



Adding Categories to an Existing Award

Background

Registered Building Inspectors (RBI) may choose to add further categories or have a change of class in accordance with the Building Safety Regulator's (BSR) Building Inspectors Matrix, for their registration. However this extension of scope is for adding further categories to an existing class, and that changing class will still require a full reassessment. In accordance with the Building Inspector Competence Framework (BICoF) Functions and Activities, RBI's can work on/oversee projects that are outside of their registration scope as long as it is in a supervised environment which is managed through the Operational Standards Rules (OSR), The BICoF states that supervision will include the overseeing or directing of a task. RBI's can gather evidence for developing their next application through the BCCA scheme whilst in a supervised environment.

BCCA - Application Process

RBI's would apply through the Total Training and Development (TTD) Website (BCCA page) populating the matrix in accordance with the new categories or class they are applying for and provide a short description in the 'free text field' whilst considering the examples provided.

Change of Category

RBI's wishing to add categories to their existing award with the BCCA, will need to resubmit a new portfolio which is explained below:

The Professional Portfolio

Curriculum Vitae: This needs to be up to date, to indicate your BSR registration and be to a professional standard showing experience, responsibilities and skills as well as training and development, this preferably on a standard RBCA and Local Authority template.

BSR Registration: You need to provide evidence your current BSR certification for the class you have achieved, for example: 2A, 2B, and 2C, Inspection and Plan Assessment, we require the certificate and transcript.

Professional Memberships: Memberships of a professional institutions such as CABE, RICS, CIOB, IFE etc and grades such as student, technician, associate, member, chartered building engineer and fellow are accepted. Applicants who have successfully achieved Class 2 or 3 with the BCCA are eligible for the post nominal titles of Tech CABE and ACABE and we encourage this application.





Relevant Professional Construction Related Qualifications: levels 3, 4, 5, 6 and 7 both academic and vocational in a Construction and the Built Environment discipline) or evidence of enrolment on any of the above.

Continuous Professional Development CPD: This must be a minimum of 35 hours for the year prior to assessment or for the last calendar year, showing structured and self-directed learning has taken place, this should consider changes in the approved documents, Building Regulation amendments and changes and introductions of new legislation.

Training Courses: This can be internal or external training courses that are relevant to those of a Building Inspector.

Personal Development Plans: This should evidence the on-going process of the individual's own development mapped to their annual staff review and include the applicant's ambition to move within a class or changing category.

Work Based Portfolio:

Please note: If previously certified by another Competence scheme, the following number of projects will be required in your new submission.

- BCCA: Applicants are required to submit 2 Projects Only
- CBICAS: Applicants are required to submit 2 Projects Only
- BSCF: Applicants are required to submit 4 Projects Only

These need to include projects that are in scope of the categories for which extension is being sought, project information should showcase the candidate's involvement preferably from the initial inception through to final completion as this will enable the person to identify how they have met each element of the BICoF in respect of technical, delivery and management competence.

This should show early involvement of the project from the initial correspondence, such as the pre-consultation meeting, copies of the RBCA's or Local Authority terms and conditions, acceptance of the project, the initial notice, plans approval, consultations with water and fire authority for example, project information assessments with comments or conditions, all inspections to include synopsis of the visit and photographic evidence, any product evidence such as material specifications, third party certification such as gas and electric, enforcement under the Building Act 1984 and final certificates/completion certificates. However, this is not an exhaustive list.





The reason for the fore-mentioned, is that the candidate is being assessed for competency against the BICoF framework, so by including the information above, the candidate will have the opportunity to provide sufficient evidence to show their competency when being questioned.

You will also need to submit a new Outcome and Reflection form to demonstrate your competency against the new classifications or categories you are applying for.

Code of Conduct

Include a signed copy of the BSR Code of conduct.

Updating the Building Safety Regulator

Adding categories within a class: you will receive an updated transcript which you can use to self-declare to the BSR your additional categories. You will not receive a new class certificate and remain on the same registration date as the original award. This does not reset your BSR registration date/four-year cycle.

FAQ's

How do I apply?

Applicants can apply by going to www.ttd-education.org (BCCA) and Click BCCA Online Application.

What if I didn't complete the BCCA process for my current registration?

This is not a problem; you will need to follow the BCCA guidance found on the online portal under BCCA Pro 3.06 (Portfolio Guidance) and BCCA Pro 3.08 (Portfolio Presentation Checklist) in order to develop your new portfolio. Applicants from the BSCF will need to submit four projects, and applicants who have completed the CBICAS route will need to submit two projects.

Can I use my previous portfolio?

There may be elements of your previous portfolio which may be used, but as you are now a registered Building Inspector, documents like, your CV, PDP, BSR registration and BCCA Outcome and Reflection form will require updating. Two projects in scope of the application (subject to entry requirements)

What If I've completed the BCCA process and I submit my previous portfolio which has four projects, but two are for the category I am applying for?

This will be rejected as you have not followed the guidance with regards to the submission of **two new** projects.

How will I be re-assessed?





We require the portfolio to be peer reviewed prior to submission to the BCCA, once we have the portfolio, we will assess this for accuracy and completion through our Ofqual regulated process, before moving this to the independent panel for their assessment and Interview.

Will I be re-interviewed?

Yes, as this is a new application, the independent panel will need to ensure the applicant can demonstrate their competency for the category being applied for. Duration is expected to be between 30 minutes and one hour.

Will the Independent Panel ask me questions on my Professional Portfolio?

Yes, they will need to discuss your updated changes to your registration aspiration, as well as you as an individual as they may have not met you previously.

Will I be provided with a list of questions the panel will ask?

No, the independent panel have received training from TTD with regards to the interview process and the questioning will focus around the applicants professional and work-based portfolio, covering the nine elements of the BICoF for the types and heights of buildings in scope of the applicant's application.

What is the fee for these types of applications?

Please refer to the fee schedule on the TTD website