



Course Addendum: Changes to 2020/21 Teaching In Response to Covid-19

Whilst we hope to deliver as much activity on-campus as possible, the government’s guidance and social distancing measures will inform how much teaching we can deliver face-to-face in the 2020/21 academic year. Working to government guidelines we have adapted the delivery of our courses to a model of blending learning, which consists of a mix of online and on-campus activities. We are equipped to move between blended learning to fully online, or face-to-face, as the Covid-19 situation evolves.

The learning outcomes of your course remain the same but there are changes to its delivery, assessment and structure, as set out in the Changes section of this document. The subsequent pages of this document contain the original teaching and learning schedule of this course, for your reference.

24th July 2020

Course Details

Course Title(s)	All courses in Construction, Property and Surveying - BEA
Course Code	
	1225 MSc Construction Project Management (Cognate) (FT)
	1226 MSc Construction Project Management (Cognate) (PT)
	5416 MSc Construction Project Management (Non - Cognate) (FT)
	5417 MSc Construction Project Management (Non - Cognate) (PT)
	4071 MSc Quantity Surveying (Top Up)
	4129 PgDip Quantity Surveying (Non - Cognate) (FT)
	4962 PgDip Quantity Surveying (Non-Cognate) (PT)
	5107 PgDip Quantity Surveying (Cognate) (FT)
	5108 PgDip Quantity Surveying (Cognate) (PT)
	5283 MSc Quantity Surveying (Cognate) (FT)
	5285 MSc Quantity Surveying (Cognate) (PT)
	5284 MSc Quantity Surveying (Non - Cognate) (FT)
	5286 MSc Quantity Surveying (Non-Cognate) (PT)
	4072 MSc Building Surveying (Top Up)
	4132 PgDip Building Surveying (Non - Cognate) (FT)
	4961 PgDip Building Surveying (Non - Cognate) (PT)
	5105 PgDip Building Surveying (Cognate) (FT)
	5106 PgDip Building Surveying (Cognate) (PT)
	5279 MSc Building Surveying (Cognate) (FT)
	5282 MSc Building Surveying (Cognate) (PT)
	5280 MSc Building Surveying (Non - Cognate) (FT)
	5281 MSc Building Surveying (Non - Cognate) (PT)
	4074 MSc Real Estate (Top Up)
	4131 PgDip Real Estate (Non - Cognate) (FT)
	4964 PgDip Real Estate (Non-Cognate) (PT)
	5291 MSc Real Estate (Non - Cognate) (FT)
	5292 MSc Real Estate (Non - Cognate) (PT)
	4664 Associate Student Programme (PG) - One Year (RBEA) (FT)

	2216 BSc (Hons) Commercial Management (Quantity Surveying) (FT) 2305 BSc (Hons) Commercial Management (Quantity Surveying) (PT) 2308 BSc (Hons) Architectural Technology (PT) 2309 BSc (Hons) Architectural Technology (FT) 4951 BSc (Hons) Architectural Technology (Construction Design Management Apprenticeship) (PT) 2312 BSc (Hons) Construction Management (FT) 2313 BSc (Hons) Construction Management (PT) 4950 BSc (Hons) Construction Management (Construction Site Management Apprenticeship) (PT) 4595 BSc (Hons) Building Surveying (PT) 4596 BSc (Hons) Building Surveying (FT) 4924 BSc (Hons) Building Surveying 4 yrs (Surveying Apprenticeship) (PT) 4926 BSc (Hons) Building Surveying 5yrs (Surveying Apprenticeship) (PT) 4597 BSc (Hons) Quantity Surveying (PT) 4598 BSc (Hons) Quantity Surveying (FT) 4925 BSc (Hons) Quantity Surveying 4yrs (Surveying Apprenticeship) (PT) 4927 BSc (Hons) Quantity Surveying 5yrs (Surveying Apprenticeship) (PT) 4949 BSc (Hons) Quantity Surveying (Construction Quantity Surveyor Apprenticeship) (PT) 2315 HNC Construction (PT) 4580 HNC Construction (FT) 4955 HNC Construction (Construction Surveying Technician Apprenticeship) (PT) 4956 HNC Construction (Construction Site Supervisor Apprenticeship) (PT) 4957 HNC Construction (Construction Design and Build Technician Apprenticeship) (PT) 3188 Extended Degree Programme In Built Environment (FT) 3189 Extended Degree Programme In Built Environment (PT)
DESE	Mahmood Dato
HoD	Joseph Kangwa
Shared Modules?	

Changes to the mode of delivery and course composition

Module code and name	Changes to delivery mode	Changes to contact hours		
Year 1 (Level 4) Full-time groups	<p>All lectures will be delivered online and recorded; a combination of on-line recorded and live timetabled sessions.</p> <p>All tutorials will be live online during timetabled sessions.</p> <p>Labs will be on-campus. For those unable to attend; the labs will be recorded and uploaded online; experimental data will be provided, for analysis and report writing.</p> <p>Any computing work will be via a link connected to the university</p>	Contact: (as published in Timetable)	CURRENT 20%	NEW 20%
		Private Study:	80%	80%

<p>Continuing, FT & PT, UGs New and Continuing, FT & PT, PGs</p>	<p>server; you will need a laptop to access this link.</p> <p>There will be some on-campus timetabled sessions to meet with your lecturers, to offer academic support.</p> <p>All sessions may revert to on-campus if all Government restrictions are lifted during Semester 1.</p> <p>All lectures will be delivered online and recorded; a combination of on-line recorded and live timetabled sessions.</p> <p>All tutorials will be live online during timetabled sessions.</p> <p>Labs will be recorded and uploaded online; experimental data will be provided, for analysis and report writing.</p> <p>Any computing work will be via a link connected to the university server; you will need a laptop to access this link.</p> <p>There will be on-campus advanced booking drop-in sessions to meet with your lecturers, to offer academic support.</p> <p>All sessions may revert to on-campus if all Government restrictions are lifted during Semester 1.</p>			
--	---	--	--	--

Changes to assessment strategy

	<p>All assessments, coursework, labs and exams, will be online Exams will be open book, open from 2pm, and submission by 7pm, on the same day</p>	
Module code and name	Changes to weightings of assessment	
	Current	New
All modules	No changes required	

Original Course Specification

For reference, the following pages contain the original teaching and learning schedule of this course, prior to the changes implemented in response to Covid-19.

A. Course Information																							
Final award title(s)	MSc Construction Project Management																						
Intermediate exit award title(s)	PgDip Construction Project Management PgCert Construction Project Management																						
UCAS Code		Course Code(s)	Full-time: 5416 Sept FT 5412 Jan FT Part-time: 5417 Sept PT 5414 Jan PT																				
	London South Bank University																						
School	<input type="checkbox"/> ASC <input type="checkbox"/> ACI <input checked="" type="checkbox"/> BEA <input type="checkbox"/> BUS <input type="checkbox"/> ENG <input type="checkbox"/> HSC <input type="checkbox"/> LSS																						
Division	The Built Environment																						
Course Director	Yamuna Kaluarachchi																						
Delivery site(s) for course(s)	<input checked="" type="checkbox"/> Southwark <input type="checkbox"/> Havering <input type="checkbox"/> Other: please specify																						
Mode(s) of delivery	<input checked="" type="checkbox"/> Full time <input checked="" type="checkbox"/> Part time <input type="checkbox"/> other please specify																						
Length of course/start and finish dates	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Mode</th> <th style="width: 25%;">Length years</th> <th style="width: 25%;">Start - month</th> <th style="width: 25%;">Finish - month</th> </tr> </thead> <tbody> <tr> <td>Full time (5416)</td> <td>1 year</td> <td>September</td> <td>September</td> </tr> <tr> <td>Full time (5412)</td> <td>16 months</td> <td>Jan</td> <td>May</td> </tr> <tr> <td>Part time (5417)</td> <td>2 years</td> <td>September</td> <td>September</td> </tr> <tr> <td>Part time (5414)</td> <td>28 months</td> <td>Jan</td> <td>May</td> </tr> </tbody> </table>			Mode	Length years	Start - month	Finish - month	Full time (5416)	1 year	September	September	Full time (5412)	16 months	Jan	May	Part time (5417)	2 years	September	September	Part time (5414)	28 months	Jan	May
Mode	Length years	Start - month	Finish - month																				
Full time (5416)	1 year	September	September																				
Full time (5412)	16 months	Jan	May																				
Part time (5417)	2 years	September	September																				
Part time (5414)	28 months	Jan	May																				
Is this course generally suitable for students on a Tier 4 visa?	Please complete the International Office questionnaire Yes No Students are advised that the structure/nature of the course is suitable for those on a Tier 4 visa but other factors will be taken into account before a CAS number is allocated.																						
Approval dates:	Course(s) validated / Subject to validation	2006																					
	Course specification last updated and signed off	Version 1																					

Professional, Statutory & Regulatory Body accreditation	Royal Institution of Chartered Surveyors (RICS); Chartered Institute of Building (CIOB); Association for Project Management (APM)	
Reference points:	Internal	Corporate Strategy 2015-2020 Academic Quality and Enhancement Manual School Strategy LSBU Academic Regulations
	External	QAA Quality Code for Higher Education 2013 Framework for Higher Education Qualifications Subject Benchmark Statements (Dated) PSRB Competitions and Markets Authority SEEC Level Descriptors 2016

B. Course Aims and Features

Distinctive features of course	<p>This course is for those wishing to further their careers in client organisations or consultancy through involvement in postgraduate studies. It gives aspiring professionals the opportunity to network with other ambitious and successful people within the construction and development industries.</p> <p>Students will focus on both practical and theoretical aspects of management in both organisational and project-based contexts. Management subjects are supplemented by advanced financial appraisal techniques and finance, law is specifically related to construction and development. Students will have the opportunity to carry out postgraduate research on a topic within, or allied to, construction or development.</p>
Course Aims	<p>This course aims to provide, in support of the University's mission statement, a high quality education that offers students, who have cognate degrees and some experience of working in the construction industry, an opportunity to develop expertise in relation to project management in a construction context.</p> <p>The course is aimed at students working, or intending to work, for professional service firms offering project management services to clients of the construction industry or in construction departments of public/private sector client organisations.</p> <p>More specifically the MSc Construction Project Management aims to:</p> <ol style="list-style-type: none"> 1. Meet the needs of experienced professionals who have qualified in a discipline relevant to construction/property and who wish to advance or redirect their careers by developing a critical understanding of the knowledge, techniques and skills required by clients' project managers in the construction industry. 2. Provide an intellectually demanding and vocationally relevant learning experience for cognate graduates and professionals that is recognised and accredited by the Royal Institution of Chartered Surveyors (RICS), the Chartered Institute of Building and the Association for Project Management (APM).

	<ol style="list-style-type: none"> 3. Provide a forum for exchange of ideas and experiences between construction and property professionals operating in different parts of the industry and coming from different parts of the world. 4. Expose students to current research and practice and develop their ability to synthesise the theoretical and practical aspects of construction project management. 5. Develop qualities and transferable skills that are required to exercise initiative, make decisions in complex and unpredictable contexts, embrace change and engage in future study or research and career development. 6. Further develop students' research and analytical skills to an advanced level. 7. Enable students to develop specialist knowledge of an aspect of construction project management through supervised research.
<p>Course Learning Outcomes</p>	<p>a) Students will have knowledge and understanding of:</p> <p>A1 Strategies, procedures and techniques for the procurement and management of construction projects.</p> <p>A2 Appraisal methods used in relation to construction projects.</p> <p>A3 Financial management of construction firms and construction projects.</p> <p>A4 Management of people, information and projects in a construction context.</p> <p>A5 Construction law.</p> <p>A6 Specialist knowledge through study of an option module.</p> <p>b) Students will develop their intellectual skills such that they are able to:</p> <p>B1 Assemble information and data from a variety of sources and discern and establish connections.</p> <p>B2 Identify and critically analyse issues with reference to pertinent argument and evidence.</p> <p>B3 Critically evaluate current theory and practice in relation to construction project management.</p> <p>B4 Appraise complex and unfamiliar problems and apply professional judgement in order to devise solutions and/or contribute to decision making by construction industry clients.</p> <p>B5 Select and use appropriate research methods to undertake independent research at postgraduate level.</p> <p>c) Students will acquire and develop practical skills such that they are able to:</p> <p>C1 Select and use financial appraisal techniques in a construction context.</p> <p>C2 Select and use techniques for planning and risk evaluation in relation to construction projects.</p> <p>C3 Use software packages that are relevant to construction project management.</p> <p>d) Students will acquire and develop transferrable skills such that they are able to:</p>

	<p>D1 Effectively communicate complex ideas, information and data by oral, written and visual means in a form appropriate to the intended audience.</p> <p>D2 Apply statistical and numerical skills at an advanced level.</p> <p>D3 Use information and communication technology (ICT) to locate and access opinion, information and data from a wide range of sources and communicate information to others.</p> <p>D4 Solve problems and make decisions as a member of a team in complex and unpredictable situations.</p> <p>D5 Exercise initiative and personal responsibility in employment and possess the independent learning ability required for continuing professional development.</p> <p>D6 Learn effectively and independently.</p>
--	---

C. Teaching and Learning Strategy

- [provide an overview of teaching and learning activities (e.g. lectures, courses, practical classes, fieldwork);
- indicate the importance and volume of independent learning required (including the workload involved in studying on the course);
- inform students about subject-related and generic resources, e.g. libraries, laboratories, studios;
- provide an overview of learning support (opening hours and access will be especially relevant for part-time students); and
- provide information about staff who teach on the course (e.g. if postgraduate students might be teaching, the types of class they will teach and whether the training has been provided).
- Information on the virtual learning environment and blended learning.

D. Assessment

- [inform students about the availability/definition of formative assessment; and
- provide an overview of summative assessment (the types of assessment used by the course, the percentage of assessment by coursework and the frequency of assessment)].
- Indication about progression eg must pass all modules

E. Academic Regulations

The University's Academic Regulations apply for this course. Any course specific protocols will be identified here.

F. Entry Requirements

In order to be considered for entry to the course applicants will be required to have one of the following qualifications:

- a) A good Honours degree (normally an upper second class Honours degree) in a cognate subject; or
- b) Corporate membership of a professional institute relating to the construction or property industries; or
- c) A qualification regarded as equivalent to the above; or
- d) A lower-level qualification together with considerable experience may be acceptable.

Those applying for entry on the basis of experience will be asked to submit a record of work experience that has been certified by a partner/director who has supervised the applicant's work and this record will

provide the basis for interview with the Course Director. The duration of work experience will normally be at least 10 years and the work experience must satisfy criteria in relation to relevance, breadth and level of responsibility.

All applicants should normally have at least two years' experience in the property or construction industry.

Part-time students will normally be currently employed in a construction- or surveying-related organisation. Applicants must normally be able to show that their employers support their application and that attendance on a regular basis will be possible throughout the duration of the course.

All students are expected to have competency in spoken and written English at a level appropriate for postgraduate study. Applicants for whom English is a foreign language should hold a recognised qualification in English; i.e. British Council IELTS (minimum overall score of 6.5 and minimum of 6.0 in each component) or an equivalent qualification.

G. Course structure(s)

Course overview

- Students study three supplementary units at the front end of the programme that have been specifically developed for “conversion” students. Subsequent successful completion of six level 7 units, including an option module, enables students to undertake a dissertation; the successful completion of which leads to the award of Master of Science. Students who fail to successfully complete the dissertation will be awarded a Postgraduate Diploma.
- Each module of study is a self-contained part of the course and carries a credit value of 20 points. The only exception to this is the dissertation module that carries a credit value of 60 points.
- The course is delivered on a semester pattern, each semester being 15 weeks in duration. Full-time students complete the taught modules of the course in two semesters, normally submitting the dissertation at the end of September following the completion of the second semester of study. Part-time students complete the taught modules of the course in four semesters, normally submitting the dissertation in mid-May following completion of the fourth semester of study.

Reference Code	Module Title	Full-time Semester	Part-time Semester
EBB-6-158	Construction	1	1
EBB_6_195	Institutional & Legal Context for Construction	1	1
EBB_6_020	Project Management	1	1
EBB-7-143	Procurement and Management of Construction	2	2
EBB-7-145	Corporate and Project Finance	1 & 2	1 & 2
EBB-7-144	Management of People and Information	2	2
EBB-7-146	Construction Contract Law	1	3

EBB-7-147	Project Evaluation	1	3
EBE-7-148	Dissertation	2	4
	Option Modules		
EBB-7-186	Advanced Measurement and Documentation		
BEA_7_532	Construction in Real Estate China		
EBB-7-189	Building Control		
EBB-7-191	International Real Estate and Construction		
EBB-7-192	Legal Resolution of Property and Construction Disputes		
EBB-7-195	Building Information Modelling and Collaborative Working		

Placements information

H. Course Modules

[Provide information on:

- core and optional modules;
- the circumstances when optional modules may not run; and
- how and when students will be informed if optional modules are changed]

Module Code	Module Title	Level	Semester	Credit value	Assessment
EBB-6-158	Construction	6		20	Coursework and Exam
EBB_6_195	Institutional & Legal Context for Construction	6		20	2 x Courseworks
EBB_6_020	Project Management	6		20	Coursework and Exam
EBB-7-143	Procurement and Management of Construction	7		20	Research essay and appraisal report
EBB-7-145	Corporate and Project Finance	7		20	2 x written reports
EBB-7-146	Construction Contract Law	7		20	Written coursework and exam
EBB-7-147	Project Evaluation	7		20	Appraisal report
EBB-7-144	Management of People and Information	7		20	Written assignment and exam
EBE-7-148	Dissertation	7		60	Proposal and dissertation
EBB-7-186	Advanced Measurement	7		20	Individual tasks and in class test

	and Documentation				
EBB-7-188	Behavioural Finance	7		20	Individual assignment
EBB-7-189	Building Control	7		20	Individual assignment
EBB-7-190	Ecological and Sustainable Domestic Architecture	7		20	Individual assignment
UEL-7-ERM	Environment and Resource Management	7		20	Individual assignment
EBB-7-194	Health and Safety Management in Construction	7		20	Individual assignment
EBB-7-187	History of Architecture and Construction	7		20	Individual assignment
EBB-7-191	International Real Estate and Construction	7		20	Individual report, group report and exam
EBB-7-192	Legal Resolution of Property and Construction Disputes	7		20	Individual and group assignment
EBB-7-195	Building Information Modelling and Collaborative Working	7		20	Individual and group assignment

I. Timetable information

Confirmed timetables are normally available one month prior to the start of the course.
A full time student will attend on multiple days.
A part time student will attend on one day per week

J. Costs and financial support

Course related costs

- provide information about other course-related costs (explain what is and what is not included in the tuition fees, e.g. such additional expenses as cost of books or other learning materials, specialist equipment, uniforms, clothing required for work placements, field trips, bench fees).

Tuition fees/financial support/accommodation and living costs

- Information on tuition fees/financial support can be found by clicking on the following link - <http://www.lsbu.ac.uk/courses/undergraduate/fees-and-funding> or
- <http://www.lsbu.ac.uk/courses/postgraduate/fees-and-funding>
- Information on living costs and accommodation can be found by clicking the following link-

List of Appendices

Appendix A: Curriculum Map

Appendix B: Personal Development Planning (postgraduate courses)

Appendix C: Terminology

Appendix A: Curriculum Map

This map provides a design aid to help course teams identify where course outcomes are being developed, taught and assessed within the course. It also provides a checklist for quality assurance purposes and may be used in validation, accreditation and external examining processes. Making the learning outcomes explicit will also help students to monitor their own learning and development as the course progresses.

Course Outcomes

A1	A2	A3	A4	A5	A6	B1	B2	B3	B4	B5	C1	C2	C3	D1	D2	D3	D4	D5
----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

Modules

Level 7

Procurement and Management of Construction

Corporate and Project Finance

Construction Law

Project Evaluation

Management of People and Information

Option module *

Dissertation**

Real Estate and Construction in China***

*						*	*	*			*	*						*
		*				*	*	*			*		*	*	*			*
				*		*		*					*			*	*	
	*					*		*		*			*		*	*	*	
			*			*	*	*				*	*		*		*	
					*													
						*	*	*	*	*				*	*	*		*
*		*	*			*	*	*	*	*				*	*	*	*	*

* Option module outcomes depend on choice of module. *** Outcome of Proposed New Option module indicated.

** A Dissertation may address one or more programme outcomes A1-A6 depending on choice of research topic .

Appendix B: Personal Development Planning

Personal Development Planning (PDP) is a structured process by which an individual reflects upon their own learning, performance and/or achievement and identifies ways in which they might improve themselves academically and more broadly. Course teams are asked to indicate where/how in the course/across the modules this process is supported.

Approach to PDP	Level 7
<p>1 Supporting the development and recognition of skills through the personal tutor system.</p>	<p>Appointing a Personal Tutor that can support the individual student from the start of the Course and introduced at Induction. The tutor will see the student at least twice a term to discuss any issues they have and general well-being. The Personal Tutors also have their surgery hours where the students can see them by appointment.</p> <p>During induction students are also given a course guide that provides them with a holistic overview of their studies and an introduction to all University support facilities. They are introduced to LSBU student support services and the virtual learning environment.</p>
<p>2 Supporting the development and recognition of skills in academic modules/modules.</p>	<p>The course provides vocationally relevant learning experience for non-cognate graduates seeking to develop a career in Construction Project Management. The course is accredited by the Royal Institution of Chartered Surveyors (RICS), Chartered Institute of Building (CIOB); Association for Project Management (APM).</p> <p>As non-cognate, the students are supported by three extra modules taken in Semester 1 (Construction, Project management & Institutional & Legal Context for Construction) that will provide the knowledge and skills needed to bring the students up to the cognate standard.</p> <p>Students are from a wide range of backgrounds, part-time and full-time students are jointly taught and there is some joint teaching with students from other courses. In this context students develop awareness of their own professional discipline and other disciplines within the built environment. The course provides excellent networking opportunities.</p>

	<p>The course is intensive and students learn to manage their time and meet deadlines for assignment submission that are spelt out in course and module guides. Team-working skills are developed through group project work in the Project Evaluation and Construction Contract Administration modules.</p> <p>The course develops skills and competencies that are specific to a career in construction project management.</p> <p>The ability to learn independently and reflect critically is developed throughout the course. Reflection is encouraged through tutorial support and feedback. Students learn to use a variety of paper-based and electronic information sources. A wide range of assignment work develops the ability to critically analyse with reference to pertinent argument and evidence and compare theory with practice. Assignments include: research essays for Procurement and Management of Construction and for Corporate and Project Finance; appraisal reports for Project Evaluation and Procurement and Management of Construction; Management of People and Information and Construction Contract Law.</p> <p>Oral presentation, discussion and negotiation skills are developed through class seminars and tutorials, individual and group student presentations.</p> <p>Numeracy skills are developed in most of the modules. IT skills that are developed include using word processing to produce business reports, use of spreadsheets for financial appraisal, use of presentation software, online databases and project planning software.</p>
<p>3 Supporting the development and recognition of skills through purpose designed modules/modules.</p>	<p>There is substantial opportunity for development of interpersonal skills in the Dissertation module as many students liaise with outside bodies and market practitioners in the collection of information and data, as well as possible interviews.</p>
<p>4 Supporting the development and recognition of skills through research projects and dissertations work.</p>	<p>Students learn Masters level research skills in the research methods component of the Dissertation module and apply them in researching and writing up an MSc dissertation of 15-20,000 words. This provides the opportunity to work, under supervision, in planning, researching and</p>

	<p>writing up an independent piece of work of a demanding nature. Students develop this piece of work over a period of 6-9 months, during which progress is continually reviewed by the student's supervisor.</p> <p>The dissertation helps develop time management, information gathering and critical appraisal skills. It also offers opportunities to develop communication skills through discussion with supervisors and interviewing skills as part of the primary research. Other qualitative or quantitative research techniques may be developed depending on the choice of research question. IT skills are developed in the writing up and presentation of the dissertation.</p>
<p>5 Supporting the development and recognition of career management skills.</p>	<p>Career management skills are informed by several course modules. The following explicitly address the roles and responsibilities of Construction Project managers, the range of specialisms that they can pursue, current developments and future prospects for Project Management firms and the profession: Institutional and Legal Context for Construction; Project Evaluation; Construction Contract Law.</p> <p>All students are encouraged to become student members of the RICS/ APM & CIOB when starting the course. Representatives of the RICS/ APM & CIOB make a presentation to all students within the first few weeks of each academic year and students are encouraged to participate in their social and CPD events.</p> <p>The Department organises careers events and fairs and facilitates communication between employers and students. The University also provides support services for CV preparation and interview training.</p> <p>Contact between students and industry is also achieved by regular participation of practitioners as guest lecturers.</p>
<p>6 Supporting the development and recognition of career management skills through work placements or work experience.</p>	<p>Part-time students gain experience at work that counts towards their approved professional experience that needs to be achieved in order to obtain membership of the professional institutions.</p>

<p>7 Supporting the development of skills by recognising that they can be developed through extra curricula activities.</p>	<p>The University offers opportunities to all students to develop leadership and teamwork skills through involvement in University clubs and teams.</p> <p>The Department has an active student led 'Real Estate Society' which organises events such as the annual 'Lives in Property' evening when alumni are invited to a talk from a leading market practitioner(s) – often alumni – this is a great networking opportunity. The Real Estate Society also has an active Linked-In network.</p>
<p>8 Supporting the development of the skills and attitudes as a basis for continuing professional development.</p>	<p>The Department organises CPD events for surveying students that are available to current students and alumni.</p> <p>Students are also kept informed about CPD events organised by the RICS/ APM & CIOB.</p> <p>It is expected that the establishment of an alumni backed 'London Institute for Real Estate' will provide excellent networking opportunities in the future.</p>
<p>9 Other approaches to personal development planning.</p>	
<p>10 The means by which self-reflection, evaluation and planned development is supported e.g. electronic or paper-based learning log or diary.</p>	<p>Most part-time students will be logging their work experience in logbooks provided by the RICS. Experience is mapped against the competencies that students need to demonstrate in order to pass the RICS Assessment of Professional Competence (APC). This recording and mapping is supervised by the employer and the documentation is submitted to the RICS for approval. Full-time students are able to start logging work experience for the APC as soon as they graduate from the course and obtain relevant employment.</p>

Appendix C: Terminology

[Please provide a selection of definitions according to your own course and context to help prospective students who may not be familiar with terms used in higher education. Some examples are listed below]

awarding body	a UK higher education provider (typically a university) with the power to award higher education qualifications such as degrees
bursary	a financial award made to students to support their studies; sometimes used interchangeably with 'scholarship'
collaborative provision	a formal arrangement between a degree-awarding body and a partner organisation, allowing for the latter to provide higher education on behalf of the former
compulsory module	a module that students are required to take
contact hours	the time allocated to direct contact between a student and a member of staff through, for example, timetabled lectures, seminars and tutorials
coursework	student work that contributes towards the final result but is not assessed by written examination
current students	students enrolled on a course who have not yet completed their studies or been awarded their qualification
delivery organisation	an organisation that delivers learning opportunities on behalf of a degree-awarding body
distance-learning course	a course of study that does not involve face-to-face contact between students and tutors
extracurricular	activities undertaken by students outside their studies
feedback (on assessment)	advice to students following their completion of a piece of assessed or examined work

formative assessment	a type of assessment designed to help students learn more effectively, to progress in their studies and to prepare for summative assessment; formative assessment does not contribute to the final mark, grade or class of degree awarded to students
-----------------------------	---

higher education provider	organisations that deliver higher education
independent learning	learning that occurs outside the classroom that might include preparation for scheduled sessions, follow-up work, wider reading or practice, completion of assessment tasks, assignments
intensity of study	the time taken to complete a part-time course compared to the equivalent full-time version: for example, half-time study would equate to
lecture	a presentation or talk on a particular topic; in general lectures involve larger groups of students than seminars and tutorials
learning zone	a flexible student space that supports independent and social learning
material information	information students need to make an informed decision, such as about what and where to study
mode of study	different ways of studying, such as full-time, part-time, e-learning or work-based learning
modular course	a course delivered using modules
module	a self-contained, formally structured unit of study, with a coherent and explicit set of learning outcomes and assessment criteria; some providers use the word 'course' or 'programme' with reference to individual modules
national teaching fellowship	a national award for individuals who have made an outstanding impact on student learning and the teaching profession
navigability (of websites)	the ease with which users can obtain the information they require from a website
optional module	a module or course unit that students choose to take
performance (examinations)	a type of examination used in performance-based subjects such as drama and music
professional body	an organisation that oversees the activities of a particular profession and represents the interests of its members
prospective student	those applying or considering applying for any programme, at any level and employing any mode of study, with a higher education provider

regulated course	a course that is regulated by a regulatory body
regulatory body	an organisation recognised by government as being responsible for the regulation or approval of a particular range of issues and activities
scholarship	a type of bursary that recognises academic achievement and potential, and which is sometimes used interchangeably with 'bursary'
semester	either of the parts of an academic year that is divided into two for purposes of teaching and assessment (in contrast to division into terms)
seminar	seminars generally involve smaller numbers than lectures and enable students to engage in discussion of a particular topic and/or to explore it in more detail than might be covered in a lecture
summative assessment	formal assessment of students' work, contributing to the final result
term	any of the parts of an academic year that is divided into three or more for purposes of teaching and assessment (in contrast to division into semesters)
total study time	the total time required to study a module, unit or course, including all class contact, independent learning, revision and assessment
tutorial	one-to-one or small group supervision, feedback or detailed discussion on a particular topic or project
work/study placement	a planned period of experience outside the institution (for example, in a workplace or at another higher education institution) to help students develop particular skills, knowledge or understanding as part of their course
workload	see 'total study time'
written examination	a question or set of questions relating to a particular area of study to which candidates write answers usually (but not always) under timed conditions