Scheme Rules

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<u>All candidates who apply for assessment agree to all of the following:</u>

1 Introduction

TTD (Total Training and Development Ltd) is an ABBE Approved Assessment Centre and has the infrastructure in place to support the delivery and quality assurance of qualifications.

2 Approved Assessment Centre

TTD has developed a scheme called the BCCA (Building Control Competency Assessment) which is approved by the Awarding Body for the Built Environment) ABBE that enables Building Inspectors to register with the Building Safety Regulator (BSR).

3 Qualification provider online learning platform (Moodle)

The online learning platform is where copies of qualification handbooks, module handbooks, and supporting materials are stored, access to this will be provided at point of application.

4 Application

There are no formal requirements for entry onto this process or the associated qualifications. The nature of this process and associated qualifications is to assess and evaluate an individual's ability to conform to and operate within the Building Inspector Competence Framework (BICoF).

All candidates who wish to register on the BCCA scheme must provide **ONE** of the following at application stage:

- Current valid Passport
- Current valid Driving Licence (photo ID card type)
- Photo ID card issued by the UK Border Agency or a valid Home Office issued work permit, accompanied by a current international passport
- Another Photo ID issued by any other Governmental agency

All candidates for all enrolments including additional interviews must make a fresh application through the TTD website using the enrolment form. This is to ensure we hold up to date records for your contact details and fee payer details. Professional discussions booked prior to enrolments, will be cancelled.

5 Assessment Participation

The BCCA process is centred around two stages.

1. The submission of a professional and work-based portfolio of evidence which will contain four projects that the applicant has had significant involvement in.
2. Professional discussion, that will draw out the candidate's overall knowledge, understanding, skills, behaviours, and competency in relation to the BICoF.

Candidates are expected to participate fully in the BCCA scheme and its assessment process. This may include one-to-one meetings in person or via online resources such as Teams, presentations, speaking to professionals associated with the application, assessment and discussions. However, TTD recognise that for a variety of reasons this may not always be possible, and every effort will be made to ensure the candidate has the opportunity to achieve the requirements of the assessment process.

The candidate must utilise Moodle the online learning platform to download course resources which explains the assessment process. The candidate must develop a professional and work-based portfolio and sign the BSR Code of Conduct, they must read and understand the BICoF and have a full appreciation of the class of Building Inspector being sought, they must prepare themselves for the formal interview and fully embrace all the scheme requirements. Candidates will keep in regular contact with the centre (TTD) and carry out activities deemed reasonable to for fill the requirements of the assessment process.

6 Certification

Candidates who have successfully met all of the assessment criteria for the BCCA, will be provided with a certificate from the Awarding Body. The certificate will enable the candidate to register with the Building Safety Regulator (BSR) for a period of four years. The certificate will expire four years from the issue date, therefore candidates will need to re- engage with the BCCA scheme or other scheme on four yearly cycles.

7 Monitoring

Candidates who are registered through the BCCA scheme will need to upload their CPD record on an annual basis. The BSR require all Registered Building Inspectors (RBI's) to maintain their competence whilst registered within the four-year period of registration. All scheme providers require their applicants to submit their CPD return, for the BCCA scheme, submit to TTD on the anniversary of you certification date (12 months on from certificate date).

Steps we take to assist you:

1. We provide guidance for CPD on our website and recording template and resources on our virtual learning platform, made available from enrolment.

2. We email you guidance with your awarded certificate for receiving your CPD record.
3. We will email you nearing the anniversary of your certification requesting your CPD
4. We will send a SMS message a final attempt to recover your CPD.

If we do not recover your CPD record in a timely manner we will open an investigation as to why we have not recovered your CPD record. See also guidance document Pro 3.14 (CPD-FAQ)

If the outcome of our investigation concludes with; no acceptable reason for not fulfilling this schemes CPD requirement, we will suspend or withdraw your certificate. Failure to complete CPD with no reasonable excuse could lead to you not being able to carry out the restricted activities of an RBI. All approved schemes report to the BSR.

8 CPD Support

TTD will provide a wide range of CPD opportunities and resources via the online platform Moodle, complimentary between assessment cycles.

9 Fair Assessment

The scheme rules in relation to assessment is governed by the BCCA Assessment Guidelines document. This document details how assessment decisions are reached and who they are reached by. The document sets out that candidates are assessed against the Learning Outcomes and Assessment Criteria of the qualification. Candidates are required to meet all of these requirements. These requirements have been specifically designed to address the BICoF requirements.

The scheme has been designed to allow for fair assessment of candidates in line with legislation found in the Equality Act 2010. The scheme will not prevent anyone applying as everyone will be treated as an equal and will not be discriminated by age, gender, relationship status, in pregnancy, have any form of disability, regardless of race, religion, sex and sexual orientation.

10 Candidates own work (Fraud and Dishonesty)

All work or evidence produced must be that of the candidate. If a candidate commits plagiarism or any other form of qualification malpractice, TTD will undertake an investigation into the malpractice and decide as to the validity of the suspicion. If TTD uphold the suspicion, they will inform the Awarding Organisation, who will appoint an External Quality Assurer (EQA) to undertake a review of the evidence. If the EQA upholds TTD's decision, they will advise the Awarding Organisation, who will in turn withdraw the candidate from the qualification.

11 Conduct of Candidates during the course

It is the candidates' responsibility to ensure that work for this application is their own and is completed to a professional standard. Failure to meet the professional standard may lead to a referral or a failure. Candidates should be aware that it is not the responsibility of the assessor to complete the candidates work and candidates also need to be aware that if they have a specific problem which is preventing progress on this application, they must let the course administrator know immediately. Copies of the qualification and module handbooks are provided to all candidates. Candidates must always adhere to the BSR'S Code of Conduct, must always act professionally and not contact the independent panellists or their associated organisation without invitation to do so. Excessive communication and inappropriate social media commentary will prevent your future engagement and or removal from the BCCA scheme. Threatening behaviour, intimidation or inappropriate behaviour towards staff at TTD will not be tolerated and will result in removal from the BCCA.

1**2 Attendance of Candidates**

Candidates should prepare and arrive on time for assessment requirements, which may be by telephone or virtual meeting, and have the necessary IT equipment to facilitate meetings to a professional standard. TTD reserve the right to record the interview/professional discussion for training, internal quality assurance and external examiner scrutiny. The recording and or transcript will not be made available to the candidate.

Candidates will notify the centre (TTD) if they cannot meet this requirement. Candidates should keep in regular contact with the centre (TTD) for guidance and support as lack of contact with the centre (TTD) may result in learner being removed from the process, as section 2. The candidate IT device must have:

1. Web camera
2. Microphone
3. Speakers or headphones
4. Stable internet connection
5. Sufficient storage available to download the Microsoft Teams app (if not already installed)
6. Sufficient battery charge for at least 3 hours and/or a charger immediately available

13 Confidentiality

Use of the TTD learning platform, e-mails and supporting resources is strictly confidential and any resources downloaded by the candidate must be handled with the strictest of confidence.

14 Completion of the Qualification

TTD will do everything that is reasonably practicable to ensure the candidate completes the qualification. However, timescales for the qualification completion must be met, and the timescale for completion of the application is six months from the enrolment date. This may be extended at the discretion of the course administrator.

15 Assessment Feedback

On receiving a copy of your BCCA interview feedback result, if you require additional panel feedback this will be provided.

16 Limits of the application

Only one additional interview per course enrolment is permitted. Should a candidate wish to continue the BCCA process following a deferral outcome on the first and second interview the candidate will have to newly enrol on the full class award again and, full class award fees will apply. The new application would be subject to new projects contained within the portfolio. Candidates would need to request permission from their past or present organisation to be able to use information in order to compile their portfolio.

Assessment of portfolio submissions is limited to three formal assessments. If the submission fails to meet the scheme criteria upon the third assessment all further assessments of the portfolio submission is chargeable per assessment, see current published BCCA fee guide for the fee.

Eligibility for additional interviews; enrolment and fees paid must be in place prior to six months from the deferral date.

17 Data Protection Regulations

TTD is the data controller of the personal information you provide to us. This means that TTD determines the purposes for which, and the way, any personal data relating to candidates is to be processed.

TTD is registered with the Information Commissioner (www.ico.org.uk) for the purposes of providing education, support, and general advice to our candidates. In some cases, your data will be shared with a third-party processor who will be required to comply with the GDPR requirements, this will be done with your consent.

The Finance Director is the appointed data protection officer for TTD. The role is to oversee and monitor TTD's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted via admin@ttd-education.org

18 Why do we collect and use your information

TTD holds the legal right to collect and use personal data relating to their candidates. We collect and use personal data in order to meet statutory requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

Article 6 & 9 of the GDPR
To create and maintain a unique learner number (ULN) and a personal learning record (PLR)
To monitor and report on candidate progress
To assess the quality of our service
To comply with the law regarding data sharing
To safeguard candidate

To meet the Building Safety Regulator's scheme requirement

19 Which data is collected?

Personal information: this includes name, date of birth, address, qualifications, professional memberships, personal development plans and annual staff reviews. As well as previous places of work, telephone numbers, photograph, and identification documents as provided

20 How long is the data stored for?

Candidates will sign and agree that TTD and the Awarding Body for the Built Environment (ABBE) will hold a copy of their personal details for a period of 15 years and share their details with the Building Safety Regulator, and the Department for Education (DfE.) TTD is required by law to provide information about our students to the DfE via the ILR which is managed by the ESFA (an executive Agency of the DfE.

The DfE may share information about our students with third parties who promote the education or wellbeing of young people in England by:

21 What are your rights?

Candidates have the following rights in relation to the processing of personal data.

Be informed about how TTD uses your personal data.
Request access to the personal data that TTD holds (SAR)
Request that your personal data is amended if it is inaccurate or incomplete.
Request that your personal data is erased where there is no compelling reason for its continued processing.
Request that the processing of your data is restricted.
Object to your personal data being processed.
Request a copy of TTD's Data Protection policy.
Request access to a redacted transcript. Only the candidates narrative (their data) will be visible.

22 Fees and Payments

The application fee is payable upon registration, this fee is non-refundable. The fee includes access to all resources, registration process, enrolment and certification fees to the awarding body. Included is the ongoing access to Moodle between reassessment cycles for technical support and the monitoring of CPD carried out. BCCA fees are provided on the BCCA Fee Schedule document which is published on the BCCA page of the TTD website.

Cancellation within five days or failure to attend your booked professional discussion you will be charged £250.00 + VAT to have a revised scheduled professional discussion. This is due to convening the panel and their familiarisation with your portfolio.

SARs: In accordance with ICO guidelines providing copies of your personal data is chargeable at £95.00 + VAT per hour.

23 Expressions of Dissatisfaction or complaint

TTD will be open and transparent when addressing any issues that may arise. TTD make available their process for addressing complaints and or expressions of dissatisfaction handling on the TTD website and for the awarding bodies complaints procedure follow this link https://www.abbeqa.co.uk/useful-documentation/

24 United Kingdom Internal Market Act 2020 (UKIMA)

TTD statement of conformity with the United Kingdom Internal Market Act 2020 and the Professional Qualifications Act 2022

In accordance with the terms and conditions prescribed by the Building Safety Regulator (BSR) for the approval of Independent Assessment Scheme Operators, TTD confirms that its BCCA scheme conforms to section 26(4) of the United Kingdom Internal Market Act 2020, and also with the Professional Qualifications Act 2022.

Qualifications and experience in Building Control that have been gained outside England or Wales will not be a barrier to eligibility onto the BCCA scheme for an assessment of competence as a Building Inspector*, for persons required to be registered with the BSR or Welsh Government as a Class 2, Class 3, or Class 4 Registered Building Inspector (RBI).

All applications for the BCCA scheme will be treated on their own merits and must satisfy the BCCA eligibility criteria.
To be eligible for the BCCA scheme, a candidate must:

1. Be working as a Building Inspector.
2. Be registered with the BSR to at least Class 1.
3. Meet the BCCA's experience requirements for the competency applied for.
4. Pay the BCCA's fees.

*"Building Inspector" means: a person who is enforcing the Building Regulations for the purposes of the Building Act 1984 (as amended) or any other enforceable regulations created thereunder and who is required to carry out a Restricted Activity, on behalf of a Building Control Authority or a Registered Building Control Approver and/or provide advice concerning one or more Restricted Functions as prescribed by The Building (Restricted Activities and Functions) (Wales) Regulations 2024

25 Certification
The issuing of course certification is at TTD discretion. Additional interviews are not available once a certificate has been applied for.