



CIOB



Sir Ian
Dixon
Scholarship

Awarded by the CIOB and the Worshipful
Company of Constructors



Sir Ian Dixon Scholarship



Sir Ian Leonard Dixon was born in 1938, in Hertfordshire. Like many of his generation, he discovered an interest in building during a technical secondary education. He left school to study part-time for an HNC and IOB membership. He won the London Master Builders' Association silver medal for estimating in 1958, and he was the National Federation of Building Trades Employers "trainee of the year" in 1960.

He went on to receive prestigious awards, but he remained fiercely proud of his achievements as a part-time student at the South West Essex Technical College. The passion for applied learning he discovered then remained a driving force throughout his life.

In 1978 Sir Ian completed the Harvard Advanced Management Programme and received an Honorary Doctorate from Anglia Polytechnic University.

Sir Ian's management career began with CS Foster and Sons, then John Corby and Sons, where at 27, he became managing director. He joined John Willmott Holdings as a general manager in 1967. In 1987, the company became Willmott Dixon, with Ian as its joint chairman and chief executive, and he remained chairman until his retirement in 1998. Willmott Dixon was by then one of the largest private companies in construction, with a turnover of £250m.

The CIOB was at the centre of Ian's professional life. His presidency will be remembered for the "Building Matters" campaign: Sir Ian on a double-decker bus, preaching the importance of construction to politicians and journalists, and conveying his enthusiasm to groups of schoolchildren. To the countless members he met during that year, Ian was an

inspiring, grass-roots president. He went on to become Chairman of the Construction Industry Council and of the Construction Industry Board, and he was awarded honorary membership of the RICS and the IStructE.

Outside the construction world he was a County Councillor in Bedfordshire and Chairman of Bedfordshire Training and Enterprise Council, and of North Herts and Riverside Health Authorities. His passion for education led him to membership of the Council of University College London and to Chairmanship of the Court of Governors of the University of Luton.

He was awarded the CBE for political services in 1991, and was knighted in 1996 for services to construction.

Some months before Ian's death, the CIOB agreed, with the Worshipful Company of Constructors, that the scholarship awarded by the two organisations should be known as the Sir Ian Dixon Scholarship. Ian was thrilled by that decision and took personal charge of the design of the trophy.

Lady Dixon has continued to sponsor the bursaries paid to the scholars by both The Worshipful Company of Constructors and Chartered Institute of Building.



The CIOB is the leading institute for professionals from all areas of the construction industry. With a long and prestigious history, the Institute has evolved and adapted to an increasingly dynamic and challenging environment. The international recognition of the MCIOB and FCIOB designations as the marks of true professionals in construction is a testament to the success of the CIOB throughout the ages.

The Institute has been working to promote standards of excellence from the very beginning. Its origins lie in an organisation called The Builders' Society, which was founded in London in 1834. Momentous changes were underway then too. The Industrial Revolution was causing social upheaval. The boundaries of science and technology were being pushed back. The Society's members were a group of leading London builders who were partly concerned about new legislation and partly concerned as employers about the volatile industrial relations of the time. The Society also later adopted a charitable role.

Through various stages of metamorphosis membership has, over the years, widened to all those concerned with the building and construction process. The name may have changed, but the emphasis on excellence has not. Two prominent events stand as testament to the endeavours and ambitions of members: the move of the Institute's headquarters to its own premises at Englemere, Ascot in 1972, and the granting of Royal Charter in September 1980. The charter - a "collective knighthood" - charges

the Institute with the specific responsibility to uphold standards of excellence in construction "for the public benefit". The Institute is therefore no longer formed solely for the benefit of members but has a wider duty to society; an important and treasured duty which is taken very seriously.

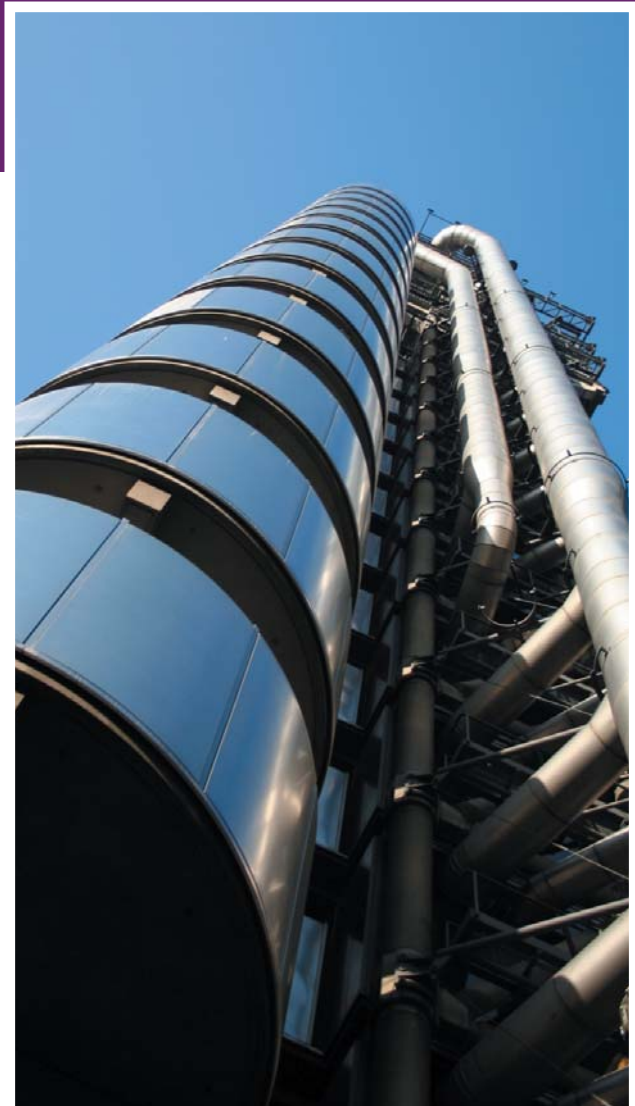
The Institute has many roles: campaigner, watchdog, educator, learned society and professional body. It sets the standards by which professionals are examined and establishes codes of practice, as well as representing members' interests by advising on legislation and developments that are shaping the future of the industry. It is now able to win the ear of governments and has the respect of the whole industry. It is the only chartered professional body to focus on the management of construction. Today the Institute is a global organisation, with its members working in more than 90 countries. It has come a long way since the days of The Builders' Society.

The Worshipful Company of Constructors (WCoC) was founded as the Company of Builders in 1976, became a City of London Company without Livery in 1985, and finally received the Grant of Livery and its current title in 1990.

The WCoC is a modern company, one of 30 formed since 1948. The origins of many City Livery Companies are tied to the building crafts, such as carpenters, masons, plasterers and so on. Other, more recent companies are formed from the construction professions (like surveyors, engineers and architects) and are restricted to an individual profession.

The Constructors' Company embraces professionals from all parts of construction, as well as those, like lawyers and accountants, who work with the industry. It is this rich diversity that brings considerable benefit, both social and professional, to members.

The Company supports fellowship, education and training, and charitable giving. In this it follows the ancient traditions of City of London Livery Companies.



Members of the Court personally assist scholars and representatives of scholars' employers right through the scholarship process. They also work with scholars' employers in the organisation and delivery of the public presentation finale to the scholarship.

GENERAL DETAILS



An agreement is first reached with a company to act as host for the scholarship. The company then selects a suitable candidate for the award and puts their details forward to the CIOB and the Worshipful Company. During the period of the scholarship the scholar remains in full employment and is paid their normal salary by the company.

At the beginning of the scholarship, the scholar gives a presentation on the proposed topic to an invited audience of CIOB and Worshipful Company representatives. This provides an opportunity for discussion and comment. Review meetings with an individual representative from each organisation, for which the scholar produces a short progress report, are then held in not less than three-monthly intervals. These meetings ensure that the work is on schedule and the scholar receives any necessary support.

At the end of the 12-month scholarship period the scholar must produce a written report of 8,000-10,000 words. A rehearsal presentation is then given to a small CIOB/Worshipful Company audience and this is followed by a public presentation at a venue and event chosen by the host company.

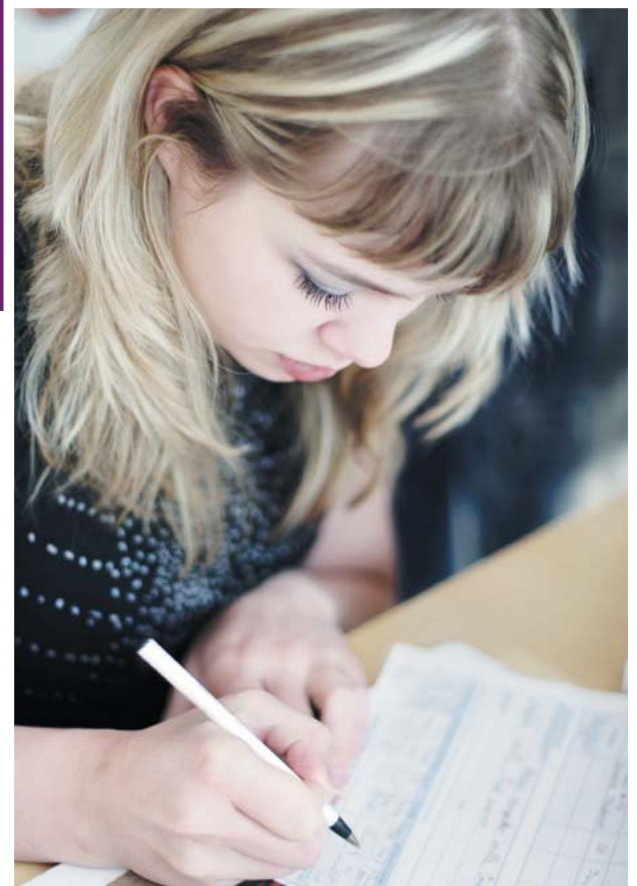
The first scholarship was awarded in September 1998 to Rosemary Buchholz, a Design and Build trainee with Willmott Dixon Housing Ltd. Rosemary investigated how IT systems are used by Willmott Dixon in the implementation of their Innovation Strategy. The public presentation of Rosemary's work took place in January 2000, at ICE, to an invited audience of guests of Willmott Dixon, the CIOB and the Worshipful Company.



1. The Worshipful Company of Constructors and the CIOB are looking for worthy candidates to receive a Building Management Scholarship. The successful candidate will be required to carry out a study into an aspect of construction management or technology agreed by the employing organisation, the Worshipful Company and the CIOB.
2. The Award is open to anyone based in the UK who is:
 - i) under 26 years of age on 1 September in the year of the scholarship
 - ii) in membership of the CIOB (ICIOB or higher).

It is expected that the candidate would normally be a graduate of a CIOB-accredited degree course.

3. The scholarship runs from 1 September to 30 August.
4. The closing date for applications is 30 April prior to the start of the scholarship.
5. Candidates must complete in a bound format the application form and submit an 800-1000 word outline of their proposed topic, which must reach the Institute no later than 30 April. Candidates should be aware that the contracting organisation may require the successful candidate to undertake a specific investigation.
6. The successful candidate must prepare and submit a report on the study of between 8,000 and 10,000 words no later than three months after completing the Scholarship year. This report is to be presented to the Worshipful Company and the CIOB. At a later date, usually within six months of completing the year's study, the sponsors and employing organisation will arrange for the candidate to present the report to a wider audience.



7. The Award will take the form of a £2000 payment to the candidate to cover the costs associated with the study. The candidate will continue to be employed by, and receive their usual salary from, the host organisation.
8. All correspondence should be addressed to:

The Chartered Institute of Building
Innovation & Research
Englemere
Kings Ride
Ascot
Berkshire
SL5 7TB

Telephone: 01344-630700
Fax: 01344-630713
Email: research@ciob.org.uk

WHAT IS EXPECTED



1. The award will be of benefit to:
 - i) the scholar;
 - ii) the employer;
 - iii) the CIOB/Worshipful Company of Constructors;
 - iv) UK construction.
2. The initial presentation at Englemere:
 - i) what, why, how, time-table, aims and objectives, outputs;
 - ii) small invited audience;
 - iii) opportunity for discussion of topic, suggestions, contacts.
3. The scholar will have 12 months to undertake the research and three months to produce the final report.
4. Review meetings will be held every three months:
 - i) the scholar is to provide a short progress report in writing by one week before the meeting;
 - ii) items for discussion include: report work done, any problems, time-table review, plan ahead;
 - iii) there will be the opportunity for discussion and help.
5. Rehearsal presentation to the CIOB/Worshipful Company of Constructors audience:
 - i) this will be a similar audience to the initial presentation.
6. The public presentation:
 - i) is organised and financed by host organisation;
 - ii) takes place at a venue of their choice;
 - iii) includes mainly company guests plus some guests of the CIOB and the Worshipful Company of Constructors.
7. Copies of the final report:
 - i) a small number of hard copies will be produced;
 - ii) an electronic version is required for the CIOB website.
8. £2000 will be paid to the selected scholar. This payment will be made in two instalments:
 - i) £1000 at the commencement of the scholarship; and
 - ii) £1000 after six months - dependent on satisfactory progress.

Satisfactory progress will be determined by the CIOB and Worshipful Company of Constructors.

Costs do not have to be accounted for. In the unlikely event of the scholarship not being completed, the CIOB and Worshipful Company of Constructors may consider possible re-payment of some or all of the scholarship.
9. The host company will:
 - i) continue to pay normal salary;
 - ii) offer support and resources;
 - iii) provide a mentor throughout the scholarship period;
 - iv) allow time for meetings;
 - v) provide any necessary training e.g. presentations and report writing;
 - vi) fund and organise the public presentation.

Cost of Construction

Investigate those areas on a building project where there is potential to reduce avoidable costs e.g. materials wastage, defects and attention to defects.

The Management of Change

Many industry sectors have undergone significant change in order to survive in their market place. What lessons can the building industry learn?

Human Resources

The demands on a building manager are growing; what skills will the building manager of the future require and what type of training programmes will effectively impart such skills?

Information Systems

Investigate the areas within a building contractor's organisation where information technology will have the greatest impact.



Procurement

The design and build form of contract is becoming more widely used in the UK; investigate the changes which are most likely to occur in the form of procurement used by clients and their professional advisers.

Subcontracting

Many industries are reducing their sub-contractor/supplier base and entering into partnership arrangements; what can the building industry learn from this?



1998 **Rosemary Buchholz**
Willmott Dixon Housing Ltd

'How Information Systems Can Assist in the Management of an Innovation Strategy and Implementation Plan'

1999 **Simon Trevor**
Sir Robert McAlpine Ltd

'The Underpinning Knowledge Required by Managers in Today's Construction Industry'

2000 **Ben Tanner**
Ballast Plc

'Best Value'

2001 **Duncan Goodall**
HBG Construction

'Action Not Words:

Taking Real Responsibility for the Environment'

2002 **Guy Cotton**
Galliford Try

'Shaping and Building our Future Construction Managers'

2003 **Daniel Hardwick**
Mace Ltd

'The Role of the Modern Construction Manager'

Andrew Jones
Mace Ltd

'Management of Strategic Change in the Construction Industry'

2004 **Pippa Trout**
Rokbuild Ltd

'Rok and Roll: Challenging the Mind-Set of our Industry'

Tim Smith
Kier Group (Western)

'Investigating the Merits of Part Time/ Day Release Study Compared to Full-Time Education'

2005 **Andrew Anderson**
Kilby & Gayford

'Achieving Customer Satisfaction'

Tom Merry
Taylor Woodrow

'How effective is the DQI for Schools at achieving customer satisfaction and does it adequately address sustainability?'

A one-off scholarship - 'The building Management Scholarship' - was awarded in 2000 to Mark Tozer of Shepherd Construction. His research topic was on 'e-Procurement'.



Objectives and the means that will be used to achieve them should be clearly stated at the outset. These should be systematically revised/refined and restated as the project progresses. This, which is effectively a diary of your progress, can be used as the basis of a chapter in the final report, perhaps the Introduction or Methodology chapter.

The Report

Synopsis

A one page statement, to be included after the title page, stating what the research is about, its aims and scope, and principal findings.

Contents

A table of contents listing chapters, main subdivisions, figures, appendices, etc.

Introduction

A fuller version of the synopsis; what you set out to do, its relevance to some wider set of concerns (e.g. improving industry efficiency, clarification of some conceptual problem) how you did it, and what you found out. The notion of an Executive Summary is a good one to bear in mind.

Literature Review

You must be able to explain:

- 1 **How you did your research** - does it conform to the expectations in the research community of what constitutes bona fide research? Note that within the research community there are differences in views of these matters. Explain your methods and why you chose them with reference to other researchers' work.

- 2 **What other people have written about the topic** - you must be able to demonstrate that you understand the significance of others' work as it relates to your topic. If you conclude from your research that nothing of relevance has been written, you must be able to justify the claim - that you consulted specific sources and that while they had something to say, they were not relevant to your purposes.

Methodology

You are advised to devote a separate chapter to how you carried out the research, explaining exactly what you did and why you did it that way, why the intended scope was reduced, and why you considered but rejected the use of a survey questionnaire, for example.

Substantive chapters

In these you report what you have found out. Avoid long lists of headings.

Discussion and interpretation of findings

The main point is to be able to relate what you have found out in your research to the body of writing that relates to your topic. In what ways does it add to it, challenge it, and lead us to revise our thinking on it? It is important to state what inferences you think can and cannot be drawn from your research. Do not make claims unsupported by data or facts.

Summary, conclusions and recommendations

To some extent this is a restatement of the introductory chapter. It is advisable to state what you see as the practical implications of your work. Do you have anything to say to practitioners in the industry? Do you have anything to say to other researchers about how your work may be taken forward, issues to be clarified and how that might be done?

References

The Harvard system or Name/Date system should be used.

References in the text should be quoted in the following manner:

Smith (1975) or (Brown and Green, 1976) or if there are more than two authors, Jones et al (1980).

Examples:

Lichfield, N. (1966) Cost-benefit analysis in town planning, *Urban Studies*, 33, 4-27.

Stone, P.A. (1980) *Building Design Evaluation: Costs-in-use*. E.& F.N. Spon, London.

Barrett, S. (1981) Implementation of Public Policy. In *Policy and Action* (edited by S. Barrett and C. Fudge) Chapman & Hall, London, pp.1-33.

If no person is named as the author, the body should be used, e.g.

Chartered Institute of Building (1996), *Code of Practice for Project Management for Construction and Development*. CIOB, Ascot.

References should be collected at the end of the report in alphabetical order by the first author's surname. If there are several works by the same author from the same year, list them alphabetically by title and number, e.g. (1979a), (1979b), and so on.

Items in a bibliography of printed sources should all include:

- name(s) of author(s), in alphabetical order of last name
- title (of the work or of the article)
- edition number (if appropriate)
- date of publication
- volume number and name (of journal or other periodical)
- starting page number (for periodical article) or chapter number (for work in a book with several contributors).

Format

Your report should be between 8,000 and 10,000 words with 1.5 line spacing, and on A4 paper with 3cm margins on the top and sides and a 4cm bottom margin. This includes all figures, tables, graphs, and bibliography.

Title Page

The title of the report is centered 5cm below the top of the page in 16 point or more, bold font. Right below the title is the name of the researcher with their address. The font size for the author is 12 point or more. The author font is bold but the affiliation is not.

Body Paragraphs

The main text for your paragraphs should be 12 point font. Use a more readable and clear font like Times New Roman or Arial for your paper. All body paragraphs should have one-line gaps between them.

Section Headings

All section headings should be numbered sequentially. First level section headings are 14 point bold. For sub-headings higher than first-level, use 12 point bold font. The section headings for the Acknowledgements and Bibliography sections are both unnumbered headings. These headings are identical to first-level headings except they do not have numbers.

Illustrations

Place illustrations (figures, tables, drawings, and photographs) throughout the report at the places where they are first discussed in the text, rather than at the end of the report. Number illustrations sequentially (but number tables separately). Place the illustration numbers and caption under the illustration in 12 point font.

Plagiarism

Plagiarism is literary theft and is a serious form of cheating. It is the act of deliberately presenting as one's own the ideas, discoveries or judgements of another person. To copy sentences, or even phrases, without full acknowledgement from someone else's work and to thereby convey the impression that they are one's own is plagiarism. The paraphrasing - restating in one's own words - of someone else's ideas without full acknowledgement is also plagiarism. Everyone in the scholarship leans heavily on the ideas of others; all have a most serious obligation to acknowledge them meticulously.

Verbatim borrowings should always be put into inverted commas (or indented type) and a full and precise reference to the work from which they were taken should be provided. It is not enough, and cannot be accepted as an excuse, that the source has been listed in a general bibliography. A full reference must be provided at the point at which the borrowing occurs - whether direct quotation or paraphrase. No person can complete a scholarship without considerable experience of accurate reference structures in scholarly books and articles but if you are in any doubt about the proper forms of acknowledgement in presenting your dissertation, your CIOB contact will gladly advise you.

CONTACTS

Scholarship Administrator

Tel: 01344 630700

Fax: 01344 630713

Email: research@ciob.org.uk

CIOB Customer Service/Membership

Tel: 01344 630706

CIOB Library and Information Service

Tel: 01344 630737

Fax: 01344 630764

Email: lis@ciob.org.uk

Web Sites:

www.ciob.org.uk

www.cbcscheme.org.uk

www.constructionbooksdirect.com

www.englemere.co.uk

www.constructorscompany.co.uk



The Chartered Institute of Building
Englemere
Kings Ride
Ascot
Berkshire
SL5 7TB

Tel: 01344 630700

Fax: 01344 630713