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CBICAS Scope Extension

Complete Guide for Classes 2, 3 and 4

Guide to scope extension assessment through the CABE Building Inspector
Competence Assessment Scheme (CBICAS)

cbuilde.com

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Section 1 – Before you apply



Introduction

The Building Safety Regulator (BSR) requires that where a Registered Building Inspector (RBI) wishes to extend the scope of their registration (beyond that already certified by the CABI Building Inspector Competence Assessment Scheme [CBICAS]) this will need to be supported by confirmation through CBICAS that the scope extension is appropriate.

This confirmation will be in the form of a revised certification and issue of a revised certificate. This certificate will remain valid for 4 years from the date of the original assessment, not from the date of the extension assessment. It will then be up to the RBI to submit a change of circumstance form to the BSR confirming extension of scope with the revised certificate evidencing confirmation from the CBICAS scheme.

This guidance document sets out the process of applying for an extension of scope.

NOTE: Any RBI wishing to obtain higher Class of certification will need to go through a full assessment via the original CBICAS process. Visit cbuide.com/CBICAS.

Eligibility

Any RBI who has been certified via the CBICAS and who is a Class 2, Class 3 or Class 4 is eligible to apply for an extension of scope to their certification through the CBICAS Scope Extension.

RBIs with Class 4 registration can use the CBICAS Scope Extension to extend their scope within the class level they are already certified to oversee.

Purpose of assessment for scope extension

CBICAS registrants at Class 2, 3 or 4 have already established their competence at the relevant Class of registration as set out in their certification. There is, therefore, no need to re-assess that these criteria have been met or to re-access the overall Class of certification.

The scope extension process is focused on determining whether the applicant has the knowledge, skills, experience and understanding of additional building types, non-standard construction, or Higher-Risk Buildings (HRB) that is required to undertake restricted activities and functions as an RBI. To do this, they will need to demonstrate that they have suitable experience or have undertaken suitable development activity to extend their knowledge including, where necessary, working under supervision to gain necessary practical experience relevant to the extension of scope being applied for.

The assessment will determine that the candidate:

- demonstrates suitable experience of undertaking restricted activities or functions under supervision or prior to 6 April 2024 on buildings subject to the proposed extension of scope
- understands construction technologies and systems relevant to the extended scope of inspection activity
- understands regulatory standards and requirements applicable to the extended scope of certification
- understands any additional procedural and legal requirements relevant to the extended scope of certification
- understands ethical and professional issues associated with extended scope of certification; and
- can apply all of the above effectively in undertaking their work as an RBI.

The assessment criteria are explained in more detail at ANNEX A.

Section 2 – Scope of Registration

All candidates must specify the type of building work they wish to be assessed against and certified as being competent to undertake. Please read the guidance (below the matrix) before completing this section of the application.

Class	Category	Floor height restrictions	Purpose Group	Plans Assessment (1)	Inspection (2)
CLASS 2	A	Floor height* less than 7.5m	Dwelling houses (single occupancy)	A1	A2
	B	Floor height* less than 11m	All Dwellings (including flats)	B1	B2
	C	Floor height* 11m or higher, but less than 18m		C1	C2
CLASS 2	D	Floor height* less than 7.5m	All building types other than dwellings	D1	D2
	E	Floor height* 7.5m or higher, but less than 11m		E1	E2
	F	Floor height* 11m or higher, but less than 18m		F1	F2
CLASS 3	G	Any height of building - no upper height limits	All Buildings other than HRB	G1	G2
	H	No upper height limits	HRB	H1	H2
CLASS 4 Technical Manager	By ticking the box to the right you are indicating that you are competent to act as a technical manager for the scope of work you have identified in Class 2 or 3 above.			TM	

*Floor heights as defined in Approved Document B.

Table 1: | Certification and Registration matrix establishing scope of work

Class and scope of registration matrix.

Notes on completing the Class and Scope Matrix

- Dwellings include houses and flats
- Dwelling houses are houses only and do not include flats etc
- 'Single occupancy' indicates a building that is not a House of Multiple Occupancy (HMO)
- Height refers to storey height as defined in Approved Document B (Fire Safety)

Purpose Group – this sets out broad descriptions of different types of building work, split between residential and non-residential at Class 2; and Higher-Risk Buildings (HRB) and all buildings other than HRB at Class 3 (including any non-standard building work of any height)

Height limits – indicates limitations or otherwise on height of building work in each purpose group.

Applicants for certification should complete the Scope matrix (please read the notes on completing the scope matrix in full before following these instructions):

For those selecting to extend their scope within Class 2, please indicate all purpose and height groups you wish to be certified against, and indicate whether each purpose group and height includes plan checking or inspection activities, or both types of activity:

- For Class 2 **D**, you must also meet the criteria for scope **A & B**
- For Class 2 **E**, you must also meet the criteria for scope **A & B**; and
- For Class 2 **F**, you must also meet the criteria for scope **A, B & C**.

For those selecting to extend their scope within Class 3, indicate whether this is for HRB or for all other building types at any height (including non-standard building work), and indicate whether each purpose group selected includes plan checking or inspection activities, or both types of activity.

Please note:

The application should provide a wide range of evidence to support the scope(s) of certification.

Once certified they will need to work under supervision for any scope of work not covered by their certification and may have to apply for reassessment against a wider scope of work at a later date which may include a further competence assessment process.

Section 3 – Assessment process



Assessment process overview

The assessment for scope extension will consist of a two-part process:

Stage 1 – documentary submission

Candidates will need to prepare and submit the following:

- confirmation of personal details
- confirm the extended scope being applied for
- personal development summary of how they have developed their competence to work over an extended scope of certification
- updated CV, training and CPD records explaining how their personal development plan has been executed; and
- a Project Report and Summary (or summaries) covering the proposed extension of scope.

This submission will be allocated to two trained CBICAS assessors who will undertake a desktop assessment of the information provided. This will be scored against the criteria as set out in Annex A. If your submission does not meet the minimum scoring criteria, you will be notified, with feedback, and asked to resubmit. You will not be invited to a review interview until you have successfully completed this stage.

Stage 2 – review interview

The candidate will be asked to attend a review interview conducted by two trained CBICAS assessors. The interview will last between 40 and 60 minutes and will validate or modify scoring against the criteria set out in section 3.

Once the interview is completed, the panel will make a recommendation to the Membership & Professional Standards Committee (MPSC) who will ratify the result, following which a new certificate will be issued (where appropriate).

Detailed submission requirements

Stage 1 - Documentary submission

Confirmation of personal details. Applicants should complete the scope extension application form which includes:

- updated personal and membership details
- CBICAS certification number
- supporters' signatures – one must be your current employer; and
- confirmation of extended scope being applied for.

Applicants should clearly set out the scope of their existing certification and indicate the additional scope to be covered by their assessment in the boxes provided.

This should be supported by a short personal statement setting out the type of work that the candidate wishes to undertake under the extended scope of certification.

Professional Development Statement



Applicants need to demonstrate that they have undertaken:

- an assessment to identify any knowledge and skills gaps required to meet the extended scope they are applying for; and
- the necessary development activity to develop additional skills, knowledge, experience and behaviours required to address those areas.

The development activity required will be relevant to the case workload of individual RBIs, but could include the following:

- self-assessment of prior qualifications, training and experience
- gap analysis identifying development needs; and
- programme of self-guided learning, CPD or training relevant to meet the results of the gap analysis.

This statement should include a programme of supervised and checked work to develop suitable experience or confirm competence to undertake restricted activities and functions covered by extended scope of certification.

This might include:

- oversight of plans assessment
- shadowing of inspection activities; and/or
- mentoring activities by a suitably experienced RBI.

Updated CV, training and CPD records

Candidates should provide an updated CV including details of current role and recent work undertaken (including work on projects under supervision). This should be accompanied by updated training and CPD records which covers relevant personal development activity, for example:

- self-guided learning (e.g. background reading and research)
- informal and formal CPD activities
- formal training
- any additional qualifications obtained
- work undertaken under supervision; and
- mentoring activities e.g. feedback discussion and critical appraisals.

Project Report and Summary



Candidates need to provide a project report and summary for each category of work in their scope extension application demonstrating that they have suitable experience of working on restricted activities and functions within the proposed extension of scope category.

Candidates need to submit a project report i.e. a site inspection report or technical summary, that they have produced at work to demonstrate their competence of working at the level of scope for which they are applying. Alongside this they must submit a project summary using the template provided (**Template for Scope Extension Summary**).

If you are applying for more than one area of scope you might find that one project demonstrates evidence of more than one category e.g. a Class 2C project would also demonstrate your ability to work at Class 2B. So if you wanted to apply for 2B and 2C you would submit a project report and summary for 2C – the higher category.

In some cases, a candidate might be able to use a multi-use project to demonstrate their experience of working on residential and commercial buildings.

The project summary should consist of:

- a statement summarising the nature of the project
- details of the candidate's involvement in the project; and
- a commentary on:
 - key aspects of compliance within the project; accompanied by relevant supporting information
 - plan assessment activities and reference to supporting information e.g. plan check notes
 - inspection activities and reference to supporting information e.g. site inspection notes; and
 - supporting administrative or procedural information e.g. enforcement correspondence.

Appendices (e.g. plan check notes, drawings, inspection records) should be restricted to a maximum of 20 pages per project report.

Notes:

1. Case study material should be relevant to both the type of building work/category of building as well as the activities being undertaken. If a candidate is applying only for plans assessment, they will not need to provide inspection evidence.
2. Supporting information should be kept concise but include sufficient detail of plans, records and correspondence to evidence the range of activities covered by the extended scope.
3. It is the responsibility of the candidate to anonymise or otherwise obtain permission to submit case study information.

Each Project Summary should be supplied as a PDF and include:

- the applicant's name,
- membership number,
- details of the scope covered; and
- the project name.

Any supporting documentation should be clearly indexed and referenced.

Stage 2 – Review Interview



Once the candidate's documentary submission has been allocated to and assessed as successful by two trained CBICAS assessors, the candidate will be invited to a review interview where the assessors will validate that the evidence is sufficient to recommend extended scope of certification.

Candidates should develop a maximum five-minute introductory presentation to each case study outlining their involvement, the nature of the project and key points of interest. A maximum of 15 minutes will be permitted for the introductory presentation (which may be delivered verbally or with supporting presentation material e.g. PowerPoint slides).

Following the opening presentation, the candidate will be asked a range of questions by the panel assessors covering any aspect of the case studies as submitted relevant to the assessment criteria set out in Annex A.

Overall, the interview will last 40-60 minutes. The interview will be closed by the assessors who will then develop a consensus score and feedback along with a recommendation as to whether or not to offer an extended scope of certification.

Outcomes

Once CABA receives confirmation of the assessment panel's recommendation, this will be issued to the MPSC ratification panel for confirmation, which can take up to eight weeks.

Once the result is ratified, the candidate will receive formal confirmation of their revised scope of certification, a new certificate reference number and a new certificate. We will also confirm this revised certification to the BSR in our weekly returns.

Appeals

Applicants have the right to appeal against an assessment outcome. Appeals must be submitted within 30 days of being notified of the formally ratified assessment outcome. The CBICAS appeals process can be obtained on request by contacting membership@cbuild.com.

Reasonable adjustments

CABA is committed to ensuring that everyone is treated fairly and provided with reasonable access to the activities and services provided by the Association. CABA operates in accordance with its **Reasonable Adjustments Policy** and has produced a Reasonable Adjustments Guidance document which can be found here: cbuild.com/reasonable_adjustments.

Section 4 – Fee structure



£235	Application administration and assessment	For review of your application form and supporting documentation, payable at the time of submission.
£120	Interview	Payable at the time of receiving notification of your allocated date for your interview.

Annex A – Assessment criteria for scope extension

The following guidance is provided on the criteria used by panel assessors to determine whether or not to issue expanded scope of certification.

Reference should be made to the **CABE Building Inspector Competence Framework (CABE BICoF)** found at cbuide.com/CBICAS to understand the scope and evidence relevant to each of the competencies referred to below.

Criteria used by assessors

The assessors will be looking to ensure that the candidate:

- can provide evidence of appropriate Professional Developments Plans, training, development and supervision
- can provide evidence of suitable experience of work on proposed extended scope
- demonstrates suitable experience of undertaking restricted activities or functions under supervision or prior to 6 April 2024 on buildings subject to the proposed extension of scope
- understands construction technologies and systems, and their practical application relevant to the extended scope of inspection activity: **Competencies A1a, A1b and A2**
- understands regulatory standards and requirements applicable to the extended scope of certification: **Competence B1a**
- understands any additional procedural and legal requirements relevant to the extended scope of certification: **Competencies B1b, B2, B3**
- understands ethical and professional issues associated with extended scope of certification: **Competence E5**; and
- can apply all of the above effectively in undertaking their work as an RBI.

Disclaimer



Whilst the information that is contained/accessible above is considered to be true and correct at the time of publishing on the basis of current information provided to us by the BSR, and we will endeavour to keep the same up to date, CABA does not warrant or represent that the information is free from errors or omission.

Changes in circumstances after the time of publication may impact on the accuracy of the information contained within. It is your responsibility to ensure that you are up to date with any relevant changes in legislation and/or changes made by the BSR to its guidance, registration criteria, scheme approval criteria and/or registration deadlines, which may have occurred since the date of publishing.

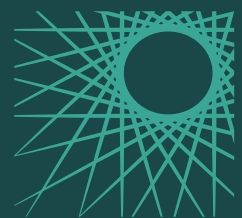
CABA accepts no liability for any way the information contained/accessible above is interpreted and/or used. CABA makes no representations or warranties that completion of the CBICAS will result in the BSR adding you to or maintaining you on its register, without the need for any additional requirements (e.g., training, assessment etc.) they may choose to ask of you directly, or indirectly through CABA. No responsibility is accepted by CABA for any loss or damage arising in any way from the interpretation of the information contained/accessible above or for any work you carry out before or after being registered with the BSR.

Applicants are reminded that it is your responsibility to ensure that you have the correct PI Insurance in place to cover the work that you carry out and to only undertake work within the scope of your competence. It is your responsibility to ensure that you are acting in accordance with all relevant legislation.

We're here to help

If you have any queries about the CBICAS Scope Extension, please contact us.

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