

BSCF Competency Validation Assessment - Supplementary Information



This form is used to support the assessment and review of competence within the BSCF certification scheme for Registered Building Inspectors.

It is used at different stages of the certification cycle, including:

- **initial certification**
- **scope extension**
- **mid-term review**
- **recertification**

The purpose of this form is to provide structured supporting information about your role, experience, project work, learning and professional practice. It is used alongside the relevant application or review process and forms part of the evidence considered by BSCF.

The information you provide should be:

- relevant to the certification scope applied for or already held
- based on your own work and experience
- clear, accurate and evidence-based
- sufficient to support the stage of certification or review being undertaken

This form is used to support the process by helping BSCF consider your competence in a structured and consistent way.

Depending on the stage you are at, this form will be used:

- at initial certification, to help determine whether competence has been evidenced for the scope applied for
- at scope extension, to help determine whether competence has been evidenced for the additional scope sought
- at mid-term review, to help determine whether competence is being maintained and applied in practice
- at recertification, to help determine whether competence remains current and sufficient for renewal of the certificated scope

You should complete this form carefully and ensure that your entries reflect your own role, your own contribution and your own learning. Generic descriptions or unsupported statements are unlikely to provide enough evidence.

Before completing this form, you should read the current Information for Candidates and ensure that the scope selected, the experience provided and the evidence submitted are aligned with the requirements of the scheme.

Purpose of Submission

Please indicate (✓) the purpose of this submission:

Initial certification	
Scope extension	
Mid-term review	
Recertification	

Certification Scope

Please indicate (✓) the relevant scope for this submission:

2A	2ABD	2A-F	3A-H
Name			
CV Number			
NINO			
Current role			
Current RBI class			
Employer / Building Control Body			
Number of years of relevant experience within this scope			

Using the Project Evidence Section

The purpose of the project evidence section is to show how your competence is evidenced through real building control work.

How you use this section will depend on the stage of the certification cycle:

- **Initial certification:** provide examples that best demonstrate your competence for the scope applied for
- **Scope extension:** provide examples that demonstrate your competence for the additional scope sought
- **Mid-term review:** provide recent examples that show continued work within your certificated scope and continued application of competence in practice
- **Recertification:** provide recent and relevant examples that show your competence remains current and sufficient for renewal of the certificated scope

Your examples should be based on your own work and should reflect your own role, contribution, decisions and judgement.

General Guidance on Evidence Quality

When completing this section, you should make sure that your examples:

- are relevant to the scope applied for or under review
- are based on your own work and experience
- show what you did, what you considered, and what decisions or judgements you made
- demonstrate how competence has been applied in practice
- are supported by clear records or other evidence where available

The assessor is looking for evidence of competence in practice, not just a description of duties.

Recording outcomes

For each competence area completed, state the outcome of your involvement where relevant. This may include, for example:

- advice given
- decision issued
- issue identified
- requirement raised
- inspection completed
- non-compliance identified
- corrective action taken
- escalation made
- records produced

This helps show not only what you did, but the result of your involvement.

Eligibility Criteria

For 2A, 2ABD and 2A–F

- A minimum of 1 year of relevant experience working on building types within the applied-for scope.
- Applicants must be at least a Class 1 Registered Building Inspector and currently employed in an RBI role.
- The experience requirement may be reduced where the applicant can demonstrate substantial, direct exposure to the relevant building types or activities, subject to assessment and approval.
- The application must include at least 5 relevant examples of work undertaken on building types within the applied-for scope.
- The applicant must provide evidence across the application as a whole that the relevant prerequisites and BICoF competence areas have been met. It is not necessary for every individual example to evidence all areas, but the full requirement set must be evidenced across the application in total.
- The application must include evidence of Competence Specific Learning, including recent CPD and other relevant learning activities.
- The application must include evidence of effective communication skills, written and, where relevant, verbal.
- Eligibility is assessed at the application review stage. Only applicants who meet the requirements will proceed to the written assessment.

Scope Extension

- The requirements are as above.
- Where the applicant is seeking an extension to a broader scope, the experience requirement may be reduced where substantial, direct exposure to the additional building types or activities can be demonstrated, subject to assessment and approval.

For 3A–H

- A minimum of 2 years of relevant experience in complex and higher-risk buildings within the applied-for scope.
- The application must include at least 5 relevant examples of work.
- The applicant must provide evidence across the application as a whole that the relevant prerequisites and BICoF competence areas have been met.
- The application must include evidence of Competence Specific Learning, including recent CPD and other relevant learning activities.
- The application must include evidence of effective communication skills, written and, where relevant, verbal.
- All evidence will be reviewed to determine readiness for assessment at this scope.

General

- Applicants must declare acceptance of, and commitment to abide by, the BSR Code of Conduct for Registered Building Inspectors.
- Applicants must declare acceptance of, and commitment to abide by, the BSCF Rules of Certification as a condition of entry to the scheme.

Ineligibility Criteria

An applicant will be deemed ineligible for initial certification or scope extension if:

- the minimum experience requirement is not met or cannot be adequately evidenced
- fewer than 5 relevant work examples are provided
- the examples do not provide sufficient evidence across the required prerequisites and BICoF competence areas
- insufficient evidence is provided for Competence Specific Learning or communication skills
- the application is incomplete, inaccurate or does not address the eligibility requirements in full
- the applicant has not declared acceptance of the BSR Code of Conduct for Registered Building Inspectors
- the applicant has not declared acceptance of the BSCF Rules of Certification
- the applicant is subject to current disciplinary, suspension or removal proceedings under any relevant registration scheme
- the applicant is seeking scope extension without sufficient direct exposure to the additional building types or activities and cannot justify any reduction in the normal experience requirement

Please ensure that all information is accurate and truthful.

Provide clear and concise descriptions.

Review 'Information for Candidates' OR BSR BICoF to ensure your experience aligns with the competency areas.

Ensure your descriptions focus on your individual contributions and learnings, highlighting your skills and knowledge in each competency area.

Redacting Sensitive Information

In our commitment to privacy and data protection, all candidates are required to redact sensitive information from their application documents. This ensures your personal data is protected, and only relevant information is considered during the assessment process.

Failure to properly redact sensitive information may result in the rejection of your application. This policy is in place to safeguard your personal information and to comply with privacy laws.

For each area you complete

- Select one: **Lead / Assisted / Observed**
- You are not expected to complete all nine competence areas for every project. Complete only those that are relevant to that project but ensure that across your full application you provide evidence for all nine BICoF competence areas.
- Keep entries concise, project-specific and evidence-based. Avoid generic job descriptions.

Instructions for Completing the Experience in Building Types Table					
Project Reference	Enter the internal reference, application number or job number associated with the project.	Role	State clearly the role you carried out on the project.	Supervision	Select the appropriate option from the dropdown list: Supervised / Mentored / Unsupervised.
Brief Description of Project	Provide a brief summary of the project, including its objectives, scale, and any particular challenges or highlights. This should give a contextual overview of the work environment and project goals.				
Law	State the specific legislation or regulation that you applied on this project and why. Note any advice on restricted functions, relaxations/dispensations, or enforcement decisions you contributed to. Outcome: decision issued, notice served.				
Technology	Describe the key building elements you assessed (structure, materials, fire strategy, etc.) and what you looked for. Explain any departures from guidance you evaluated and how you reached your view. Outcome: drawings/specs reviewed, issues raised.				
Building Services	Identify the systems you assessed or witnessed (fire and smoke control, lifts, HVAC, electrical, drainage). Summarise the checks or tests witnessed and any issues you escalated. Outcome: test certificates, commissioning records.				
Function & Activities	Specify the functions you carried out or supported (pre-app, validation, Plans assessment, consultations, reversions/regularisations). Note any coordination you led with other regulators or consultees and the decisions reached. Outcome: consultation responses, validation notes.				
Plans Assessment & Enforcement	Summarise what you assessed in the plans, the standards/guidance considered, and any compliance risks identified. Record instructions, conditions, or enforcement steps proposed from the plans review. Outcome: assessment notes, letters issued.				
Inspections & Enforcement	Outline the inspection plan you followed or set, key stages visited, sampling/testing undertaken, and evidence gathered. Note non-compliances found and actions taken or recommended. Outcome: site notes, photos, notices				
Mngt & Core Skills (inc. CSL/Comms)	Describe where you made decisions, led, supervised, mentored or allocated work, Note communication with duty holders, conflict handling, and record-keeping you carried out. Outcome: emails/records, meeting notes.				
Safety Mngt	Explain how you managed personal/site safety and reported any matters of evident concern. Note risk judgements you made, including CDM interactions where relevant. Outcome: risk assessments, reports/escalations.				
Ethics	Declare any conflicts considered and how impartiality was maintained. Note where you challenged pressure, corrected errors, or sought specialist input to protect life or safety. Outcome: declarations, audit trail.				

Example Project

Project Reference	LA/BC/24/01987	Role	Trainee Plans assessor and site inspector	Supervision	Supervised
Brief Description of Project	Three-storey new-build block of 12 self-contained flats with shared stair and lobby. Overall height 10.2 m to the top of the parapet. Traditional masonry cavity walls, precast plank floors, flat warm roof. On a tight urban infill site with limited fire-service access and constrained drainage falls.				
Law	<p>Building Notice initially received as developer wanted to progress quickly. Informed RBI that as Fire Safety Order would apply could not accept a BN under BRegs 12/13. Applicant informed to apply for BC approval with full plans under BRegs 12/14. Applied the Building Regulations 2010 and Building Act 1984 throughout. Key focus on Parts A, B, C, E, F, G, H, K, L, M, O, P, Q, R, S and Regulation 7. No relaxations or dispensations sought. Confirmed scope against restricted activities and acted alongside the RBI.</p> <p>Considered Regulatory Reform (Fire Safety) Order 2005 for common parts.</p> <p>Outcome: Application eventually granted with a schedule of requirements issued for further information.</p>				
Technology	<p>Assessed structure: Typically pad and strip foundations, lateral stability via masonry shear walls, disproportionate collapse checks (Consequence Class 2a) for a three-storey residential building per guidance.</p> <p>Fire safety: single-stair arrangement with protected lobby, smoke ventilation to corridor, cavity barriers and fire-stopping strategy, FD30S flat entrance doors, 60-minute stair enclosure, access and facilities for the fire service.</p> <p>Building fabric and materials: Regulation 7 product suitability, façade build-up, thermal bridging details, roof falls and upstands.</p> <p>Outcome: Marked-up drawings and specs reviewed; 11 issues raised, all closed with revised details and calculations.</p>				
Building Services	<p>Systems reviewed or witnessed: natural smoke control AOV to stair/lobby, domestic ventilation (MEV to bathrooms, trickle to habitable rooms), boosted cold water, above-ground drainage and SVPs, landlord's emergency lighting to common parts, individual flat electrical installations, heat-pump hot water to each dwelling. Witnessed commissioning for ventilation flow rates and AOV functional test. Checked electrical certification to BS 7671 and notification under Part P. Verified air-tightness test results and SAP as-built submissions under Part L.</p> <p>Outcome: Commissioning sheets, air-permeability test certificates, electrical installation certificates, and O&M details filed.</p>				
Functions & Activities	<p>Carried out pre-application guidance, validation checks, full Plans assessment, and statutory consultee coordination. Received Robust Details certificate for internal metal frame separating walls and PC plank separating floors, prior to work commencing (BReg 41 compliance satisfied)</p> <p>Consulted with Fire and Rescue Service on access, water supplies, and smoke control; drainage queries resolved with the sewerage undertaker regarding connection points.</p> <p>Outcome: Recorded consultation responses and validation notes; designer issued a consolidated response pack addressing all points. Inspection notification included inspection of RDL wall and floor details</p>				
Plans Assessment & Enforcement	<p>Reviewed against relevant Approved Documents for: structural design (A), means of escape and compartmentation (B), moisture resistance (C), sound insulation for RD wall and floor types (E), ventilation rates (F), sanitation and hot water safety (G), drainage layouts and gradients (H), guarding and stairs (K), energy performance and Emission rates/SAP (L), access to and within dwellings and common parts approach routes as Cat M4(2) standard due to planning conditions (M), and material suitability/testing (Reg 7).</p> <p>Key compliance risks identified: AOV free-area sizing and location, travel distances in common corridor, thermal bridge details at balcony connectors, and drainage gradient on the rear stack.</p> <p>Instructions issued for: revised smoke-vent calculations, upgraded acoustic details at service penetrations, additional thermal break design data, and CCTV survey of private drain before connection. Outcome: Plans assessment notes and decision letter with requirements; follow-up letter confirming closure of conditions upon resubmission.</p>				
Inspections & Enforcement	<p>Inspection plan set and followed: foundations, DPC, drainage pre-cover, superstructure, compartmentation and fire-stopping pre-close, roof, and final. Spot checks on RDL wall and floor types installed AOV and emergency lighting. Sampled 20 percent of flat internals for fire-stopping continuity and service penetrations.</p> <p>Non-compliances found: missing cavity barriers around meter cupboard, inadequate mastic fire-seal to riser, and insufficient gradient on rear branch drain. Immediate corrective actions agreed and evidenced. Outcome: Dated site notes with photos; re-inspection records confirming remediation; no formal notices required.</p>				
Mngt & Core Skills (inc. CSL/Comms)	<p>Offered RBI my opinion regarding schedule of requirements, setting inspection hold points, all checked by my Class 2A-F RBI mentor.</p> <p>Maintained clear communication with principal designer and contractor, recorded meetings and action logs, and kept complete records in the case file. Managed expectations around programme versus regulatory requirements.</p> <p>Outcome: Email trail, meeting minutes, and updated action tracker stored; trainee records completed and signed-off by RBI mentor.</p>				
Safety Mngt	<p>Followed site induction and PPE requirements, reviewed RAMS with mentor at first visit, and raised a matter of concern regarding unprotected stair voids which was rectified same day.</p> <p>Applied risk-based judgement to inspection frequency given single stair and early compartmentation sequencing.</p> <p>Outcome: Site risk notes, photographs, and escalation record closed after evidence of temporary edge protection installed.</p>				
Ethics	<p>Declared no conflicts. Maintained impartiality when the contractor pressed for sign-off before evidence was provided, and documented the decision trail.</p> <p>Sought specialist input from the fire engineer to corroborate the ventilation strategy equivalence before accepting the alternative AOV location.</p> <p>Outcome: Conflict-of-interest check recorded; decision log and professional advice filed; all actions agreed with RBI mentor.</p>				

Project 1					
Project Reference		Role		Supervision	
Brief Description of Project					
Law					
Technology					
Building Services					
Functions & Activities					
Plans Assessment & Enforcement					
Inspections & Enforcement					
Mngt & Core Skills (inc. CSL/Comms)					
Safety Mngt					
Ethics					

Project 2				
Project Reference		Role	Supervision	
Brief Description of Project				
Law				
Technology				
Building Services				
Functions & Activities				
Plans Assessment & Enforcement				
Inspections & Enforcement				
Mngt & Core Skills (inc. CSL/Comms)				
Safety Mngt				
Ethics				

Project 3

Project Reference		Role		Supervision	
Brief Description of Project					
Law					
Technology					
Building Services					
Functions & Activities					
Plans Assessment & Enforcement					
Inspections & Enforcement					
Mngt & Core Skills (inc. CSL/Comms)					
Safety Mngt					
Ethics					

Project 4

Project Reference	Role	Supervision	
Brief Description of Project			
Law			
Technology			
Building Services			
Functions & Activities			
Plans Assessment & Enforcement			
Inspections & Enforcement			
Mngt & Core Skills (inc. CSL/Comms)			
Safety Mngt			
Ethics			

Project 5

Project Reference		Role		Supervision	
Brief Description of Project					
Law					
Technology					
Building Services					
Functions & Activities					
Plans Assessment & Enforcement					
Inspections & Enforcement					
Mngt & Core Skills (inc. CSL/Comms)					
Safety Mngt					
Ethics					

Project 6

Project Reference		Role		Supervision	
Brief Description of Project					
Law					
Technology					
Building Services					
Functions & Activities					
Plans Assessment & Enforcement					
Inspections & Enforcement					
Mngt & Core Skills (inc. CSL/Comms)					
Safety Mngt					
Ethics					

Project 7

Project Reference	Role	Supervision	
Brief Description of Project			
Law			
Technology			
Building Services			
Functions & Activities			
Plans Assessment & Enforcement			
Inspections & Enforcement			
Mngt & Core Skills (inc. CSL/Comms)			
Safety Mngt			
Ethics			

Project 8

Project Reference		Role		Supervision	
Brief Description of Project					
Law					
Technology					
Building Services					
Functions & Activities					
Plans Assessment & Enforcement					
Inspections & Enforcement					
Mngt & Core Skills (inc. CSL/Comms)					
Safety Mngt					
Ethics					

Overall Reflection on Scope and Practice

Please provide a short summary explaining how your recent work reflects the certification scope applied for or held.

You should comment on:

- the types of work you have undertaken
- how your recent work reflects the scope applied for or held
- any areas where your practice has developed
- any areas where your recent exposure has been limited
- any workplace restrictions or role boundaries that may affect the breadth of evidence available

This section is particularly important for mid-term review and recertification, where BSCF is considering whether competence has been maintained and continues to be demonstrated in practice.

Competence Specific Learning, CPD and Qualifications

This section is included to help you clearly demonstrate learning that supports your eligibility and overall competence for the scope you are applying for. Please list learning activities that are relevant to your role and map each entry to the appropriate BICoF competence area(s), stating the learning outcome and your reflection on how it has informed your practice. You must still provide your workplace Personal Development Plan and your CPD or training records as supporting evidence. These documents can be submitted alongside this table and will be used to corroborate the learning you have recorded here.

Provide up to 3 learning entries that best demonstrate your competence for the scope applied for.
Keep each entry concise and outcome focused.

Learning Entry 1		Type	Date	Time Spent (Hours)
Learning Activity Summary Title, provider, format (course, webinar, mentoring, self-study), brief context.				
BICoF Competence Area(s) List the competence area(s) covered (and only those genuinely covered).				
Learning Outcome What you learned, what changed in your understanding.				
Reflection and Application to Practice How you applied it, or how it will change how you assess/inspect/record decisions.				
Supporting Evidence What you have included (certificate, agenda, notes, PDP extract, CPD record entry).				
Learning Entry 2		Type	Date	Time Spent (Hours)
Learning Activity Summary Title, provider, format (course, webinar, mentoring, self-study), brief context.				
BICoF Competence Area(s) List the competence area(s) covered (and only those genuinely covered).				
Learning Outcome What you learned, what changed in your understanding.				
Reflection and Application to Practice How you applied it, or how it will change how you assess/inspect/record decisions.				
Supporting Evidence What you have included (certificate, agenda, notes, PDP extract, CPD record entry).				
Learning Entry 3		Type	Date	Time Spent (Hours)
Learning Activity Summary Title, provider, format (course, webinar, mentoring, self-study), brief context.				
BICoF Competence Area(s) List the competence area(s) covered (and only those genuinely covered).				
Learning Outcome What you learned, what changed in your understanding.				
Reflection and Application to Practice How you applied it, or how it will change how you assess/inspect/record decisions.				
Supporting Evidence What you have included (certificate, agenda, notes, PDP extract, CPD record entry).				

Please provide a copy of your most up-to-date workplace Personal Development Report (PDR) or training plan and recorded training activities.

The plan must identify areas of training that are outcome-focused and relate to your specific role and the competence assessment to which you are applying.

Additional Information for Workplace Practices

The following questions are asked to ensure fair access and to help us understand your working environment. Your responses will not affect your eligibility for certification. This information is used solely to support equitable assessment and, where relevant, to consider any reasonable adjustments in accordance with the Equality Act 2010.

1. Are you limited from undertaking a full range of Building Control activities due to workplace policies or restrictions?
(For example, you only undertake plan check activities due to your organisation’s policies, or your BCB specialises in higher-risk buildings, and you have limited recent experience with dwellings.)

Yes No

If yes, please provide details:

2. Have any reasonable adjustments been made to your working practices in line with the Equality Act 2010?

(If you require reasonable adjustments to the validation assessment or have any special requirements, please also complete and submit the Reasonable Adjustments Application Form (which can be found on the BSCF website resources page).

Yes No

If yes, please describe the adjustments:

Statement:

Completion of this section is for monitoring and support purposes only and does not impact your eligibility for certification. This information is collected in the interests of fairness, accessibility, and to ensure that appropriate adjustments can be made where necessary.

Applicant Final Submission Checklist

Reminder

Before submitting, make sure that:

- your examples reflect your own work and contribution
- your evidence matches the scope applied for or under review
- your entries are clear, specific and supported where possible
- all sensitive information has been redacted appropriately
- your submission gives a fair and accurate picture of your current competence

Tick each box to confirm.

Eligibility and Submission

	I have at least the minimum required experience for the scope I am applying for: <ul style="list-style-type: none">• 1 year for 2A, 2ABD, 2A–F• 2 years for 3G–H) or can demonstrate substantial, direct exposure to the building types or activities for a reduced period.
	I am currently employed in a Registered Building Inspector (RBI) role at Class 1 or above.
	I have provided at least 5 examples of work undertaken on relevant building types within the applied for scope.
	My application provides evidence that the prerequisites for all nine BCoF competence categories have been met, across my application as a whole.
	I have included evidence of Competence Specific Learning (CSL), including recent CPD and other relevant learning activities.
	I understand that eligibility will be assessed at the application review stage and that only those meeting all requirements will proceed to written assessment.

Declarations

	I declare that I accept, and commit to abide by, the BSR Code of Conduct for Registered Building Inspectors.		
	I declare that I accept, and commit to abide by, the BSCF Rules of Registration as a condition of entry to the scheme.		
	I confirm that my application is my own work and all statements and evidence provided are accurate and complete to the best of my knowledge.		
	I confirm that I am not subject to any current disciplinary, suspension, or removal proceedings under any relevant registration scheme.		
	I understand that providing false, incomplete, or misleading information may result in my application being rejected or certification being withdrawn.		
	I confirm I will take this examination unaided. I will not cheat, collude, copy, or use artificial intelligence tools or assistance. I understand that any breach may lead to disqualification, my results being void, and may be reported to relevant bodies.		
	I will treat BSCF staff, assessors and fellow candidates with respect, follow all BSCF instructions and policies, avoid abusive, discriminatory or disruptive behaviour, and keep assessment materials confidential. I understand breaches may result in removal, disqualification, or referral to relevant bodies.		
	I confirm and agree to all of the above		
Sign		Date	