

BSCF Competence Validation Assessment - Supplementary Information



You have created your online account via the BSCF Validation Portal, please ensure that you have read all the relevant information for candidates at <https://www.thebscf.org/competence-validation/> prior to submitting your supplementary information.

If you have any queries, please call us on 020 8616 4927 or email certification@thebscf.org

| Candidate Details | |
|-------------------|--|
| Full Name | |
| Candidate Number | |

Instructions for Completing the Experience in Building Types Table:

- Case File Reference:** Please enter the internal reference or job number associated with the project.
- Role:** Clearly specify the role you played in the project.
If possible, mention if it was a lead role, supportive role, consulting, management, etc.
- Supervision:** From the dropdown menu, select supervision/ mentor/ unsupervised
- Project Description:** 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.
- Role Description:** Detail your specific responsibilities and tasks in the project.
Clearly outline your contributions and any notable achievements or outcomes related to your role.
- Competency Areas (Law, Technology, Building Services, etc.):**
For each competency area related to your project experience, check the appropriate box or fill in relevant information.
Refer to 'Information for Candidates' OR BSR BICoF for detailed descriptions and expectations for each competency area.
- Description of Relevant Experience:**
For each selected competency area, describe how your experience and role in the project relate to the identified competency areas.
Provide specific examples to illustrate your contributions, learnings, or application of skills related to each competency area.
Be concise but thorough in illustrating your proficiency and experience in the related competency areas.
- Additional Notes:** 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.

How will we Use this information?

- **Review and Assessment:** Your application is carefully reviewed to evaluate your eligibility for Building Inspectors Certification.
- **Alignment:** Ensure you're 'Experience in Building Types' examples align with the chosen competency areas and project descriptions you provide.
- **Feedback and Clarification:** Be prepared to respond to any feedback or clarification requests from the assessors.
- **Scoring:** Your application is scored based on the relevance and depth of your experience.
- **Certification Level:** This assessment helps determine the appropriate certification level for you based on your experience.

This process ensures fairness and accuracy in determining your suitability for Building Inspectors Certification.

| Competence Area | | | |
|---|--|--------|--------|
| Law | | | |
| Candidates should exhibit an awareness of fundamental legal principles, encompassing the relevant legislation, legal terminology, and foundational aspects of building control law. | | | |
| This includes understanding the purpose and development of primary and secondary legislation, organisational policies' alignment with legal frameworks, and the legal status of associated documents such as Approved Documents and guidance. | | | |
| Candidates to appreciate the integration of law within building control functions, distinguishing between restricted and non-restricted activities. | | | |
| Comprehensive understanding is expected, demonstrating the ability to apply the law effectively in securing compliance during building control activities, encompassing plans assessment, inspections, and enforcement powers. | | | |
| Band C candidates must showcase a deep comprehension, effectively applying relevant legislation to non-standard buildings and High-Risk Buildings (HRBs), showcasing expertise and adaptability in complex scenarios within the legal and regulatory framework of building control. | | | |
| Depth, accuracy and Specificity of Experience: | Assessor will evaluate you application for depth, accuracy and Specificity of Experience | | |
| Alignment with Competency Requirements | Assessor will evaluate the extent to which your experience aligns with Competency Requirements | | |
| Score (for each eligibility criteria) | Band A | Band B | Band C |
| Awareness of fundamental legal principles and terminology | 0-3 | 0-3 | 0-3 |
| Understanding of applicable primary and secondary legislation | 0-3 | 0-3 | 0-3 |
| Knowledge of roles and responsibilities in building regulations | 0-3 | 0-3 | 0-3 |
| Appreciation of how law integrates into building control functions | 0-3 | 0-3 | 0-3 |
| Adaptability in applying law to non-standard buildings and HRBs and in complex scenarios | | | 0-3 |

Scoring Criteria:

- 0:** No evidence provided/Not applicable.
- 1:** Minimal to Basic evidence; improvement needed.
- 2:** Satisfactory evidence provided; meets expectations.
- 3:** Strong to Exceptional evidence; exceeds expectations.

Experience in Building Types
(Relevant to the Certification Band being applied for - up to 8 experience in building types with a minimum of 5 required)

| | | | | | | | | | |
|---|--|------------|--------------------------------------|--------------------------|----------------------------------|----------------------------|----------------------------|-------------------|--------|
| 1 | Case File Reference (Internal ref.) | | Role (For internal ref. provided) | | Supervision | | Choose an item. | | |
| | Project Description: [Brief summary of the project] | | | | | | | | |
| | Role Description: [Description of the applicant's role and responsibilities in the project.] | | | | | | | | |
| | Law | Technology | Building Services | Functions and Activities | Plans Assessment and Enforcement | Inspection and Enforcement | Management and Core Skills | Safety Management | Ethics |
| | | | | | | | | | |
| Description of Relevant Experience: [Describe how your experience and role in the project relate to the identified competency areas.] You may need to refer to 'Information for Candidates' OR BSR BICoF | | | | | | | | | |

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| 2 | Case File Reference (Internal ref.) | | Role (For internal ref. provided) | | Supervision | Choose an item. | | | |
| | Project Description: [Brief summary of the project | | | | | | | | |
| | Role Description: [Description of the applicant's role and responsibilities in the project.] | | | | | | | | |
| | Law | Technology | Building Services | Functions and Activities | Plans Assessment and Enforcement | Inspection and Enforcement | Management and Core Skills | Safety Management | Ethics |
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| Description of Relevant Experience: [Describe how your experience and role in the project relate to the identified competency areas.] | | | | | | | | | |
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| 3 | Case File Reference (Internal ref.) | | Role (For internal ref. provided) | | Supervision | Choose an item. | | | |
| | Project Description: [Brief summary of the project | | | | | | | | |
| | Role Description: [Description of the applicant's role and responsibilities in the project.] | | | | | | | | |
| | Law | Technology | Building Services | Functions and Activities | Plans Assessment and Enforcement | Inspection and Enforcement | Management and Core Skills | Safety Management | Ethics |
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| Description of Relevant Experience: [Describe how your experience and role in the project relate to the identified competency areas.] You may need to refer to 'Information for Candidates' OR BSR BICoF | | | | | | | | | |

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| 4 | Case File Reference (Internal ref.) | | Role (For internal ref. provided) | | Supervision | Choose an item. | | |
| | Project Description: [Brief summary of the project | | | | | | | |
| | Role Description: [Description of the applicant's role and responsibilities in the project.] | | | | | | | |
| | Law | Technology | Building Services | Functions and Activities | Plans Assessment and Enforcement | Inspection and Enforcement | Management and Core Skills | Safety Management |
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| | Description of Relevant Experience: [Describe how your experience and role in the project relate to the identified competency areas.] You may need to refer to 'Information for Candidates' OR BSR BICoF | | | | | | | |

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| 5 | Case File Reference (Internal ref.) | | Role (For internal ref. provided) | | Supervision | Choose an item. | | | |
| | Project Description: [Brief summary of the project | | | | | | | | |
| | Role Description: [Description of the applicant's role and responsibilities in the project.] | | | | | | | | |
| | Law | Technology | Building Services | Functions and Activities | Plans Assessment and Enforcement | Inspection and Enforcement | Management and Core Skills | Safety Management | Ethics |
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| Description of Relevant Experience: [Describe how your experience and role in the project relate to the identified competency areas.] You may need to refer to 'Information for Candidates' OR BSR BICoF | | | | | | | | | |

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| 6 | Case File Reference (Internal ref.) | | Role (For internal ref. provided) | | Supervision | Choose an item. | | | |
| | Project Description: [Brief summary of the project | | | | | | | | |
| | Role Description: [Description of the applicant's role and responsibilities in the project.] | | | | | | | | |
| | Law | Technology | Building Services | Functions and Activities | Plans Assessment and Enforcement | Inspection and Enforcement | Management and Core Skills | Safety Management | Ethics |
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| | Description of Relevant Experience: [Describe how your experience and role in the project relate to the identified competency areas.] You may need to refer to 'Information for Candidates' OR BSR BICoF | | | | | | | | |

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| 7 | Case File Reference (Internal ref.) | | Role (For internal ref. provided) | | Supervision | Choose an item. | | |
| Project Description: [Brief summary of the project] | | | | | | | | |
| Role Description: [Description of the applicant's role and responsibilities in the project.] | | | | | | | | |
| Law | Technology | Building Services | Functions and Activities | Plans Assessment and Enforcement | Inspection and Enforcement | Management and Core Skills | Safety Management | Ethics |
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| Description of Relevant Experience: [Describe how your experience and role in the project relate to the identified competency areas.] You may need to refer to 'Information for Candidates' OR BSR BICoF | | | | | | | | |

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| 8 | Case File Reference (Internal ref.) | | Role (For internal ref. provided) | | | Supervision | | Choose an item. | |
| | Project Description: [Brief summary of the project] | | | | | | | | |
| | Role Description: [Description of the applicant's role and responsibilities in the project.] | | | | | | | | |
| | Law | Technology | Building Services | Functions and Activities | Plans Assessment and Enforcement | Inspection and Enforcement | Management and Core Skills | Safety Management | Ethics |
| | | | | | | | | | |
| Description of Relevant Experience: [Describe how your experience and role in the project relate to the identified competency areas.] | | | | | | | | | |
| You may need to refer to 'Information for Candidates' OR BSR BICoF | | | | | | | | | |

Additional Information for Workplace Practices

Are you limited from undertaking a full range of Building Control activities due to workplace policies or restrictions? If yes, please provide details (E.g. you only undertake plan check activities due to workplace policies OR your authority specialises in Higher Risk Buildings and you have little recent experience in dwellings).

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 complete and submit the [Reasonable Adjustments Application Form](#)

Are you aware of any actions, formal or otherwise, that may impact your adherence to the BSCF Code of Conduct and/or scheme requirements? If 'Yes', please indicate the nature and whether there was a training or learning need identified and if so, what that learning need was.

Evidence of PDR/ Training (within the last 12 months)

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

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

Evidence of Communication & Interpersonal Skills (within the last 12 months)

Please provide evidence of the following:

- Your contribution as the chair or an active participant at a meeting where there are notes recording your contribution; or
- The preparation of a communication, document, or other technical report; or
- Any information providing advice on a (non) technical, procedural or regulatory matter to colleagues or others e.g. an advice note or presentation.
- Mentoring to provide learning and development to junior team members
- Presenting to peers on training and/or changes to building regulations, guidance documents and forms.

This must be your own work and must be verifiable by your current employer. The information should be able to be traced to a case file (suitably anonymised) or other office record in order that it might be verified during any future surveillance audit.

Prior to submitting your Supporting Documentation

- Please ensure emails to agents/applicants/homeowner – are redacted of all recipient and specific project details (such as address and reference number)*
- Please ensure consultations with external parties – fire service, water authorities, structural engineers etc. – are redacted of all recipient and specific project details (such as address and reference number)

***When sending examples such as emails and other correspondence you may copy and paste the body of message onto a blank document and provide some general background e.g., Plan assessment meaningful response for new build 2 storey dwelling**

- Examples of presentations given (internally or externally) - would not usually contain any personal information but you should ensure that there is no commercially sensitive information relating to your or any other organisation.

Before emailing your supplementary information, have you...

| | |
|---|--------------------------|
| Provided suitable detail in the 'Experience in Building Types' section? | <input type="checkbox"/> |
| Included evidence of CPD/ Training records for the last 12 months? | <input type="checkbox"/> |
| Included evidence of communication & interpersonal skills? | <input type="checkbox"/> |

Please email your supplementary information to certification@thebcsf.org