	x	x
	Level 3	Able to undertake basic risk assessment of work place.	x	x	x	x	x
	Level 3	Understand what to do and where to go in a fire evacuation.	x	x	x	x	x
	Level 3	Know where the fire alarm call points are.	x	x	x	x	x
	Level 4	Understand reason for protective clothing.	x	x	x	x	x
	Level 4	Be able to demonstrate understanding of on-site safety.	x	x	x	x	x
	Level 4	Understand principle of over-site cover.	x	x	x	x	x
	Level 4	Be aware of and understand scaffold, ladder and deep excavation safety.	x	x	x	x	x
	Level 6	Be capable of acting as a mentor to junior team members.				x	x
	Level 6A	Be capable of deputising for Team Leader - PBCS in their absence				x	
	Level 6B	Be capable of leading and managing the day to day operations of a Team of professional staff					x
	Level 6B	Be capable of deputising for Senior Manager of section in their absence.					x
	Plans processing	Level 3	Recognise what a full plans application is.	x	x	x	x
Level 3		Recognise what a building notice is.	x	x	x	x	x
Level 3		Recognise what an Initial Notice is.	x	x	x	x	x
Level 3		Understand why the fee is included and why an application is signed.	x	x	x	x	x
Level 3		Understand the terms: controllable works, building work, material alteration, change of use, exempt structures.	x	x	x	x	x
Level 3		Understand validation process for applications and allocate plan reference number.	x	x	x	x	x
Level 3		Understand how to receipt and enter applications received by post, email or online into office software.	x	x	x	x	x
Level 3		Know when to attach calculation sheets /contamination reports etc.	x	x	x	x	x
Level 3		Know how to split application for consultation process.	x	x	x	x	x
Level 3		Know how to input relevant details onto computer.	x	x	x	x	x
Level 3		Understand how to manage data files.	x	x	x	x	x
Level 3		Be able to recognise and resolve deficiencies; in registration process and invalid applications.	x	x	x	x	x
Level 3		Be able to liaise with the Building Surveyor to check estimated costs.	x	x	x	x	x
Level 3		Be able to establish the difference reasons between Building Notices and full plans	x	x	x	x	x
Level 3		Be able to recognise when the Party Wall Etc. Act would impact on building work.	x	x	x	x	x
Level 3		Be able to initiate a public sewer consultation	x	x	x	x	x
Level 4		Be able to conduct a pre-submission meeting for domestic projects.	x	x	x	x	x
Level 4		Understand the procedure for refunding where the fee is excessive.	x	x	x	x	x
Level 4		Be able to carry out an Initial Notice check for acceptance or return.	x	x	x	x	x
Level 4		Be able to identify applications which are fee exempt	x	x	x	x	x
Level 5		Be able to conduct a pre-submission meeting other than Domestic.		x	x	x	x
Level 5		Be able to calculate charges and an inspection framework for multiple units including discounting.		x	x	x	x
Level 5		Recognise the importance of Registered House Types and the LABC Partnership Scheme.		x	x	x	x
Level 5	Be able to consult with external bodies in relation to new housing >4.5m high.		x	x	x	x	
Level 5	Be able to conduct a pre-submission meeting for all building types.		x	x	x	x	
Level 5	Initiate the procedure for refunding where the fee is excessive.		x	x	x	x	

Plan Evaluation

Level 5	Be able to calculate charges and an inspection framework for estimated cost of work projects including discounting.		x	x	x	x
Level 5	Recognise the importance of Registered House Types and the LABC Partnership Scheme.		x	x	x	x
Level 5	Be able to undertake meetings and consultations as part of the design team.		x	x	x	x
Level 3	Be able to understand a project (read a plan).	x	x	x	x	x
Level 3	Recognise and use different scales.	x	x	x	x	x
Level 3	Be capable of measuring building/floor area.	x	x	x	x	x
Level 3	Be capable of measuring building volume.	x	x	x	x	x
Level 3	Be capable of understanding section details.	x	x	x	x	x
Level 3	Be able to identify property boundaries.	x	x	x	x	x
Level 4	Understand what a floor joist is and use timber span/load tables.	x	x	x	x	x
Level 4	Be able to define difference between a dead load and a live load.	x	x	x	x	x
Level 4	Be able to recognise different types of roofs, flat pitched, hipped.	x	x	x	x	x
Level 4	Be able to recognise and understand different loads from roof coverings.	x	x	x	x	x
Level 4	Be able to identify varying snow loads due to height above sea level.	x	x	x	x	x
Level 4	Be able to add loads and use timber load/span tables for rafters/purlins.	x	x	x	x	x
Level 4	Be able to recognise different floor constructions and loads.	x	x	x	x	x
Level 4	Understand principles of timber framed walls.	x	x	x	x	x
Level 4	Understand the principle of heat flow through structure.	x	x	x	x	x
Level 4	Be able to access the 'Radon Map' and determine/record findings.	x	x	x	x	x
Level 4	Be able to calculate total load of a building.	x	x	x	x	x
Level 4	Be able to assess type and width of foundation from the load of the building.	x	x	x	x	x
Level 4	Be able to understand and use span/load tables for patent lintels.	x	x	x	x	x
Level 4	Be able to calculate a basic U value.	x	x	x	x	x
Level 4	Be able to recognise thermal bridges in walls, floors and roofs.	x	x	x	x	x
Level 4	Be able to understand principles of airborne and impact sound.	x	x	x	x	x
Level 4	Understand type of buildings where ventilation is needed.	x	x	x	x	x
Level 4	Understand 'background, purge and mechanical ventilation' and how this is achieved.	x	x	x	x	x
Level 4	Have a basic understanding of ADM.	x	x	x	x	x
Level 4	Understand principles of fire safety.	x	x	x	x	x
Level 4	Understand principles of resistance to moisture.	x	x	x	x	x
Level 4	Understand principles of drainage.	x	x	x	x	x
Level 4	Understand principles of heat producing appliances.	x	x	x	x	x
Level 4	Understand principles of staircases and guarding.	x	x	x	x	x
Level 4	Understand principles of electrical safety.	x	x	x	x	x
Level 4	Be able to determine requirements for flashings, soakers, cavity trays and cavity closers.	x	x	x	x	x
Level 4A	Be able to evaluate domestic alterations and extensions consistently such that supervision is not required.	x	x	x	x	x
Level 5	Be able to recognise and understand different foundation types i.e. strip, trench fill, raft, beam, pile.		x	x	x	x
Level 5	Understand the basic concept of a 'retaining wall'.		x	x	x	x
Level 5	Be able to demonstrate how to avert water pressure from a retaining wall.		x	x	x	x
Level 5	Understand the need for different crushing strength block on 3 storey.		x	x	x	x
Level 5	Be able to determine if the correct meteorological data has been used to design surface water outfall.		x	x	x	x
Level 5	Be able to calculate self cleansing velocity falls for domestic drainage.		x	x	x	x
Level 5	Be able to calculate the size of a surface water soakaway for a dwelling house.		x	x	x	x
Level 5	Have an understanding of 'robust construction details' for sound insulation.		x	x	x	x
Level 5	Be able to determine likely adequacy of acoustic performance for party walls and floors.		x	x	x	x
Level 5	Be able to demonstrate how to avoid condensation in roofs.		x	x	x	x
Level 5	Be able to demonstrate how sufficient air for heating appliances etc, can be introduced.		x	x	x	x
Level 5	Be able to demonstrate how the products of combustion can be discharged to outside.		x	x	x	x
Level 5	Be able to demonstrate how heating appliances will work without risk of starting a building fire.		x	x	x	x
Level 5	Understand the requirements of ADP and Competent Persons Schemes.		x	x	x	x
Level 5	Understand the difference between 'private and other' stairs.		x	x	x	x

	Level 5	Be able to understand design principles of a SAP assessment on a new dwelling.		x	x	x	x
	Level 5	Be able to recognise where thermal software solutions may create problems on site.		x	x	x	x
	Level 5	Be able to determine compliance with AD M in relation to optional requirements for category 2 or 3 housing.		x	x	x	x
	Level 5	Be able to recognise and understand the design and installation of complex foundation types.		x	x	x	x
	Level 5	Understand how steelwork performs in fire and how this influences design.		x	x	x	x
	Level 5	Understand the key criteria of a thermal assessment on non domestic premises in relation to L2A and L2B.		x	x	x	x
	Level 5	Understand the criteria of a BREEAM assessment.		x	x	x	x
	Level 5	Be able to apply consequential improvements to extensions of non domestic premises.		x	x	x	x
	Level 5	Understand the concept of Access for All.		x	x	x	x
	Level 5	Be able to apply ADM to non domestic properties.		x	x	x	x
	Level 5	Understand how BS 8300 and Inclusive design may improve building design.		x	x	x	x
	Level 5	Be able to ensure that the relevant factors are taken into consideration when assessing Fire Safety.		x	x	x	x
	Level 5A	Be able to evaluate new housing and apartments <11m above ground consistently such that supervision is not required.		x		x	x
	Level 5A	Be able to evaluate low risk non domestic new build, extensions and alterations consistently such that supervision is not required.		x		x	x
	Level 6	Be able to evaluate high risk and major projects consistently such that supervision is not required.				x	x
	Level 6	Be able to evaluate compliance on all forms of project such as acoustics, structures, fire, SAP assessment, Access, etc.				x	x
	Level 6A	Be able to utilise a specialism to evaluate compliance such as acoustics, structures, fire, SAP assessment, Access, etc.				x	x
Level 6A	Has developed project management skills to take overall lead of major projects and key client projects formed within the partnership scheme				x	x	
Site Visits	Level 3	Be able to recognise difference between detached, semi-detached, terraced, flat, maisonette.	X	X	X	X	x
	Level 4	Understand concept of a strip foundation.	x	x	x	x	x
	Level 4	Understand principle of DPC.	x	x	x	x	x
	Level 4	Understand principle of a cavity wall.	x	x	x	x	x
	Level 4	Understand principle of trimming floor joists for stairs, etc.	x	x	x	x	x
	Level 4	Have developed the ability to make accurate site records.	x	x	x	x	x
	Level 4	Be able to recognise filled ground.	x	x	x	x	x
	Level 4	Understand principle of stepped strip foundation.	x	x	x	x	x
	Level 4	Understand principle of 'minimum depth' for a foundation.	x	x	x	x	x
	Level 4	Identify a private drain, private sewer, public sewer.	x	x	x	x	x
	Level 4	Be able to carry out a drain test for water tightness.	x	x	x	x	x
	Level 4	Understand single stack waste systems and venting.	x	x	x	x	x
	Level 4	Understand 'self-cleansing velocity' falls for drains.	x	x	x	x	x
	Level 4	Understand drain rodding provisions and access points.	x	x	x	x	x
	Level 4	Be able to find evidence of drain/sewer under site.	x	x	x	x	x
	Level 4	Be able to assess suitability of materials in construction and base.	x	x	x	x	x
	Level 4	Be able to measure and assess relevant distance to boundaries.	x	x	x	x	x
	Level 4	Be able to assess suitable disposal of surface water.	x	x	x	x	x
	Level 4	Be able to assess bathroom alterations.	x	x	x	x	x
	Level 4	Be able to access to drain/sewer (including inspection chamber).	x	x	x	x	x
	Level 4	Be able to assess suitability of existing drain and type of connection.	x	x	x	x	x
	Level 4	Be able to assess length of branch pipes (falls and reports) and water seals.	x	x	x	x	x
	Level 4	Be able to assess weakening/suitability of existing floor joists.	x	x	x	x	x
	Level 4	Be able to assess ventilation provisions.	x	x	x	x	x
	Level 4	Be able to assess any ancillary works, e.g. structural openings.	x	x	x	x	x
Level 4	Be able to assess dormer extensions (including 3rd storey).	x	x	x	x	x	
Level 4	Be able to assess suitability of floor joists.	x	x	x	x	x	

Level 4	Be able to assess stairway pitch, headroom, guarding.	x	x	x	x	x
Level 4	Be able to assess means of escape, fire doors, exit provisions.	x	x	x	x	x
Level 4	Be able to assess escape windows, dormer/roof light positions.	x	x	x	x	x
Level 4	Be able to assess fire resistance to external walls (unprotected areas).	x	x	x	x	x
Level 4	Be able to assess insulation to external walls, vertical studding and roof.	x	x	x	x	x
Level 4	Be able to assess weathering details to roof/walls and base of dormer.	x	x	x	x	x
Level 4	Be able to assess termination of flues and vent pipes.	x	x	x	x	x
Level 4	Be able to assess foundation in relation to any existing basements.	x	x	x	x	x
Level 4	Be able to assess existing drain passing under extension and determine any transferred sewers.	x	x	x	x	x
Level 4	Be able to assess tying in of walls and foundations to existing (movement joints).	x	x	x	x	x
Level 4	Be able to assess contaminated ground/proximity of trees.	x	x	x	x	x
Level 4	Understand need for insertion of stepped cavity wall tray, flashing or soaker.	x	x	x	x	x
Level 4	Understand need for wall returns and limited opening sizes in walls.	x	x	x	x	x
Level 4A	Be able to undertake site visits for domestic alterations and extensions consistently such that supervision is not required.	x	x	x	x	x
Level 5	Be able to assess means of escape, fire doors, exit provisions for housing.		x	x	x	x
Level 5	Be able to assess escape windows, dormer/roof light positions.		x	x	x	x
Level 5	Be able to assess fire resistance to external walls (unprotected areas).		x	x	x	x
Level 5	Be able to assess insulation to external walls, vertical studding, floors and roof.		x	x	x	x
Level 5	Be able to assess weathering details to roof/walls and base of dormer.		x	x	x	x
Level 5	Be able to assess termination of flues and vent pipes.		x	x	x	x
Level 5	Be able to assess foundation in relation to any existing basements.		x	x	x	x
Level 5	Be able to assess existing drain passing under extension (protection).		x	x	x	x
Level 5	Be able to assess existing drain passing under extension and determine transferred sewers.		x	x	x	x
Level 5	Be able to determine solutions for existing gas supply services.		x	x	x	x
Level 5	Be able to assess tying in of walls and foundations to existing (movement joints).		x	x	x	x
Level 5	Be able to assess contaminated ground/proximity of trees.		x	x	x	x
Level 5	Understand need for insertion of stepped cavity wall tray.		x	x	x	x
Level 5	Understand need for wall returns and limited opening sizes in walls.		x	x	x	x
Level 5	Be able to assess relevant boundary positions and calculate unprotected area allowances.		x	x	x	x
Level 5	Be able to demonstrate process for removing offensive material from site.		x	x	x	x
Level 5	Be able to demonstrate process for dealing with waterlogged sites.		x	x	x	x
Level 5	Be able to demonstrate process for dealing with proximity of trees on site.		x	x	x	x
Level 5	Can check the position of the building on site on new housing		x	x	x	x
Level 5	Be aware of reasons for overlap on stepped foundations on new housing		x	x	x	x
Level 5	Know how, why and where 'tanking' would be used on new housing		x	x	x	x
Level 5	Know how to achieve stability to truss rafter roofs		x	x	x	x
Level 5	Know how to avoid condensation and cold bridges in roofs		x	x	x	x
Level 5	Understand party wall technical requirements		x	x	x	x
Level 5	Understand concept of access for all		x	x	x	x
Level 5	Know critical locations in terms of glazing		x	x	x	x
Level 5	Know how to prevent roof coverings from being affected in high winds		x	x	x	x
Level 5	Be able to assess means of escape, fire doors, exit provisions for non domestic premises		x	x	x	x
Level 5	Be able to assess fire resistance to external walls (unprotected areas).		x	x	x	x
Level 5	Be able to assess insulation to external walls, vertical studding, floors and roof.		x	x	x	x
Level 5	Be able to demonstrate process for dealing with contaminated material on site.		x	x	x	x
Level 5A	Be able to undertake site visits for new housing and apartments <11m above ground consistently such that supervision is not required.		x		x	x
Level 5A	Be able to undertake site visits for low risk non domestic new build, extensions and alterations consistently such that supervision is not required.		x		x	x
Level 6	Be able to undertake site visits on high risk and major projects consistently such that supervision is not required.				x	x
Level 6A	Be able to utilise a specialism on site such as air pressure testing, sound testing, SAP assessment, Access, etc.				x	x

	Level 6A	Be able to undertake unaccompanied site visits on complex building regulation applications.					x	x
Office Procedure/Customer Care & Competition	Level 3	Be capable of filing and retrieving plans.	x	x	x	x	x	x
	Level 3	Be able to answer telephone and confidently convey messages.	x	x	x	x	x	x
	Level 3	Be able to demonstrate politeness to members of the public.	x	x	x	x	x	x
	Level 3	Have basic understanding of Council role as the 'enforcing body'.	x	x	x	x	x	x
	Level 3	Have basic understanding of the 'alternative approach' to building control.	x	x	x	x	x	x
	Level 3	Have visited Planning, Environmental Health and other Business Units.	x	x	x	x	x	x
	Level 3	Have the necessary IT skills to access digital information.	x	x	x	x	x	x
	Level 3	Have skill to access sewer map systems.	x	x	x	x	x	x
	Level 4	Have ability to make accurate site records and keep a diary.	x	x	x	x	x	x
	Level 4	Understand the requirements of the Party Wall Etc, Act.	x	x	x	x	x	x
	Level 4	Have demonstrated how to resolve construction defects on site with builder.	x	x	x	x	x	x
	Level 4	Have demonstrated how to deal with minor amendments on site.	x	x	x	x	x	x
	Level 4	Be aware of certification that should be provided eg AD P, EPCs, water calc.	x	x	x	x	x	x
	Level 5	Have dealt with a partner application or Registered House Type.		x	x	x	x	x
	Level 5	Be able to liaise with Planning to determine provision of any optional requirements in relation to AD G or M.		x	x	x	x	x
	Level 5	Liaise with internal departments in relation to ground contaminants, street naming, new roads, etc.		x	x	x	x	x
	Level 5	Be able to make accurate site records and keep a diary.		x	x	x	x	x
	Level 5	Have demonstrated how to resolve construction defects on site with builder.		x	x	x	x	x
	Level 5	Have demonstrated how to deal with minor amendments on site.		x	x	x	x	x
	Level 5	Take an active part in promotion and marketing of the team.		x	x	x	x	x
	Level 5	Submit an application for the LABC Regional Built in Quality Awards.		x	x	x	x	x
	Level 6	Be able to convene and chair consultation and pre-application meetings on major projects.					x	x
	Level 6A	To assist in the development and application of the Division's Quality Management System.					x	
	Level 6B	To be the lead officer in the development and application of the sections Quality Management System.						x
Fire Safety	Level 3	Be able to identify when a building notice cannot be accepted.	x	x	x	x	x	x
	Level 3	Understand when consultation with Fire & Rescue service is required.	x	x	x	x	x	x
	Level 4	Understand principles of fire and why passive fire precautions are necessary.	x	x	x	x	x	x
	Level 4	Understand principles of compartmentation for domestic properties.	x	x	x	x	x	x
	Level 4	Understand the requirements necessary for loft conversions.	x	x	x	x	x	x
	Level 4	Be able to calculate basic unprotected areas to domestic properties using AD B.	x	x	x	x	x	x
	Level 5	Understand the requirements of B5.		x	x	x	x	x
	Level 5	Understand requirements for new dwellings more than 45m from a hydrant.		x	x	x	x	x
	Level 5	Understands the basic concept of a means of escape for new houses and low rise flats.		x	x	x	x	x
	Level 5	Be able to calculate occupancy levels, exits and exit widths for new houses and low rise flats.		x	x	x	x	x
	Level 5	Understand the requirements for fire detection and alarms, safety signage and emergency lighting in flats and apartment buildings.		x	x	x	x	x
	Level 5	Be able to carry out an 'unprotected area' calc, using enclosing rectangle and protractor method.		x	x	x	x	x
	Level 5	Be able to demonstrate the requirements of access for fire appliances.		x	x	x	x	x
	Level 5	Be able to demonstrate pathways for fire and smoke – cavity barriers and fire stopping.		x	x	x	x	x
	Level 5	Be able to demonstrate means of escapes in flats where floor is more than 4.5m above ground.		x	x	x	x	x
	Level 5	Be able to demonstrate means of escape in commons parts of flats.		x	x	x	x	x
	Level 5	Be able to demonstrate stairs serving basements and accommodation ancillary to flats.		x	x	x	x	x
	Level 5	Be able to demonstrate flats in mixed use buildings.		x	x	x	x	x
	Level 5	Understand the basic concept of means of escape for non domestic premises and the design Standards available.		x	x	x	x	x
	Level 5	Be able to evaluate occupancy levels, exits and exit widths.		x	x	x	x	x
Level 5	Appraise requirements for fire detection and alarms, safety signage and emergency lighting in non domestic properties.		x	x	x	x	x	
Level 5	Be able to analyse 'unprotected area' using the enclosing rectangle and protractor method.		x	x	x	x	x	

	Level 5	Be able to calculate the number of stairs and stair widths for non domestic properties.		x	x	x	x
	Level 5	Be able to evaluate requirements in relation to BS 9991 and 9999.		x	x	x	x
	Level 5	Recognise requirements for surface spread of flame.		x	x	x	x
	Level 5	Be able to summarise the limitations of TP(A) and TP(B) rooflights.		x	x	x	x
	Level 5	Recognise the additional precautions required for basements and car parks.		x	x	x	x
	Level 5	Be able to appraise the required fire resistances of compartment walls and floors including openings for different purpose groups.		x	x	x	x
	Level 5	Be able to appraise the firestopping requirements through compartment walls and floors including openings for different purpose groups.		x	x	x	x
	Level 5	Have an understanding of external fire spread particularly in respect of buildings over 18m.		x	x	x	x
	Level 5	Understand the principles of Fire Engineering.		x	x	x	x
	Level 5	Be able to evaluate the provision of means of escape for disabled persons.		x	x	x	x
	Level 5A	Be able to undertake fire safety site visits on low risk non domestic new build, extensions and alterations consistently such that supervision is not required.		x		x	x
	Level 6	Be able to undertake fire safety site visits on high risk and major projects consistently such that supervision is not required.				x	x
	Level 6 A	Be able to analyse suitability of Fire Engineered solutions.				x	x
	Level 6 A	Be able to undertake unaccompanied fire safety site visits on complex fire engineered premises.				x	x
Statutory Powers	Level 3	Be aware of the legal requirements in relation to the determination of an application.	x	x	x	x	x
	Level 3	Be aware of the legal requirements in relation to the need to make an application.	x	x	x	x	x
	Level 4	Can demonstrate the legislation for contraventions in building regulations.	x	x	x	x	x
	Level 4	Can prepare evidence for enforcement and prosecutions in respect of contraventions.	x	x	x	x	x
	Level 4	Can prepare evidence for enforcement and prosecutions in respect of unauthorised work.	x	x	x	x	x
	Level 5	Have knowledge of the legislation for contraventions in building regulations.		x	x	x	x
	Level 5	Be able to prepare evidence for enforcement and prosecutions in respect of contraventions.		x	x	x	x
	Level 5	Be able to prepare evidence for enforcement and prosecutions in respect of unauthorised work.		x	x	x	x
	Level 6	Be able to undertake enforcement procedures through to court action.				x	x
	Level 6 A	Be able to attend court and provide evidence on enforcement procedures through to court action.				x	x
Section 77, 78 Dangerous Structures	Level 4	Be aware of the legal requirements in relation to dangerous structures.	x	x	x	x	x
	Level 5	Can demonstrate and understanding of assessment for dangerous structures.		x	x	x	x
	Level 5	Can demonstrate the legislation for dangerous structures.		x	x	x	x
	Level 5	Can demonstrate process for dealing with demolitions.		x	x	x	x
	Level 5	Can demonstrate the legislation for unauthorised work.		x	x	x	x
	Level 5	Have experience of dealing with dangerous structures.		x	x	x	x
	Level 5	Have been involved with the legislative administration concerning dangerous structures.		x	x	x	x
	Level 5	Have been involved with the the process for dealing with demolitions.		x	x	x	x
	Level 5	Have been involved with legislation dealing with unauthorised work.		x	x	x	x
	Level 5A	Have extensive experience of dangerous structures.		x	x	x	x
	Level 5A	Capable of being a full participant in the section's out of hours emergency call out rota		x	x	x	x

Appendix 3



DIRECT ASSESSMENT OF PRACTICE

Employee	
Manager	
Date of Assessment	

SECTION 1 – TO BE COMPLETED BY THE EMPLOYEE PRIOR TO THE ASSESSMENT TAKING PLACE

Brief description of the assessment to be observed and the context in which the observation will take place
Planning for the observation: Please include preparation planning and specific objectives to be achieved

SECTION 2 – TO BE COMPLETED BY THE MANAGER

	Comments
Qualifications	
In-house	
Plans Processing	
Plans Evaluation	
Site Visits	

Office Procedures, Customer Care and Competition	
Fire Safety	
Statutory Powers	
Section 77/78 – Dangerous Structures	

MANAGER ASSESSMENT

Brief outline of Assessment including whether the employee meet their specified objectives?
Did you observe any areas of good practice?
What domains have been demonstrated? Please provide information above next to each domain to support your assessment; reference can be made to the nine domains where relevant, but you are not required to make a comment against each domain. You can identify strengths and areas for development.

SECTION 3 – EMPLOYEE TO COMPLETE FOLLOWING THE ASSESSMENT

Critical reflection and professional development: Complete after you have read the Manager’s feedback.

Signed		Date
Employee		
Manager		

Appendix 4



PROFESSIONAL INTERVIEW COMMENTARY

Date of Professional Interview:	
Progression Stage:	
Employee's Name:	
Manager recommending Progression Interview:	

Summary of Discussion: (to include reflection on practice, career development and career aspirations)

Areas of Good Practice Noted:

Areas Identified for Future Development (including discussion about additional responsibilities):

Name	Position	Signature
	Senior Manager	
	Manager	

UK Qualification Comparison Chart

Main Stages of education / employment	Qualifications and Credit Framework/National Qualifications Framework for England, Wales and Northern Ireland www.cofes.gov.uk		Credit and Qualification Framework for Wales www.cofes.wales		National Framework of Qualifications for Ireland www.nfq.ie		The Scottish Credit and Qualifications Framework www.scqf.org.uk		Framework for higher education qualifications in England, Wales and Northern Ireland www.qaa.ac.uk/academicinfrastructure/feqa	
	Level		Level		Level		Level		Level	
Professional or postgraduate education, research or employment	8	Vocational Qualifications Level 8	8	Doctoral Degrees	10	Doctoral Degree Higher Doctorate	12	Professional Development Awards Doctoral Degrees	8	Doctoral Degrees
Higher education Advanced skills training	7	Fellowships NVQ Level 5 Vocational Qualifications Level 7	7	Master's Degrees Integrated Master's Degrees Postgraduate Diplomas Postgraduate Certificate in Education (PGCE) Postgraduate Certificates	9	Master's Degree Postgraduate Diploma	11	SVQ Level 5 Professional Development Awards Postgraduate Diplomas Master's Degrees Integrated Master's Degrees Postgraduate Certificates	7	Master's Degrees Integrated Master's Degrees Postgraduate Diplomas Postgraduate Certificate in Education (PGCE) Postgraduate Certificates
	6	Vocational Qualifications Level 6	6	Bachelor's Degree with Honours Bachelor's Degrees Professional Graduate Certificate in Education (PGCE) Graduate Diplomas Graduate Certificates	8	Honours Bachelor Degree Higher Diploma	10	Bachelor's Degrees with Honours Professional Development Awards Graduate Diploma Graduate Certificates	6	Bachelor's Degrees with Honours Bachelor's Degrees Professional Graduate Certificate in Education (PGCE) Graduate Diplomas Graduate Certificates
Entry to professional graduate employment	5	NVQ Level 4 Higher National Diplomas (HND) Higher National Certificates (HNC) Vocational Qualifications Level 5	5	Foundation Degrees Diplomas of Higher Education (DipHE) Higher National Diplomas (HND)	7	Ordinary Bachelor Degree	9	Bachelor's/Ordinary Degrees Professional Development Awards SVQ Level 4 Graduate Diplomas Graduate Certificates	5	Foundation Degrees Diplomas of Higher Education (DipHE) Higher National Diplomas (HND)
Specialised education and training			4	Vocational Qualifications Level 4	4	Higher National Certificates (HNC) Certificates of Higher Education (CerHE)	6	Advanced Certificate Higher Certificate		
Qualified/Skilled worker Entry to higher education Completion of secondary education	3	NVQ Level 3 Vocational Qualifications Level 3 GCSE AS and A Level Advanced Diplomas	3	NVQ Level 3 Vocational Qualifications Level 3 GCSE AS and A Level Welsh Baccalaureate Qualification Advanced	5	Level 5 Certificate Leaving Certificate	5	Professional Development Awards Higher National Certificates (HNC) Certificates of Higher Education (CerHE) SVQ Level 3 Advanced Highers	4	Higher National Certificates (HNC) Certificates of Higher Education (CerHE)
	Progression to skilled employment Continuation of secondary education	2	NVQ Level 2 Vocational Qualifications Level 2 GCSEs at grade A* - C ESOL skills for life Higher Diplomas Functional Skills Level 2 (English, mathematics & ICT)	2	NVQ Level 2 Vocational Qualifications Level 2 Welsh Baccalaureate Qualification Intermediate GCSEs grade A* - C	4	Level 4 Certificate Leaving Certificate	6		
Secondary education initial entry into employment or further education	1	NVQ Level 1 Vocational Qualifications Level 1 GCSEs at grade D – G ESOL skills for life Foundation Diplomas Functional Skills Level 1 (English, mathematics & ICT)	1	NVQ Level 1 Vocational Qualifications Level 1 GCSEs at grade D-G Welsh Baccalaureate Qualification Foundation	3	Level 3 Certificate Junior Certificate	4	Intermediate 2 Credit Standard Grade SVQ 2 National Progression Awards National Certificates	3	Intermediate 1 General Standard Grade Scottish Vocational Qualifications (SVQ) 1 National Progression Awards National Certificates
	Entry Level	Entry Level Certificates (sub levels 1 – 3) ESOL skills for life Functional Skills Entry Level (English, mathematics & ICT)	Entry Level	Entry Level Certificate (sub levels 1 – 3)	2	Level 2 Certificate	3	Access 3 Foundation Standard Grades National Progression Awards National Certificates		
Qualifications can be taken at any age in order to continue or return to training					1	Level 1 Certificate	2	Access 2 National Progression Awards National Certificates		
							1	Access 1		



* Adapted from a table produced by Ofqual, QAA, SCQF, CCEA, CQFW and The National Qualifications Authority of Ireland.