



## **Level 3 NVQ Diploma in Construction Contracting Operations**

### **Qualification Specification**

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## Introduction

The ProQual Level 3 NVQ Diploma in Construction Contracting Operations qualification provides a nationally recognised qualification for those working in the construction and the built environment sector. Candidates will develop knowledge and skills in areas such as developing and maintaining working relationships; preparing and processing invitations to tender; preparing programmes and schedules of work; operating project information systems; and operating health, safety and welfare systems in construction.

Candidates follow one of 7 Pathways: Buying, Design co-ordinating, Estimating, General, Planning, Site technical support, Surveying

The awarding body for this qualification is ProQual Awarding Body ([www.proqualab.com](http://www.proqualab.com)) and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual).

The qualification has been accredited onto the Regulated Qualifications Framework (RQF) and is published on Ofqual's Register of Qualifications.

## Qualification Profile Level 3 NVQ Diploma in Construction Contracting Operations

Qualification title	<b>ProQual Level 3 NVQ Diploma in Construction Contracting Operations</b>
Ofqual qualification number	603/0357/8
Level	3
Total Qualification Time	600-690 hours (300-340 GLH)
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	29/08/16
Qualification end date	

## Entry Requirements

There are no formal entry requirements for this qualification.

Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

## Qualification Structure

To achieve the qualification candidates must complete the four Mandatory units, plus the Mandatory/Optional Units from one of the pathways.

- Pathway 1: Estimating
- Pathway 2: Buying
- Pathway 3: Planning
- Pathway 4: Surveying
- Pathway 5: Site Technical Support
- Pathway 6: Design Co-ordinator
- Pathway 7: General

Mandatory units for all Pathways (this information is also included in the Pathway details from page 5).

Mandatory Units		
Unit Ref.	Title	Level
H/504/7279	Operate health, safety and welfare systems in construction	3
H/504/7282	Prepare programmes and schedules of work in construction	3
K/504/7364	Operate project information systems in construction	3
R/504/7343	Develop and maintain working relationships and personal development in construction	3

## Pathway 1: Estimating

<b>Mandatory Units</b>		
<b>Unit Ref.</b>	<b>Title</b>	<b>Level</b>
<b>H/504/7279</b>	Operate health, safety and welfare systems in construction	3
<b>H/504/7282</b>	Prepare programmes and schedules of work in construction	3
<b>K/504/7364</b>	Operate project information systems in construction	3
<b>R/504/7343</b>	Develop and maintain working relationships and personal development in construction	3
<b>K/504/7347</b>	Prepare and process invitations to tender in construction	3
<b>M/504/7348</b>	Prepare estimates, bids and tenders in construction	3
<b>Optional Units – ONE unit</b>		
<b>Unit Ref.</b>	<b>Title</b>	<b>Level</b>
<b>Y/504/7344</b>	Prepare for, collect, analyse and present survey data in construction	3
<b>D/504/7345</b>	Record the condition of property in construction	3
<b>T/504/7366</b>	Integrate and control project design information in construction	4
<b>H/504/7346</b>	Prepare drawings and schedules in construction	3
<b>T/505/9999</b>	Prepare for work operations in construction	4
<b>L/505/9992</b>	Implement contract work in construction	4
<b>M/504/7351</b>	Establish and maintain the dimensional control of construction works	3
<b>T/504/7352</b>	Prepare for and carry out physical testing in construction	3
<b>R/504/7424</b>	Assess, plan and monitor project methods and progress in construction	4
<b>D/505/9995</b>	Monitor, maintain and improve supplies of materials in construction	3
<b>J/505/9991</b>	Recommend and monitor supplies of plant and equipment in construction	3
<b>H/505/9996</b>	Prepare and monitor costs and accounts in construction	4
<b>H/504/7427</b>	Prepare proposals and obtain feedback for the provision of products and services in construction	4

## Pathway 2: Buying

<b>Mandatory Units</b>		
<b>Unit Ref.</b>	<b>Title</b>	<b>Level</b>
<b>H/504/7279</b>	Operate health, safety and welfare systems in construction	3
<b>H/504/7282</b>	Prepare programmes and schedules of work in construction	3
<b>K/504/7364</b>	Operate project information systems in construction	3
<b>R/504/7343</b>	Develop and maintain working relationships and personal development in construction	3
<b>D/505/9995</b>	Monitor, maintain and improve supplies of materials in construction	3
<b>J/505/9991</b>	Recommend and monitor supplies of plant and equipment in construction	3
<b>Optional Units – ONE unit</b>		
<b>Unit Ref.</b>	<b>Title</b>	<b>Level</b>
<b>Y/504/7344</b>	Prepare for, collect, analyse and present survey data in construction	3
<b>D/504/7345</b>	Record the condition of property in construction	3
<b>T/504/7366</b>	Integrate and control project design information in construction	4
<b>H/504/7346</b>	Prepare drawings and schedules in construction	3
<b>T/505/9999</b>	Prepare for work operations in construction	4
<b>L/505/9992</b>	Implement contract work in construction	4
<b>M/504/7351</b>	Establish and maintain the dimensional control of construction works	3
<b>T/504/7352</b>	Prepare for and carry out physical testing in construction	3
<b>R/504/7424</b>	Assess, plan and monitor project methods and progress in construction	4
<b>H/505/9996</b>	Prepare and monitor costs and accounts in construction	4
<b>H/504/7427</b>	Prepare proposals and obtain feedback for the provision of products and services in construction	4
<b>K/504/7347</b>	Prepare and process invitations to tender in construction	3
<b>M/504/7348</b>	Prepare estimates, bids and tenders in construction	3

### Pathway 3: Planning

<b>Mandatory Units</b>		
<b>Unit Ref.</b>	<b>Title</b>	<b>Level</b>
<i>H/504/7279</i>	Operate health, safety and welfare systems in construction	3
<i>H/504/7282</i>	Prepare programmes and schedules of work in construction	3
<i>K/504/7364</i>	Operate project information systems in construction	3
<i>R/504/7343</i>	Develop and maintain working relationships and personal development in construction	3
<i>H/504/7346</i>	Prepare drawings and schedules in construction	3
<i>R/504/7424</i>	Assess, plan and monitor project methods and progress in construction	4
<b>Optional Units – ONE unit</b>		
<b>Unit Ref.</b>	<b>Title</b>	<b>Level</b>
<i>Y/504/7344</i>	Prepare for, collect, analyse and present survey data in construction	3
<i>D/504/7345</i>	Record the condition of property in construction	3
<i>T/504/7366</i>	Integrate and control project design information in construction	4
<i>T/505/9999</i>	Prepare for work operations in construction	4
<i>L/505/9992</i>	Implement contract work in construction	4
<i>M/504/7351</i>	Establish and maintain the dimensional control of construction works	3
<i>T/504/7352</i>	Prepare for and carry out physical testing in construction	3
<i>H/505/9996</i>	Prepare and monitor costs and accounts in construction	4
<i>H/504/7427</i>	Prepare proposals and obtain feedback for the provision of products and services in construction	4
<i>K/504/7347</i>	Prepare and process invitations to tender in construction	3
<i>M/504/7348</i>	Prepare estimates, bids and tenders in construction	3
<i>D/505/9995</i>	Monitor, maintain and improve supplies of materials in construction	3
<i>J/505/9991</i>	Recommend and monitor supplies of plant and equipment in construction	3

## Pathway 4: Surveying

<b>Mandatory Units</b>		
<b>Unit Ref.</b>	<b>Title</b>	<b>Level</b>
<i>H/504/7279</i>	Operate health, safety and welfare systems in construction	3
<i>H/504/7282</i>	Prepare programmes and schedules of work in construction	3
<i>K/504/7364</i>	Operate project information systems in construction	3
<i>R/504/7343</i>	Develop and maintain working relationships and personal development in construction	3
<i>H/505/9996</i>	Prepare and monitor costs and accounts in construction	4
<b>Optional Units – ONE unit</b>		
<b>Unit Ref.</b>	<b>Title</b>	<b>Level</b>
<i>Y/504/7344</i>	Prepare for, collect, analyse and present survey data in construction	3
<i>D/504/7345</i>	Record the condition of property in construction	3
<i>T/504/7366</i>	Integrate and control project design information in construction	4
<i>T/505/9999</i>	Prepare for work operations in construction	4
<i>L/505/9992</i>	Implement contract work in construction	4
<i>M/504/7351</i>	Establish and maintain the dimensional control of construction works	3
<i>T/504/7352</i>	Prepare for and carry out physical testing in construction	3
<i>H/504/7427</i>	Prepare proposals and obtain feedback for the provision of products and services in construction	4
<i>K/504/7347</i>	Prepare and process invitations to tender in construction	3
<i>M/504/7348</i>	Prepare estimates, bids and tenders in construction	3
<i>D/505/9995</i>	Monitor, maintain and improve supplies of materials in construction	3
<i>J/505/9991</i>	Recommend and monitor supplies of plant and equipment in construction	3
<i>H/504/7346</i>	Prepare drawings and schedules in construction	3
<i>R/504/7424</i>	Assess, plan and monitor project methods and progress in construction	4

## Pathway 5: Site Technical Support

<b>Mandatory Units</b>		
<b>Unit Ref.</b>	<b>Title</b>	<b>Level</b>
<i>H/504/7279</i>	Operate health, safety and welfare systems in construction	3
<i>H/504/7282</i>	Prepare programmes and schedules of work in construction	3
<i>K/504/7364</i>	Operate project information systems in construction	3
<i>R/504/7343</i>	Develop and maintain working relationships and personal development in construction	3
<i>L/505/9992</i>	Implement contract work in construction	4
<i>M/504/7351</i>	Establish and maintain the dimensional control of construction works	3
<b>Optional Units – ONE unit</b>		
<b>Unit Ref.</b>	<b>Title</b>	<b>Level</b>
<i>Y/504/7344</i>	Prepare for, collect, analyse and present survey data in construction	3
<i>D/504/7345</i>	Record the condition of property in construction	3
<i>T/504/7366</i>	Integrate and control project design information in construction	4
<i>T/505/9999</i>	Prepare for work operations in construction	4
<i>T/504/7352</i>	Prepare for and carry out physical testing in construction	3
<i>H/504/7427</i>	Prepare proposals and obtain feedback for the provision of products and services in construction	4
<i>K/504/7347</i>	Prepare and process invitations to tender in construction	3
<i>M/504/7348</i>	Prepare estimates, bids and tenders in construction	3
<i>D/505/9995</i>	Monitor, maintain and improve supplies of materials in construction	3
<i>J/505/9991</i>	Recommend and monitor supplies of plant and equipment in construction	3
<i>H/504/7346</i>	Prepare drawings and schedules in construction	3
<i>R/504/7424</i>	Assess, plan and monitor project methods and progress in construction	4
<i>H/505/9996</i>	Prepare and monitor costs and accounts in construction	4

## Pathway 6: Design Co-ordinator

<b>Mandatory Units</b>		
<b>Unit Ref.</b>	<b>Title</b>	<b>Level</b>
<i>H/504/7279</i>	Operate health, safety and welfare systems in construction	3
<i>H/504/7282</i>	Prepare programmes and schedules of work in construction	3
<i>K/504/7364</i>	Operate project information systems in construction	3
<i>R/504/7343</i>	Develop and maintain working relationships and personal development in construction	3
<i>T/504/7366</i>	Integrate and control project design information in construction	4
<b>Optional Units – ONE unit</b>		
<b>Unit Ref.</b>	<b>Title</b>	<b>Level</b>
<i>Y/504/7344</i>	Prepare for, collect, analyse and present survey data in construction	3
<i>D/504/7345</i>	Record the condition of property in construction	3
<i>T/505/9999</i>	Prepare for work operations in construction	4
<i>T/504/7352</i>	Prepare for and carry out physical testing in construction	3
<i>H/504/7427</i>	Prepare proposals and obtain feedback for the provision of products and services in construction	4
<i>K/504/7347</i>	Prepare and process invitations to tender in construction	3
<i>M/504/7348</i>	Prepare estimates, bids and tenders in construction	3
<i>D/505/9995</i>	Monitor, maintain and improve supplies of materials in construction	3
<i>J/505/9991</i>	Recommend and monitor supplies of plant and equipment in construction	3
<i>H/504/7346</i>	Prepare drawings and schedules in construction	3
<i>R/504/7424</i>	Assess, plan and monitor project methods and progress in construction	4
<i>H/505/9996</i>	Prepare and monitor costs and accounts in construction	4
<i>L/505/9992</i>	Implement contract work in construction	4
<i>M/504/7351</i>	Establish and maintain the dimensional control of construction works	3

## Pathway 7: General

<b>Mandatory Units</b>		
<b>Unit Ref.</b>	<b>Title</b>	<b>Level</b>
<i>H/504/7279</i>	Operate health, safety and welfare systems in construction	3
<i>H/504/7282</i>	Prepare programmes and schedules of work in construction	3
<i>K/504/7364</i>	Operate project information systems in construction	3
<i>R/504/7343</i>	Develop and maintain working relationships and personal development in construction	3
<b>Optional Units – THREE units</b>		
<b>Unit Ref.</b>	<b>Title</b>	<b>Level</b>
<i>Y/504/7344</i>	Prepare for, collect, analyse and present survey data in construction	3
<i>D/504/7345</i>	Record the condition of property in construction	3
<i>T/505/9999</i>	Prepare for work operations in construction	4
<i>T/504/7352</i>	Prepare for and carry out physical testing in construction	3
<i>H/504/7427</i>	Prepare proposals and obtain feedback for the provision of products and services in construction	4
<i>K/504/7347</i>	Prepare and process invitations to tender in construction	3
<i>M/504/7348</i>	Prepare estimates, bids and tenders in construction	3
<i>D/505/9995</i>	Monitor, maintain and improve supplies of materials in construction	3
<i>J/505/9991</i>	Recommend and monitor supplies of plant and equipment in construction	3
<i>H/504/7346</i>	Prepare drawings and schedules in construction	3
<i>R/504/7424</i>	Assess, plan and monitor project methods and progress in construction	4
<i>H/505/9996</i>	Prepare and monitor costs and accounts in construction	4
<i>L/505/9992</i>	Implement contract work in construction	4
<i>M/504/7351</i>	Establish and maintain the dimensional control of construction works	3
<i>T/504/7366</i>	Integrate and control project design information in construction	4

## Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

### Staff

Staff delivering this qualification must be appropriately qualified and/or occupationally competent.

### Assessors/Internal Quality Assurance

Assessors for each unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or internal quality assurance qualifications.

## Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

## Links to National Standards / NOS mapping

National Occupational Standards (NOS) are owned by a Sector Skills Council or Standard Setting Body and they describe the skills, knowledge and understanding needed to undertake a particular task or job at different levels of competence.

The structure and units of this qualification are based on NOS for the construction sector developed by CITB.

## Assessment

This qualification is competence-based, candidates must demonstrate the level of competence described in the units. Assessment is the process of measuring a candidate's skill, knowledge and understanding against the standards set in the qualification.

The qualifications must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment, and it must be internally assessed by an appropriately experienced and qualified assessor.

Each candidate is required to produce a portfolio of evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

- Evidence can include:
- observation report by assessor
  - assignments/projects/reports
  - professional discussion
  - witness testimony
  - candidate product
  - worksheets
  - record of oral and written questioning
  - Recognition of Prior Learning

**Learning outcomes** set out what a candidate is expected to know, understand or be able to do.

**Assessment criteria** specify the standard a candidate must meet to show the learning outcome has been achieved.

Learning outcomes and assessment criteria can be found from page 15.

## Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

## Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

## Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

## Certification

Candidates who achieve the requirements for this qualification will be awarded:

- A certificate listing all units achieved, and
- A certificate giving the full qualification title -

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### Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the qualification. All certificates will be issued to the centre for successful candidates.

### Unit certificates

If a candidate does not achieve all of the units required for a qualification, the centre may claim a unit certificate for the candidate which will list all of the units achieved.

### Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

# Learning Outcomes and Assessment Criteria

## Unit H/504/7279

### Operate health, safety and welfare systems in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<p>1 Be able to operate health, safety and welfare systems in the workplace</p>	<p>1.1 Take responsibility for personal health and safety in the workplace.</p>
	<p>1.2 Encourage a culture of health, safety and welfare whilst in the workplace and identify and recommend opportunities for improving the health and safety of the work environment</p>
	<p>1.3 Induct people and check that they have appropriate competence certification and are monitored whilst in the workplace</p>
	<p>1.4 Ensure that health, safety and welfare equipment and resources are maintained to meet statutory requirements</p>
	<p>1.5 Comply with systems which meet statutory requirements for identifying and reducing hazards and reporting accidents and emergencies and prevent recurrences</p>
	<p>1.6 Check and ensure compliance with health, safety and welfare systems regularly, in accordance with statutory and project requirements</p>
	<p>1.7 Make recommendations for improving the work environment clearly and promptly to stakeholders and report workplace conditions and situations which do not comply with statutory and project regulations</p>
<p>2 Understand how to operate health, safety and welfare systems in the workplace</p>	<p>2.1 Evaluate how to take responsibility for personal health and safety in the workplace</p>
	<p>2.2 Explain how to encourage a culture of health, safety and welfare whilst in the workplace</p>

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |   |  |
|---|---|--|
|   | 2.3   | Explain how to induct people and check that people are certified and monitored whilst in the workplace   |
|   | 2.4   | Explain how to ensure that health, safety and welfare equipment and resources are maintained to meet statutory requirements  |
|   | 2.5   | Explain how to comply with systems which meet statutory requirements for identifying and reducing hazards and reporting accidents and emergencies and preventing recurrences |
|   | 2.6   | Explain how to check and ensure compliance with health, safety and welfare systems regularly, in accordance with statutory and project requirements                          |
|   | 2.7   | Describe what to identify as special workplace conditions which do not comply with regulations   |
|   | 2.8   | Propose how to make recommendations for improving the work environment clearly and promptly to stakeholders  |
|   | 2.9   | Propose how to recommend opportunities for improving the health and safety of the workplace environment  |
|   | 2.10  | Explain how to report workplace conditions and situations which do not comply with statutory and project regulations   |
| 3 | Be able to identify hazards and assess risks in the workplace |  |
|   | 3.1   | Identify the hazards in the workplace arising from work products, processes and equipment  |
|   | 3.2   | Obtain and receive accurate information on any factors relating to the hazards   |
|   | 3.3   | Assess the significance of the hazards   |
|   | 3.4   | Apply the principles of prevention and protection  |
|   | 3.5   | Identify the residual risks  |

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

	3.6	Check that resulting information on significant residual risks is provided to the appropriate people
4	4.1	Describe what to identify as the hazards in the workplace arising from work products, processes and equipment
	4.2	Explain how to obtain accurate information on any factors relating to the hazards
	4.3	Examine how to assess the significance of the hazards
	4.4	Explain how to apply the principles of prevention and protection
	4.5	Describe how to identify the residual risks
	4.6	Explain how to check that information on significant residual risks is provided to the appropriate people

## Unit H/504/7282

### Prepare programmes and schedules of work in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to obtain the information needed to take critical decisions	<ul style="list-style-type: none"><li>1.1 Identify the types of information you need to make the required decisions</li><li>1.2 Ensure that your sources of information are reliable and sufficiently wide-ranging to meet your information needs</li><li>1.3 Ensure that your methods of obtaining information are reliable, effective and make efficient use of resources</li><li>1.4 Ensure that your methods of obtaining information are consistent with organisational values, policies and legal requirements</li><li>1.5 Ensure that the information you obtain is accurate, relevant and sufficient to allow you to take decisions</li><li>1.6 Ensure that where information is inadequate, contradictory or ambiguous, you take prompt and effective action to deal with this</li></ul>
2 Understand how to obtain the information needed to take critical decisions	<ul style="list-style-type: none"><li>2.1 Describe how to identify the information you need to make the required decisions</li><li>2.2 Explain how to ensure that your sources of information are reliable and sufficiently wide-ranging to meet your information needs</li><li>2.3 Explain how to ensure that your methods of obtaining information are reliable, effective and make efficient use of resources</li><li>2.4 Explain how to ensure that your methods of obtaining information are consistent with organisational values, policies and legal and ethical requirements</li></ul>

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |  |  |
|---|--|--|
|   | 2.5  | Explain how to ensure that the information you obtain is accurate, relevant and sufficient to allow you to take decisions                              |
|   | 2.6  | Explain how to ensure that where information is inadequate, contradictory or ambiguous that you take prompt and and effective action to deal with this |
| 3 | Be able to confirm project requirements        |  |
|   | 3.1  | Confirm with decision makers their immediate goals and objectives of project stakeholders  |
|   | 3.2  | Identify the function and performance requirements for the project   |
|   | 3.3  | Clarify the project stakeholders' requirements, the options available and the constraints and risks which might apply to the project                   |
|   | 3.4  | Identify project requirements and stakeholders' requirements which do not appear to be realistic and identify valid option                             |
|   | 3.5  | Summarise the project requirements in order to prepare a work schedule   |
| 4 | Understand how to confirm project requirements |  |
|   | 4.1  | Explain how to confirm with decision makers their immediate goals and objectives of project stakeholders   |
|   | 4.2  | Describe what to identify as the function and performance requirements for the project   |
|   | 4.3  | Explain how to clarify the project stakeholders' requirements, the options available and the constraints and risks which might apply to the project    |
|   | 4.4  | Describe what to identify as project requirements and stakeholders' requirements which do not appear to be realistic and valid option                  |

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |   |   |
|---|---|---|
|   | 4.5                                       | Explain how to summarise the project requirements in order to prepare a work schedule   |
| 5 | Be able to prepare a work schedule        | 5.1 Produce detailed schedules of work which are accurate, and contain a statement of the scope of work and the services needed |
|   | 5.2                                       | Estimate and obtain the work content and time duration accurately in consultation with others                                   |
|   | 5.3                                       | Plan the schedules of work so that they are achievable with the resources available   |
|   | 5.4                                       | Calculate appropriate and realistic allowances to meet anticipated contingencies  |
|   | 5.5                                       | Draft the schedules of work in a format which is appropriate to the type and scope of the work                                  |
|   | 5.6                                       | Present information clearly and accurately and reach agreement using a style and approach which maintains goodwill and trust    |
| 6 | Understand how to prepare a work schedule | 6.1 Explain how to produce schedules of work containing the scope of the work and the services                                  |
|   | 6.2                                       | Examine how to estimate and obtain the work content and time duration   |
|   | 6.3                                       | Propose how to plan the schedules of work   |
|   | 6.4                                       | Explain how to calculate allowances to meet anticipated contingencies   |
|   | 6.5                                       | Evaluate how to draft the schedules of work   |
|   | 6.6                                       | Explain how to present information  |

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- 6.7 Evaluate how to reach agreement using a style and approach which maintains goodwill and trust

## Unit K/504/7364

### Operate project information systems in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<p>1 Be able to obtain and evaluate feedback information</p>	<p>1.1 Confirm the requirements for project information storage systems</p> <p>1.2 Confirm and agree valid procedures for obtaining, selecting, classifying and recording information</p> <p>1.3 Assess the relevance of information and classify the relevant information using the agreed system</p> <p>1.4 Record information accurately and store it using the agreed procedures</p> <p>1.5 Collate information and organise it into a suitable form for display and use</p> <p>1.6 Advise and offer guidance to people who are unable to find the information they need and suggest alternative sources</p> <p>1.7 Operate the project information system by following procedures which have been agreed so that the project information system remains reliable and secure</p> <p>1.8 Set up and operate appropriate and valid procedures for maintaining up to date information, remove information which is not needed and archive redundant information</p> <p>1.9 Identify and retrieve, summarise and disseminate information which might be of use to others</p>
<p>2 Understand how to obtain and evaluate feedback information</p>	<p>2.1 Explain how to confirm the requirements for project information storage systems</p> <p>2.2 Explain how to confirm valid procedures for obtaining, selecting, classifying and recording information</p> <p>2.3 Evaluate how to agree valid procedures for obtaining, selecting, classifying and recording information</p> <p>2.4 Examine how to assess the relevance of information and classify the relevant information using the agreed system</p>

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- 2.5 Explain how to record information accurately and store it using the agreed procedures
- 2.6 Explain how to collate information and organise it into a suitable form for display and use
- 2.7 Propose how to advise and offer guidance to people who are unable to find the information they need and suggest alternative sources
- 2.8 Explain how to operate the project information system by following procedures which have been agreed so that the project information system remains reliable and secure
- 2.9 Propose how to set up and operate appropriate and valid procedures for maintaining up to date information
- 2.10 Explain how to operate appropriate and valid procedures for maintaining up to date information and remove information which is not needed and archive redundant information
- 2.11 Describe what to identify as information which might be of use to others
- 2.12 Explain how to retrieve, summarise and disseminate information which might be of use to others

## Unit R/504/7343

# Develop and maintain working relationships and personal development in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to develop and maintain relationships with people	1.1 Develop and maintain working relationships with people which promote goodwill and trust 1.2 Inform people about work activities in an appropriate level of detail and with an appropriate degree of urgency 1.3 Offer advice and help to people about work activities with sensitivity 1.4 Present proposals for action clearly to people at an appropriate time and with the right level of detail for the degree of change, expenditure and risk involved
2 Understand how to develop and maintain relationships with people	2.1 Propose how to develop working relationships with people which promote goodwill and trust 2.2 Explain how to maintain working relationships with people which promote goodwill and trust 2.3 Explain how to inform people about work activities in an appropriate level of detail and with an appropriate degree of urgency 2.4 Propose how to offer advice and help to people about work activities 2.5 Explain how to present proposals for action to people
3 Be able to optimise your own resources to meet objectives	3.1 Set objectives for your work which are specific, measurable and achievable within organisational constraints 3.2 Prioritise your objectives in line with organisational objectives and policies 3.3 Plan your work activities so that they are consistent with your objectives and your personal resources 3.4 Estimate the time you need for activities realistically and allow for unforeseen circumstances

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |  |     |  |
|---|--|-----|--|
| 4 | Understand how to optimise your own resources to meet objectives | 3.5 | Delegate work to others in a way which makes the most efficient use of available time and resources                          |
|   |  | 3.6 | Take decisions as soon as you have sufficient information  |
|   |  | 3.7 | Take prompt and efficient messages to obtain further information needed when taking decisions                                |
|   |  | 3.8 | Minimise unhelpful interruptions to, and digressions from, planned work  |
|   |  | 3.9 | Regularly review progress and reschedule activities to help you in achieving your planned objectives                         |
|   |  | 4.1 | Evaluate how to set objectives for your work which are specific, measurable and achievable within organisational constraints |
|   |  | 4.2 | Examine how to prioritise your objectives in line with organisational objectives and policies                                |
|   |  | 4.3 | Propose how to plan your work activities so that they are consistent with your objectives and your personal resources        |
|   |  | 4.4 | Examine how to estimate the time you need for activities realistically and allow for unforeseen circumstances                |
|   |  | 4.5 | Explain how to delegate work to others in a way which makes the most efficient use of available time and resources           |
|   |  | 4.6 | Evaluate how to take decisions as soon as you have sufficient information  |
|   |  | 4.7 | Explain how to take prompt and efficient messages to obtain further information needed when taking decisions                 |
|   |  | 4.8 | Explain how to minimise unhelpful interruptions to, and digressions from, planned work                                       |

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	4.9 Examine how to regularly review progress and reschedule activities to help you in achieving your planned objectives
5 Be able to undertake personal development in the occupational practice area	5.1 Review the personal aims and objectives for undertaking personal development 5.2 Identify sources of support and guidance for undertaking personal development 5.3 Identify and agree relevant standards of competence against which personal development can be measured 5.4 Review in conjunction with line manger the current personal level of performance against the identified standards of competence and record a profile of present competence and personal development needs 5.5 Confirm a development plan for achieving identified development needs 5.6 Undertake development activities aimed at achieving identified development needs, review and record progress and the effectiveness of the activities 5.7 Record evidence of competence gained against the identified standards of competence 5.8 Review the cycle of personal development aims and objectives and update aims and objectives to suit changing circumstances
6 Understand how to undertake personal development in the occupational practice area	6.1 Explain how to revise and update personal development aims and objectives to suit changing circumstances 6.2 Examine how to review the personal aims and objectives for undertaking personal development 6.3 Describe what to identify as sources of support and guidance for undertaking personal development

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- 6.4 Examine how to review in conjunction with line manager the current personal level of performance against the identified standards of competence
- 6.5 Explain how to record a profile of present competence and personal development needs
- 6.6 Explain how to record evidence of competence gained against the identified standards of competence
- 6.7 Evaluate how to identify and agree relevant standards of competence against which personal development can be measured
- 6.8 Explain how to confirm a development plan
- 6.9 Evaluate how to undertake development activities
- 6.10 Examine how to review progress and the effectiveness of the development activities
- 6.11 Explain how to record progress and the effectiveness of the development activities
- 6.12 Explain how to update aims and objectives

## Unit K/504/7347

### Prepare and process invitations to tender in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to identify potential tenderers	1.1 Identify a list of potential tenderers able to meet the contract criteria and suitable for pre-qualification 1.2 Offer advice and information to decision makers about potential tenderers and the selection criteria 1.3 Obtain pre-qualification information about potential tenderers to confirm evidence about their experience and capability and availability to carry out the work 1.4 Evaluate potential tenderers who respond to the pre-qualification enquiry against the selection criteria in order to short-list 1.5 Confirm that the selected tenderers are willing to bid and, if necessary, refer to the original long list
2 Understand how to identify potential tenderers	2.1 Describe how to identify a list of potential tenderers 2.2 Propose how to offer advice and information to decision makers about potential tenderers and the selection criteria 2.3 Explain how to obtain pre-qualification information about potential tenderers to confirm evidence about their experience and capability and availability to carry out the work 2.4 Evaluate potential tenderers against the selection criteria in order to short list 2.5 Explain how to confirm that the selected tenderers are willing to tender
3 Be able to prepare and issue tender documents	3.1 Draft and review appropriate tender documents in relevant formats to ensure that they cover the scope of the works, contract and client requirements

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |     |  |
|---|-----|--|
|   | 3.2 | Ensure that all tender documents are issued in accordance with agreed procedures   |
|   | 3.3 | Record any changes required by the client  |
|   | 3.4 | Identify any changes which are reported and amend the tender documents and ensure that addendums are re-issued             |
|   | 3.5 | Keep accurate records of tender documents issued, feedback and identified changes  |
|   | 3.6 | Implement action when tenderers withdraw from the process  |
| 4 |     | Understand how to prepare and issue tender documents   |
|   | 4.1 | Evaluate how to draft appropriate tender documents   |
|   | 4.2 | Examine how to review tender documents   |
|   | 4.3 | Explain how to ensure that tender documents are issued in accordance with agreed procedures                                |
|   | 4.4 | Explain how to record any changes required by the client   |
|   | 4.5 | Describe what to identify as any reported changes  |
|   | 4.6 | Explain how to amend the tender documents  |
|   | 4.7 | Explain how to ensure that addendums are re-issued   |
|   | 4.8 | Explain how to keep accurate records of tender documents issued, feedback and identified changes                           |
|   | 4.9 | Explain how to implement action when tenderers withdraw from the process   |
| 5 |     | Be able to check tenders   |
|   | 5.1 | Acknowledge and check the tenders received against the agreed criteria   |
|   | 5.2 | Modify and repeat the tendering processes if too few tenders are received to show that there has been adequate competition |

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |                                 |   |
|---|---------------------------------|---|
|   | 5.3                             | Check with tenderers if any discrepancies, omissions and errors are found in the tenders, and record any amendments which tenderers authorise               |
|   | 5.4                             | Identify tenders which meet the criteria  |
| 6 | Understand how to check tenders |   |
|   | 6.1                             | Explain how to acknowledge the tenderers received   |
|   | 6.2                             | Explain how to check the tenderers received against the agreed criteria   |
|   | 6.3                             | Explain how to modify and repeat the tendering processes if too few tenders are received to show that there has been adequate competition                   |
|   | 6.4                             | Explain how to check with tenderers if any discrepancies, omissions and errors are found in the tenders and record any amendments which tenderers authorise |
|   | 6.5                             | Describe what to identify as the tenders which meet the criteria  |

## Unit M/504/7348

### Prepare estimates, bids and tenders in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to evaluate estimate, bid and tender enquiry documentation	1.1 Review and summarise the tender details and tender requirements 1.2 Identify any points of concern in the tender and refer them to decision makers for them to clarify and resolve 1.3 Evaluate the tender documents against the organisational capability and make recommendations to line managers 1.4 Make recommendations about tender requirements and potential alternatives, within the limits of the tender information which is available, and which provide an objective basis for making a decision on whether to make a bid 1.5 Maintain records about tender enquiries in confidence and only pass them on to people who have the authority to receive them
2 Understand how to be able to evaluate estimate, bid and tender enquiry documentation	2.1 Examine how to review the tender details and tender requirements 2.2 Explain how to summarise the tender details and tender requirements 2.3 Describe what to identify as any points of concern in the tender and refer them to decision makers for them to clarify and resolve 2.4 Evaluate the tender documents against the organisational capability and make recommendations to line managers 2.5 Propose how to make recommendations about tender requirements and potential alternatives, within the limits of the tender information which is available, and which provide an objective basis for making a decision on whether to make a bid 2.6 Explain how to maintain records about tender enquiries in confidence and only pass them on to people who have the authority to receive them

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |   |   |
|---|---|---|
| 3 | Be able to calculate, quantities, resources and costs within a tender                   | 3.1 Assemble and collate information and identify which categories of work require measurement  |
|   |   | 3.2 Review information to decide how to measure dimensions and calculate quantities methodically and in a way which conforms to relevant conventions, standard methods and standard phraseology |
|   |   | 3.3 Calculate the quantities and prepare descriptions accurately, collate and sequence them correctly and present them in a way which meets their intended purpose                              |
|   |   | 3.4 Calculate accurately, from available sources, what resources will be needed and investigate whether the resources will be available   |
|   |   | 3.5 Estimate resource costs by calculating an accurate cost for each item which is required   |
|   |   | 3.6 Develop a proposed method statement and draft programme which meet the tender enquiry requirements  |
|   |   | 3.7 Modify the cost to take into account any external factors which may affect the cost projections   |
| 4 | Understand how to be able to calculate, quantities, resources and costs within a tender | 4.1 Explain how to assemble and collate information   |
|   |   | 4.2 Describe what to identify as categories of work requiring measurement   |
|   |   | 4.3 Examine how to review information to decide how to measure dimensions and quantities  |
|   |   | 4.4 Explain how to calculate the quantities and prepare descriptions accurately, collate and sequence them correctly and present them in a way which meets their intended purpose               |
|   |   | 4.5 Explain how to calculate accurately, from available sources, what resources will be needed  |
|   |   | 4.6 Examine how to investigate whether the resources will be available  |

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |     |   |
|---|-----|---|
|   | 4.7 | Examine how to estimate resource costs by calculating an accurate cost for each item which is required  |
|   | 4.8 | Propose how to develop a proposed method statement and draft programme which meet the tender enquiry requirements   |
|   | 4.9 | Explain how to modify the cost to take into account any external factors which may affect the cost projections  |
| 5 |     | Be able to collate and present tender information   |
|   | 5.1 | Refer quantity, resource and cost information to decision makers  |
|   | 5.2 | Collate and produce the overall estimate of costs and checking that it is complete, accurate and in a form which is suitable for a judgment to be made                |
|   | 5.3 | Explain and clarify the projected costs to support the calculations   |
|   | 5.4 | Contribute to payment schedules which will meet known cash flow requirements  |
|   | 5.5 | Collate, arrange and present tender offer information in accordance with procurement requirements to line manager   |
| 6 |     | Understand how to be able to collate and present tender information   |
|   | 6.1 | Explain how to refer quantity, resource and cost information to decision makers   |
|   | 6.2 | Explain how to collate and produce the overall estimate of costs and checking that it is complete, accurate and in a form which is suitable for a judgment to be made |
|   | 6.3 | Explain and clarify the projected costs to support the calculations   |
|   | 6.4 | Explain how to contribute to payment schedules which will meet known cash flow requirements   |
|   | 6.5 | Explain how to collate, arrange and present tender offer information in accordance with procurement requirements to line manager                                      |

## Unit Y/504/7344

### Prepare for, collect, analyse and present survey data in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to prepare to carry out surveys	1.1 Confirm that the survey specification and the survey method statement is accurate before starting the work
	1.2 Check and confirm, before starting work, that people who will be affected have given their permission
	1.3 Arrange for suitable equipment to be brought to the site and kept safely and securely
	1.4 Check equipment so that it is accurate before it is used for taking measurements
	1.5 Brief the people who will be involved in the survey about survey and safety arrangements
	1.6 Check and confirm that signs, arrangements for personal safety, equipment and site access conform to good practice, legislation and regulation
2 Understand how to prepare to carry out surveys	2.1 Explain how to confirm that the survey method statement is accurate before starting the work
	2.2 Explain how to check and confirm, before starting work, that people who will be affected have given their permission
	2.3 Explain how to arrange for suitable equipment to be brought to the site and kept safely and securely
	2.4 Explain how to check equipment
	2.5 Explain how to brief the people who will be involved in the survey about survey and safety arrangements
	2.6 Explain how to check and confirm that signs, arrangements for personal safety, equipment and site access conform to good practice, legislation and regulations
3 Be able to carry out surveys	3.1 Conduct the survey in a way which maintains the level of accuracy required, balances content and cost and keeps disruption to a minimum

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |                                     |   |
|---|-------------------------------------|---|
|   | 3.2                                 | Conform to safe working practices when on the site  |
|   | 3.3                                 | Consult with experts when specialist information is needed which is relevant to the survey                    |
|   | 3.4                                 | Set appropriate horizontal and vertical controls and record them  |
|   | 3.5                                 | Take accurate observations and measurements using valid methods   |
|   | 3.6                                 | Change work procedures and practices to allow for different circumstances and conditions                      |
|   | 3.7                                 | Record survey data clearly and accurately and store it securely for later analysis                            |
|   | 3.8                                 | Restore areas which have been opened up for access so that subsequent processes can take place                |
| 4 | Understand how to carry out surveys |   |
|   | 4.1                                 | Explain how to conduct the survey   |
|   | 4.2                                 | Explain how to conform to safe working practices when on the site   |
|   | 4.3                                 | Explain how to consult with experts when specialist information is needed which is relevant to the survey     |
|   | 4.4                                 | Explain how to set appropriate horizontal and vertical controls and record them                               |
|   | 4.5                                 | Explain how to take accurate observations and measurements using valid methods                                |
|   | 4.6                                 | Explain how to change work procedures and practices to allow for different circumstances and conditions       |
|   | 4.7                                 | Explain how to record and store survey data   |
|   | 4.8                                 | Explain how to restore areas which have been opened up for access so that subsequent processes can take place |
| 5 | Be able to present survey data      |   |
|   | 5.1                                 | Collect together recorded survey data to allow an accurate analysis to be made                                |

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |     |  |
|---|-----|--|
|   | 5.2 | Check and verify the survey data to maintain accuracy and integrity  |
|   | 5.3 | Present the data, commentary and any support information accurately, clearly and in a format which is suitable for those who need to use it                    |
|   | 5.4 | Advise people who will be using the survey data on how to interpret it and highlight the scope and limitations on its use                                      |
| 6 |     | Understand how to present survey data  |
|   | 6.1 | Explain how to collect together recorded survey data to allow an accurate analysis to be made  |
|   | 6.2 | Explain how to check and verify the survey data to maintain accuracy and integrity   |
|   | 6.3 | Explain how to present the data, the commentary and any support information accurately, clearly and in a format which is suitable for those who need to use it |
|   | 6.4 | Propose how to advise people who will be using the survey data on how to interpret it and highlight the scope and limitations on its use                       |

## Unit D/504/7345

### Record the condition of property in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to confirm a condition survey process	1.1 Collate available information and documents and verify the objectives and purpose of the condition survey
	1.2 Select valid, accurate and relevant information for the condition survey process
	1.3 Identify the levels and types of professional support which will be needed and brief advisers with clear and accurate summaries of the information available
	1.4 Select methods and techniques for the condition survey process which meet the requirements of relevant professional codes of practice
	1.5 Evaluate relevant information and advice and identify significant factors which may influence the condition survey
	1.6 Confirm the instructions and agreements for the condition survey before work starts
2 Understand how to confirm a condition survey process	2.1 Explain how to collate available information and documents
	2.2 Examine how to verify the objectives and purpose of the condition survey
	2.3 Evaluate how to select valid, accurate and relevant information for the condition survey processes
	2.4 Describe what to identify as the levels and types of professional support which will be needed
	2.5 Explain how to brief advisers with clear and accurate summaries of the information available
	2.6 Evaluate how to select methods and techniques for the condition survey
	2.7 Evaluate relevant information and advice

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	<p>2.8 Describe what to identify as significant factors which may influence the condition survey</p> <p>2.9 Explain how to confirm the instructions and agreements for the condition survey before work starts</p>
<p>3 Be able to inspect condition of property</p>	<p>3.1 Evaluate available data, identify the purpose of the inspection and obtain the equipment and resources that will be needed</p> <p>3.2 Check and confirm, before starting the condition inspection, that people who will be affected have given their permission</p> <p>3.3 Take accurate observations and measurements which are necessary for the inspection and record them clearly, accurately and completely using agreed formats and conventions</p> <p>3.4 Identify gaps in information and obtain and evaluate additional data needed about the property and its use</p> <p>3.5 Record observations which are inconsistent with existing data and expected findings, and instances of failure and deterioration, and report them to people who have an interest</p> <p>3.6 Identify and record parts of the property which do not conform to statutory requirements and report them to people who have an interest</p>
<p>4 Understand how to inspect condition of property</p>	<p>4.1 Evaluate available data</p> <p>4.2 Describe what to identify as the purpose of the inspection</p> <p>4.3 Explain how to obtain the equipment and resources that will be needed</p> <p>4.4 Explain how to check and confirm, before starting the inspection, that people who will be affected have given their permission</p>

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

	4.5	Explain how to take and record accurate observations and measurements which are necessary for the inspection, using agreed formats and conventions   
	4.6	Describe what to identify as gaps in information
	4.7	Explain how to obtain additional data needed about the property and its use
	4.8	Evaluate additional data needed about the property and its use
	4.9	Explain how to record observations which are inconsistent with existing data and expected findings
	4.10	Describe how to identify parts of the property that do not conform to statutory requirements
	4.11	Explain how to record and report those parts of the property that do not conform to people who have an interest
5	Be able to prepare and present condition survey reports and records	
	5.1	Assemble and collate information on the condition survey
	5.2	Prepare a condition survey report which is accurate, complete, meets relevant codes of practice and standards, clearly specifies the level of condition.
	5.3	Explain clearly where and why accurate inspection and measurement may not be possible
	5.4	Answer the client's questions about the condition survey and give appropriate clarification
	5.5	Maintain records which are clear, accurate and complete and conform to accepted professional and statutory requirements
6	Understand how to prepare and present condition survey reports and records	
	6.1	Explain how to assemble and collate information on the condition survey
	6.2	Explain how to prepare a condition survey report

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- 6.3 Explain clearly where and why accurate inspection and measurement may not be possible
- 6.4 Explain how to answer the client's questions about the condition survey and give appropriate clarification
- 6.5 Explain how to maintain records

## Unit T/504/7366

### Integrate and control project design information in construction

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
1	Be able to implement project documentation systems	1.1	Confirm that the control requirements for the project document programme are suitable for the project and the resources available
		1.2	Implement the production programme in order to meet agreed design requirements, to ensure production of all the required documents in a feasible sequence
		1.3	Identify and report on design and resource issues that affect production programme targets
		1.4	Implement registers, records and systems for monitoring and controlling document production which achieve programme compliance
		1.5	Check that individual production instructions are accurate, clear and complete
		1.6	Implement procedures, which are appropriate to the requirements of the project and the contract conditions, for dealing with discrepancies and inconsistencies in information, and delays and revisions to project information
		1.7	Implement arrangements and contingency plans for reporting progress in meeting the programme requirements and to manage document production problems
2	Understand how to implement project documentation systems	2.1	Explain how to confirm that the control requirements for the project document programme are suitable for the project and the resources available
		2.2	Explain how to implement the production programme in order to meet agreed design requirements, to ensure production of all the required documents in a feasible sequence
		2.3	Describe what to identify as design and resource issues that affect production programme targets
		2.4	Explain how to report on design and resource issues that affect production programme targets

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |     |   |
|---|-----|---|
|   | 2.5 | Explain how to implement registers, records and systems for monitoring and controlling document production which achieve programme compliance   |
|   | 2.6 | Explain how to check that individual production instructions are accurate, clear and complete   |
|   | 2.7 | Explain how to implement procedures, which are appropriate to the requirements of the project and the contract conditions, for dealing with discrepancies and inconsistencies in information, and delays and revisions to project information |
|   | 2.8 | Explain how to implement arrangements and contingency plans for reporting progress in meeting the programme requirements and to manage document production problems   |
| 3 |     | Be able to integrate and evaluate project design information  |
|   | 3.1 | Source information about project requirements which may contribute to the preparation of documents  |
|   | 3.2 | Assess the information to see whether it is fit for purpose, meets the requirements of the stakeholders and requirements for controlling document production  |
|   | 3.3 | Maintain accurate and complete registers and records which can be used for quality auditing   |
|   | 3.4 | Collate documents when they have been produced and review them against the agreed criteria  |
|   | 3.5 | Ensure that necessary checks and approvals are obtained when they needed  |
|   | 3.6 | Issue approved documents to relevant stakeholders in a timely manner  |
|   | 3.7 | Collate late revisions, requirements and additions to the design information, distribute the information promptly   |
|   | 3.8 | Brief the stakeholders and the people responsible for producing documents   |
|   | 3.9 | Produce up-to-date and accurate information on progress and circulate it to the people who need the information   |

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- | Learning Outcome - The learner will:                                  | Assessment Criterion - The learner can:   |
|---|---|
| 4 Understand how to integrate and evaluate project design information | 4.1 Explain how to source information about project requirements which may contribute to the preparation of documents   |
|   | 4.2 Examine how to assess the information to see whether it is fit for purpose, meets the requirements of the stakeholders and requirements for controlling document production |
|   | 4.3 Explain how to maintain accurate and complete registers and records which can be used for quality auditing  |
|   | 4.4 Explain how to collate documents when they have been produced and review them against the agreed criteria   |
|   | 4.5 Explain how to ensure that the necessary checks and approvals are obtained when needed  |
|   | 4.6 Explain how to issue approved documents to relevant stakeholders in a timely manner   |
|   | 4.7 Explain how to collate revisions, requirements and additions to the design information, distribute the information promptly   |
|   | 4.8 Explain how to brief the stakeholders and the people responsible for producing documents  |
|   | 4.9 Explain how to produce up-to-date and accurate information on progress  |
|   | 4.10 Explain how to circulate up-to-date and accurate information on progress to the people who need the information  |

## Unit H/504/7346

### Prepare drawings and schedules in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to prepare drawings and associated information	1.1 Produce drawings fit for purpose and which are complete, accurate, and comply with the design information 1.2 Select methods and media which are suitable for the drawings required, and which can be produced with the resources and time available 1.3 Use standard drawing conventions and identify and justify any deviations from them 1.4 Clarify any information to be included which is incomplete and inconsistent and make accurate amendments 1.5 Keep registers and records of drawings which are complete, accurate and up-to-date 1.6 Obtain necessary checks and approvals for the content and presentation of drawings 1.7 Use methods for production and record keeping which are consistent with quality assurance procedures
2 Understand how to prepare drawings and associated information	2.1 Explain how to produce drawings which are fit for purpose 2.2 Evaluate how to select methods and media 2.3 Explain how to use standard drawing conventions 2.4 Describe what to identify as deviations from drawing conventions 2.5 Evaluate how to justify deviations from drawing conventions 2.6 Explain how to clarify any information to be included which is incomplete and inconsistent, and make accurate amendments 2.7 Explain how to keep registers and records of drawings

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	<p>2.8 Explain how to obtain necessary checks and approvals for the content and presentation of drawings</p> <p>2.9 Explain how to use methods for production and record keeping which are consistent with quality assurance procedures</p>
<p>3 Be able to prepare schedules</p>	<p>3.1 Select a format for the schedules which meets the requirements of the production process, the method of measurement used and the way in which the schedules will be used</p> <p>3.2 Obtain information accurately from the source documents and the site according to standard requirements</p> <p>3.3 Check and confirm that the data is complete and reference the data, correctly, to the specification, drawings, manufacturers' references and other</p> <p>3.4 Clarify any information to be included which is incomplete and inconsistent and make accurate amendments</p> <p>3.5 Calculate quantities and preparing descriptions which are an accurate reflection of changes, clarifications and corrections to the source documents and the brief</p> <p>3.6 Select methods and media which are suitable for the schedules required, and which can be produced with the resources and time available</p> <p>3.7 Keep registers and records which are complete, accurate and up- to-date</p> <p>3.8 Obtain necessary checks and approvals for the content and presentation of schedules</p> <p>3.9 Use methods for production and record keeping which are consistent with quality assurance procedures</p>
<p>4 Understand how to prepare schedules</p>	<p>4.1 Evaluate how to select a format for the schedules which meets the requirements of the production process, the method of measurement used and the way in which the schedules will be used</p>

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- 4.2 Explain how to obtain information accurately from the source documents and the site according to standard requirements
- 4.3 Explain how to check and confirm that the data is complete
- 4.4 Explain how to clarify and make accurate amendments to any information to be included which is incomplete and inconsistent
- 4.5 Explain how to calculate quantities and prepare descriptions
- 4.6 Evaluate how to select methods and media
- 4.7 Explain how to reference the data to the specification, drawings, manufacturer's references and other appropriate standards
- 4.8 Explain how to keep complete, accurate and up-to-date registers and records
- 4.9 Explain how to obtain checks and approvals
- 4.10 Explain how to use methods for production and record keeping

## Unit T/505/9999

### Prepare for work operations in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to collate and present tender information	1.1 Assemble and review relevant information which was used in the preparation of the project plan, clarify any information which is not clear and update it for production planning purposes
	1.2 Review the construction phase plan to see that it adequately meets the requirements of the Regulations and addresses the key project risks identified in the pre-construction information
	1.3 Review the welfare proposals to ensure that they adequately met the requirements of schedule two in the Regulations
	1.4 Provide suitable and sufficient advice to the client about the adequacy of the construction phase plan and the implications of that advice for the start of the construction phase
	1.5 Give adequate notice, as required in the contract, to all the people who will be affected about when the work will start, how long it will take and when it will finish, and confirm all the dates in writing
	1.6 Identify, record and obtain information requirements before work starts
	1.7 Plan and obtain sufficient resources of the appropriate type which will meet the project requirements and timescales
2 Understand how to collate and present tender information	2.1 Explain how to assemble relevant information which was used in the preparation of the project plan
	2.2 Examine how to review relevant information which was used in the preparation of the project plan
	2.3 Explain how to clarify any information which is not clear and update it for production planning purposes
	2.4 Examine how to review the construction phase plan to see that it adequately meets the requirements of the

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- Regulations and addresses the key project risks identified in the pre-construction information
- 2.5 Examine how to review the welfare proposals to ensure that they adequately met the requirements of schedule two in the Regulations
- 2.6 Explain how to provide suitable and sufficient advice to the client about the adequacy of the construction phase plan and the implications of that advice for the start of the construction phase
- 2.7 Explain how to give adequate notice, as required in the contract, to all the people who will be affected about when the work will start, how long it will take and when it will finish, and confirm all the dates in writing
- 2.8 Describe what to identify as information requirements before work starts
- 2.9 Explain how to record and obtain information requirements before work starts
- 2.10 Propose how to plan sufficient resources of the appropriate type which will meet the project requirements and timescales
- 2.11 Explain how to obtain sufficient resources of the appropriate type which will meet the project requirements and timescales
- 3 Be able to prepare for site operations
- 3.1 Identify with site personnel any special considerations, record them and pass them on to people who may be affected
- 3.2 Give accurate details about the proposed works to the regulatory authorities, utility and emergency services, including obtaining necessary approvals
- 3.3 Make arrangements for adequate site safety and security before work starts
- 3.4 Prepare the site layout for operational purposes and pass on information about the plans to the people who will be working on the site

<b>Learning Outcome - The learner will:</b>		<b>Assessment Criterion - The learner can:</b>	
4	Understand how to prepare for site operations	4.1	Describe what to identify with site personnel as any special considerations
		4.2	Explain how to record special considerations and pass them on to people who will be affected
		4.3	Explain how to give accurate details about the proposed works to the regulatory authorities, utility and emergency services, including obtaining necessary approvals
		4.4	Explain how to make arrangements for adequate site safety and security before work starts
		4.5	Explain how to prepare the site layout for operational purposes and pass on information about the plans to the people who will be working on the site
5	Be able to implement and control work operations	5.1	Organise the resources necessary to complete the project programme, including explaining the detailed programme and method statements to the workforce
		5.2	Control the works and resources so that conditions are safe, the site is tidy and creates a favourable image of the organisation, its products and its services and of the project
		5.3	Monitor progress against the programme and identify actions which can be taken to minimise disruption to the programme and communicate them to line manager
6	Understand how to implement and control work operations	6.1	Propose how to organise the resources necessary to complete the project programme, including explaining the detailed programme and method statements to the workforce
		6.2	Evaluate how to control the works and resources so that conditions are safe, the site is tidy and creates a favourable image of the organisation, its products and its services and of the project
		6.3	Examine how to monitor progress against the programme
		6.4	Describe what to identify as actions which can be taken to minimise disruption to the programme

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- 6.5 Explain how to communicate actions to line manager which can be taken to minimise disruption to the programme

## Unit L/505/9992

### Implement contract work in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to control work against agreed contract quality standards	1.1 Identify contract quality standards and guidance and the people responsible for meeting them 1.2 Identify sources of guidance on implementing work to the specified standard and pass that information on to those people responsible for doing the work 1.3 Set up systems for inspecting and controlling the quality of work and record the outcomes 1.4 Specify clearly the responsibilities which individuals have for maintaining quality standards and guidance 1.5 Check that work is carried out in accordance with the guidance obtained and to the quality standards 1.6 Identify work which has not met the quality standards and suggest corrective action to line manager and if agreed, monitor progress 1.7 Identify improvements from feedback received and recommend them to decision makers
2 Understand how to be able to control work against agreed contract quality standards	2.1 Describe what to identify as contract quality standards and guidance and the people responsible for meeting them 2.2 Describe what to identify as sources of guidance on implementing work to the specified standard 2.3 Explain how to pass information on to those people responsible for doing the work 2.4 Propose how to set up systems for inspecting and controlling the quality of work 2.5 Explain how to record the outcomes of systems for inspecting and controlling the quality of work

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |      |  |
|---|------|--|
|   | 2.6  | Explain how to specify clearly the responsibilities which individuals have for maintaining quality standards and guidance  |
|   | 2.7  | Explain how to check that work is carried out in accordance with the guidance obtained and to the quality standards  |
|   | 2.8  | Describe what to identify as work which has not met the quality standards  |
|   | 2.9  | Propose how to suggest corrective action to line manager   |
|   | 2.10 | Examine how to monitor progress of agreed corrective action taken  |
|   | 2.11 | Describe what to identify as improvements from feedback received   |
|   | 2.12 | Propose how to recommend improvements to decision makers   |
| 3 |      | Be able to maintain contract compliance with statutory and contractual requirements  |
|   | 3.1  | Identify statutory and contractual requirements  |
|   | 3.2  | Brief people about their statutory and contractual responsibilities before they start work on the contract   |
|   | 3.3  | Develop and implement monitoring systems, collect information regularly and summarise it accurately  |
|   | 3.4  | Identify situations which do not comply with statutory and contractual requirements, investigate the circumstances thoroughly and take appropriate corrective action             |
|   | 3.5  | Identify any new statutory and contractual requirements which may have an impact on the project, summarise the important details and pass this on to people who have an interest |
|   | 3.6  | Complete statutory and contractual returns accurately and on time  |

**Learning Outcome - The learner will:****Assessment Criterion - The learner can:**

- |   |  |      |  |
|---|--|------|--|
| 4 | Understand how to maintain contract compliance with statutory and contractual requirements | 4.1  | Describe what to identify as statutory and contractual requirements  |
|   |  | 4.2  | Explain how to brief people on statutory and contractual responsibilities before they start work on the contract                         |
|   |  | 4.3  | Propose how to develop monitoring systems  |
|   |  | 4.4  | Explain how to implement monitoring systems and collect and summarise information  |
|   |  | 4.5  | Describe what to identify as situations which do not comply with statutory and contractual requirements                                  |
|   |  | 4.6  | Examine how to investigate the circumstances of situations which do not comply with statutory and contractual requirements               |
|   |  | 4.7  | Explain how to take appropriate corrective action in situations which do not comply with legal and statutory requirements                |
|   |  | 4.8  | Describe what to identify as any new statutory and contractual requirements which may have an impact on the project                      |
|   |  | 4.9  | Explain how to summarise the important details of any new statutory and contractual requirements which may have an impact on the project |
|   |  | 4.10 | Explain how to complete statutory and contractual returns  |

## Unit M/504/7351

# Establish and maintain the dimensional control of construction works

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to apply dimensional control criteria	<p>1.1 Obtain available survey information, check that it is up to date and resolve any problems</p> <p>1.2 Correlate information on construction and installation which is relevant to the setting out of the project</p> <p>1.3 Identify variations between the specified and the actual site dimensions, record them and circulate them to line manager</p> <p>1.4 Provide the workforce with sufficient clear and accurate information to enable them to accurately position, align and level the work using relevant setting out techniques</p> <p>1.5 Identify, develop and agree a method statement for setting out which will achieve the required degree of accuracy</p> <p>1.6 Select, check and maintain measuring and recording equipment which meets the specified accuracy criteria</p> <p>1.7 Apply relevant setting out techniques which meet the specified accuracy criteria</p> <p>1.8 Set out reference markers which are suitably placed, accurately placed, identified clearly and protected from movement or removal</p> <p>1.9 Record any setting out information which may be of later use and store it securely so that it is available when needed</p>
2 Understand how to apply dimensional control criteria	<p>2.1 Explain how to obtain available survey information and check that survey information is up to date</p> <p>2.2 Propose how to resolve any problems with survey information</p> <p>2.3 Propose how to correlate information on construction and installation which is relevant to the setting out of the project</p>

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |   |   |
|---|---|---|
|   | 2.4   | Describe what to identify as variations between the specified and the actual site dimensions, record them and circulate them to line manager  |
|   | 2.5   | Explain how to provide the workforce with sufficient clear and accurate information to enable them to accurately position, align and level the work using relevant setting out techniques |
|   | 2.6   | Describe what to identify as a method statement for setting out which will achieve the required degree of accuracy  |
|   | 2.7   | Propose how to develop a method statement for setting out which will achieve the required degree of accuracy  |
|   | 2.8   | Evaluate how to agree a method statement for setting out which will achieve the required degree of accuracy   |
|   | 2.9   | Evaluate how to select, check and maintain measuring and recording equipment which meets the specified accuracy criteria  |
|   | 2.10  | Explain how to apply relevant setting out techniques which meet the specified accuracy criteria   |
|   | 2.11  | Explain how to set out reference markers which are suitably placed, accurately placed, identified clearly and protected from movement or removal  |
|   | 2.12  | Explain how to record any setting out information which may be of later use and store it securely so that it is available when needed   |
| 3 | Be able to maintain the dimensional accuracy of works |   |
|   | 3.1   | Check measuring and recording equipment, and apply the manufacturer's tolerances to adjust them to maintain the specified accuracy  |
|   | 3.2   | Observe and measure dimensional controls, setting out points, lines and profiles accurately and record the results to meet quality standards  |
|   | 3.3   | Identify any deviations in position, alignment and level and take the necessary corrective action   |

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

	3.4	Revise work procedures and practices to minimise deviations and to allow for different circumstances and conditions
4 Understand how to maintain the dimensional accuracy of works	4.1	Explain how to check measuring and recording equipment, and apply the manufacturer's tolerances to adjust them to maintain the specified accuracy
	4.2	Explain how to observe and measure dimensional controls, setting out points, lines and profiles accurately and record the results to meet quality standards
	4.3	Describe what to identify as any deviations in position, alignment and level and take the necessary corrective action
	4.4	Explain how to revise work procedures and practices to minimise deviations and to allow for different circumstances and conditions

## Unit T/504/7352

### Prepare for and carry out physical testing in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to prepare for physical testing	1.1 Review the physical test specification, plan and schedule to understand and confirm their purpose and viability 1.2 Check and confirm, before starting the test, that people who will be affected have given their agreement 1.3 Arrange for suitable test equipment to be brought to the site and kept safely and securely 1.4 Arrange for suitable test equipment to be brought to the site and kept safely and securely 1.5 Check test equipment so that it is accurate before it is used for taking measurements 1.6 Prepare a testing method statement and brief the people who will be involved in the test about what they are expected to do, the details of the test, the site and the equipment 1.7 Check and confirm that signs, arrangements for personal safety, equipment and site access conform to good practice, legislation and regulations
2 Understand how to prepare for physical testing	2.1 Examine how to review the physical test specification, plan and schedule to understand and confirm their purpose and viability 2.2 Explain how to check and confirm, before starting the test, that people who will be affected have given their agreement 2.3 Explain how to arrange for suitable test equipment to be brought to the site and kept safely and securely 2.4 Explain how to check test equipment so that it is accurate before it is used for taking measurements 2.5 Explain how to prepare a testing method statement and brief the people who will be involved in the test about what they are expected to do, the details of the test, the site and the equipment

**Learning Outcome - The learner will:****Assessment Criterion - The learner can:**

		2.6	Explain how to check and confirm that signs, arrangements for personal safety, equipment and site access conform to good practice, legislation and regulations
3	Be able to carry out physical testing	3.1	Conduct physical tests in a way which balances accuracy and cost and keeps disruption to a minimum
		3.2	Conform to safe working practices during testing
		3.3	Consult with experts when specialist information is needed which is relevant to the test
		3.4	Test, using processes and methods which meet the specification
		3.5	Set reference controls and maintain them
		3.6	Modify test processes and methods to suit the conditions and to allow for contingencies after consultation with line manager
		3.7	Record test results clearly and accurately and store it securely for later analysis
		3.8	Restore areas which have been opened up for access so that subsequent processes can take place
4	Understand how to carry out physical testing	4.1	Explain how to conduct physical tests in a way which balances accuracy and cost and keeps disruption to a minimum
		4.2	Explain how to conform to safe working practices during testing
		4.3	Explain how to consult with experts when specialist information is needed which is relevant to the test
		4.4	Examine how to test, using processes and methods which meet the specification
		4.5	Explain how to set reference controls and maintain them

**Learning Outcome - The learner will:****Assessment Criterion - The learner can:**

- |   |  |   |   |
|---|--|---|---|
|   | 4.6                                    | Explain how to modify test processes and methods to suit the conditions and to allow for contingencies after consultation with line manager |   |
|   | 4.7                                    | Explain how to record test results clearly and accurately and store it securely for later analysis  |   |
|   | 4.8                                    | Explain how to restore areas which have been opened up for access so that subsequent processes can take place                               |   |
| 5 | Be able to present test results        | 5.1   | Collect together the recorded test results to allow an accurate analysis to be made                       |
|   |  | 5.2   | Check and verify the test results to maintain accuracy and integrity                                      |
|   |  | 5.3   | Present the results clearly and in a format which is suitable for the people who need to use the findings |
|   |  | 5.4   | Advise users on how to interpret the test results   |
| 6 | Understand how to present test results | 6.1   | Explain how to collect together recorded test results   |
|   |  | 6.2   | Explain how to check and verify the test results to maintain accuracy and integrity                       |
|   |  | 6.3   | Explain how to present the results  |
|   |  | 6.4   | Propose how to advise users on how to interpret the test data   |

## Unit R/504/7424

# Assess, plan, and monitor project methods and progress in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to assess and identify work methods	1.1 Assess the available project data accurately and summarise it to enable decisions on construction, installation and work methods to be made
	1.2 Obtain more information from alternative sources in cases where the available project data is insufficient
	1.3 Identify with site personnel any special considerations, record them and pass them onto people who may be affected
	1.4 Assess the selected work methods against relevant technical and project criteria and identify the one which best meets the criteria
	1.5 Analyse the method which has been selected for its activity content and quantify it accurately
	1.6 Prepare a method statement which is accurate, clear, concise and acceptable to all the people involved
2 Understand how to assess and identify work methods	2.1 Explain how to summarise project data
	2.2 Examine how to assess the available project data
	2.3 Propose how to recommend the selected work methods
	2.4 Explain how to prepare a method statement
	2.5 Explain how to obtain more information from alternative sources in cases where the available project data is insufficient
	2.6 Examine how to assess the selected methods against relevant technical and project criteria and identify the method which best meets the criteria

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

		2.7	Examine how to analyse and quantify the method which has been selected for its activity content
3	Be able to develop project programming and resourcing	3.1	Identify major activities, calculating the resources needed from the information available and prepare a draft work programme
		3.2	Develop schedules to procure resources
		3.3	Obtain clarification and advice where the resources needed are not available
		3.4	Calculate how long each activity will take, identify activities which influence each other and sequence them logically and realistically so that they make the best use of the resources available
		3.5	Analyse the sequential programming of activities against technical and project requirements and the necessary resources
		3.6	Produce detailed programmes and schedules of planned activities which are consistent with the complexity of the project
		3.7	Identify alterations to the works programme which will meet changed circumstances or offer cost and time benefits, calculate the savings accurately and justify them to decision makers
		3.8	Implement a system for monitoring the works programme and use the results to improve future production and planning
4	Understand how to develop project programming and resourcing	4.1	Describe what to identify as major activities
		4.2	Explain how to calculate the resources needed from the information available
		4.3	Explain how to prepare a draft work programme

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |      |   |
|---|------|---|
|   | 4.4  | Explain how to obtain clarification and advice where the resources needed are not available   |
|   | 4.5  | Explain how to calculate how long each activity will take and sequence activities   |
|   | 4.6  | Describe what to identify as activities which influence each other  |
|   | 4.7  | Examine how to analyse the sequential programming of activities against technical and project requirements  |
|   | 4.8  | Explain how to produce detailed programmes and schedules of planned activities  |
|   | 4.9  | Describe what to identify as the alterations to the work programme which will meet changed circumstances or offer cost and time benefits                          |
|   | 4.10 | Explain how to calculate the savings resulting from alterations to the work programme   |
|   | 4.11 | Evaluate how to justify to decision makers the savings resulting from alterations to the work programme   |
|   | 4.12 | Explain how to implement a system for monitoring the works programme  |
|   | 4.13 | Explain how to use the results of monitoring to improve future production and planning  |
| 5 |      | Be able to monitor project progress against agreed programmes   |
|   | 5.1  | Implement systems to monitor and record the progress of the contract against the agreed programmes, and collect information regularly and summarise it accurately |
|   | 5.2  | Identify and quantify any variations and deviations from planned progress which have occurred, or which may occur, and which could disrupt the programme          |

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |     |   |
|---|-----|---|
|   | 5.3 | Investigate the circumstances of any variations thoroughly and report to line manager   |
|   | 5.4 | Suggest options which are most likely to minimise increases in cost and time and help the contract progress, and pass these on to line manager                  |
|   | 5.5 | Revise programme to accommodate new circumstances   |
| 6 |     | Understand how to monitor project progress against agreed programmes  |
|   | 6.1 | Explain how to implement systems to monitor and record the progress of the contract against the agreed programmes, and collect and summarise information        |
|   | 6.2 | Describe what to identify as any variations and deviations from planned progress which have occurred, or which may occur, and which could disrupt the programme |
|   | 6.3 | Examine how to quantify any variations and deviations from planned progress which could disrupt the programme   |
|   | 6.4 | Examine how to investigate the circumstances of any variations  |
|   | 6.5 | Explain how to report variations and circumstances to line manager  |
|   | 6.6 | Propose how to suggest options which are most likely to minimise increases in cost and time and help the contract progress and pass them to line manager        |
|   | 6.7 | Explain how to revise programme to accommodate new circumstances  |

## Unit D/505/9995

# Monitor, maintain and improve supplies of materials in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to identify and monitor requirements for suppliers	1.1 Analyse operational plans, user feedback and quantities, and assess what materials supplies will be required and develop systems for monitoring and progress
	1.2 Develop an accurate purchasing plan by analysing design information, project information and projected supply requirements
	1.3 Identify what opportunities there are for standardising or identify equivalent alternative materials supplies to economise on usage, cost and environmental impact
	1.4 Check from the purchasing plan and users, what materials supplies are needed and prepare orders which meet the supply requirements
	1.5 Develop and introduce systems for monitoring and evaluating the purchasing plan which will identify significant circumstances in supply requirements
	1.6 Identify any circumstances which are likely to result in over or under supply and modify the purchasing plan to minimise disruption to the project programme after consultation with line manager
2 Understand how to identify and monitor requirements for suppliers	2.1 Examine how to analyse operational plans, user feedback and quantities
	2.2 Examine how to assess what materials supplies will be required
	2.3 Propose how to develop systems for monitoring their progress
	2.4 Propose how to develop an accurate purchasing plan by analysing design information, project information and projected supply requirements

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |      |  |
|---|------|--|
|   | 2.5  | Describe how to identify what opportunities there are for standardising or identify equivalent alternative materials supplies to economise on usage, cost and environmental impact |
|   | 2.6  | Explain how to check from the purchasing plan and users, what materials supplies are needed  |
|   | 2.7  | Explain how to prepare orders which meet the supply requirements   |
|   | 2.8  | Propose how to develop and introduce systems for monitoring and evaluating the purchasing plan which will identify significant circumstances in supply requirements                |
|   | 2.9  | Describe what to identify as any circumstances which are likely to result in over or under supply  |
|   | 2.10 | Explain how to modify the purchasing plan to minimise disruption to the project programme after consultation with line manager   |
| 3 | 3.1  | Be able to maintain and record supplies of materials   |
|   | 3.1  | Review records of deliveries, calculating the current delivery and stock position and pass the information on to line managers   |
|   | 3.2  | Check suppliers' progress for any variations from the agreed delivery position, investigate any variations found and discuss them with suppliers                                   |
|   | 3.3  | Provide line managers with an accurate assessment of any problems with suppliers and suggest possible action to restore the required delivery position                             |
|   | 3.4  | Identify opportunities for improving the use of stock and stock turnover and recommend improvements to line managers   |
|   | 3.5  | Provide suppliers with prompt and accurate information on project changes which may affect supply requirements   |

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

	3.6	Obtain authorisation from line managers and arrange for alternative sources of supply, which meet supply requirements and minimise disruption to the operational plan, in instances where supplies are not available from contracted suppliers
4	4.1	Understand how to maintain and record supplies of materials Examine how to review records of deliveries and calculate the current delivery and stock position
	4.2	Explain how to pass the information on to line managers about delivery records, calculations of the current delivery and stock position
	4.3	Explain how to check suppliers' progress for any variations from the agreed delivery position
	4.4	Examine how to investigate any variations found
	4.5	Explain how to discuss any variation in delivery position with suppliers
	4.6	Explain how to provide line managers with an accurate assessment of any problems with suppliers
	4.7	Propose how to suggest possible action to restore the required delivery position
	4.8	Describe what to identify as opportunities for improving the use of stock and stock turnover and recommend improvements to line manager
	4.9	Explain how to provide suppliers with prompt and accurate information on project changes which may affect supply requirements
	4.10	Explain how to obtain authorisation from line managers and arrange for alternative sources of supply, which meet supply requirements and minimise disruption to the operational plan, in instances where supplies are not available from contracted suppliers

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

5	Be able to contribute to improvements in supplier performance	5.1	Monitor regularly the performance of suppliers against the supply requirements which have been agreed
		5.2	Record any problems with supply requirements, and pass the information on to interested parties and discuss it with them
		5.3	Identify changes which will improve supplier performance, discuss and agree changes with the interested parties and implement agreed actions to improve performance
		5.4	Liaise with suppliers and provide them with information which will help them to meet supply requirements
		5.5	Conduct meetings with suppliers in a manner which maintains their goodwill and trust
6	Understand how to contribute to improvements in supplier performance	6.1	Examine how to monitor regularly the performance of suppliers against the supply requirements which have been agreed
		6.2	Explain how to record any problems with supply requirements and pass the information on to interested parties
		6.3	Explain how to discuss with interested parties any problems with supply requirements
		6.4	Describe what to identify as changes which will improve supplier performance
		6.5	Explain how to discuss changes with the interested parties
		6.6	Evaluate how to agree changes with the interested parties and implement agreed actions to improve performance

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- 6.7 Explain how to liaise with suppliers and provide them with information which will help them to meet supply requirements
- 6.8 Explain how to conduct meetings with suppliers in a manner which maintains their goodwill and trust

## Unit J/505/9991

# Recommend and monitor supplies of plant and equipment in construction

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
1	Be able to identify and recommend plant and equipment	1.1	Obtain information about project requirements for plant and equipment
		1.2	Confirm the selection criteria for plant and equipment
		1.3	Identify and recommend options for acquiring plant and equipment which meet user requirements
		1.4	Identify potential suppliers of plant and equipment that meet the selection criteria
		1.5	Estimate the costs of plant and equipment and present the information so that comparisons can be made
		1.6	Implement orders for plant and equipment which meets project requirements
2	Understand how to identify and recommend plant and equipment	2.1	Explain how to obtain information about project requirements for plant and equipment
		2.2	Explain how to confirm the selection criteria for plant and equipment  
		2.3	Describe what to identify as options for acquiring plant and equipment which meet user requirements  
		2.4	Propose how to recommend options for acquiring plant and equipment which meet user requirements
		2.5	Describe what to identify as potential suppliers of plant and equipment that meet the selection criteria
		2.6	Examine how to estimate the costs of plant and equipment and present the information so that comparisons can be made
		2.7	Explain how to implement orders for plant and equipment which meets project requirements

<b>Learning Outcome - The learner will:</b>		<b>Assessment Criterion - The learner can:</b>	
3	Be able to monitor the performance of plant and equipment supplied	3.1	Monitor regularly the performance and costs of plant and equipment supplied against the selection criteria
		3.2	Record any problems with plant and equipment supplied, pass the information on to interested parties and discuss it with them
		3.3	Identify changes which will improve the interested parties' use of plant and equipment supplied, discuss and agree changes with the supplier and maintain agreed actions to improve performance
		3.4	Liaise with suppliers of plant and equipment and provide them with information which will help them to better meet the selection criteria
		3.5	Conduct meetings with suppliers of plant and equipment in a manner which maintains their goodwill and trust
4	Understand how to monitor the performance of plant and equipment supplied	4.1	Examine how to monitor the performance and costs of plant and equipment
		4.2	Explain how to record any problems with plant and equipment supplied
		4.3	Explain how to pass on information about any problems to interested parties and discuss any problems with them
		4.4	Describe what to identify as changes which will improve the use of plant and equipment supplied
		4.5	Explain how to discuss changes with suppliers
		4.6	Evaluate how to agree changes with the suppliers
		4.7	Explain how to maintain agreed actions to improve performance
		4.8	Explain how to liaise with suppliers of plant and equipment
		4.9	Explain how to provide suppliers with information which will help them to better meet the selection criteria

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- 4.10 Explain how to conduct meetings with suppliers in a manner which maintains their goodwill and trust

## Unit H/505/9996

### Prepare and monitor costs and accounts in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to monitor contract quantities and costs	<p>1.1 Implement appropriate contract quantities and cost monitoring systems which are able to provide early warning of problems</p> <p>1.2 Collect quantities and cost data regularly, recording it correctly and present it to decision makers in a format which will help people to make decisions</p> <p>1.3 Calculate the correct work values and quantities and cost data from estimates of work quantity and payment rates</p> <p>1.4 Investigate any variations thoroughly and identify to decision makers appropriate commercial corrective action which could restore costs and expenditure to budget</p> <p>1.5 Costing commercial opportunities for cost savings identified by decision makers</p> <p>1.6 Ensure your records are complete, accurate and available to authorised people only</p>
2 Understand how to monitor contract quantities and costs	<p>2.1 Explain how to implement appropriate contract quantities and cost monitoring systems which are able to provide early warning of problems</p> <p>2.2 Explain how to collect and record quantities and cost data regularly</p> <p>2.3 Explain how to present quantities and cost data to decision makers in a format which will help people to make decisions</p> <p>2.4 Explain how to calculate the correct work values and quantities and cost data from estimates of work quantity and payment rates</p> <p>2.5 Examine how to investigate any variations thoroughly and identify to decision makers appropriate commercial corrective action which could restore costs and expenditure to budget</p>

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |     |   |
|---|-----|---|
|   | 2.6 | Examine how to cost commercial opportunities for cost savings identified by decision makers   |
|   | 2.7 | Explain how to ensure your records against budgets are complete, accurate and available to authorised people only   |
| 3 |     | Be able to prepare interim valuations and final account   |
|   | 3.1 | Value work in progress, and confirm the calculations with valuer's who are acting for the people involved in the contract   |
|   | 3.2 | Price and reference the quantities used in valuations and accounts so that they meet contract provisions  |
|   | 3.3 | Value variations and items which do not have an agreed contract rate by identifying and recommending fair rates   |
|   | 3.4 | Prepare and submit accurate interim valuations and final accounts which contain relevant background information and identify areas of potential disagreement            |
|   | 3.5 | Record documents, back-up information and calculations accurately, reference them clearly and store them so that they can be easily referred to for audit and reference |
| 4 |     | Understand how to prepare interim valuations and final account  |
|   | 4.1 | Examine how to value work in progress   |
|   | 4.2 | Examine how to price reference the quantities used in valuations and accounts so that they meet contract provisions   |
|   | 4.3 | Examine how to value variations and items which do not have an agreed contract rate by identifying and recommending fair rates  |
|   | 4.4 | Explain how to prepare and submit interim valuations and final accounts and identify areas of potential disagreement  |
|   | 4.5 | Explain how to record, reference and store documents, back-up information and calculations accurately, referencing them clearly and storing them                        |

<b>Learning Outcome - The learner will:</b>		<b>Assessment Criterion - The learner can:</b>	
5	Be able to identify and record income and expenditure	5.1	Confirm how payments for contracts will be made
		5.2	Implement project costing methods and accounts for recording and verifying income and expenditure
		5.3	Calculate and record information about income and expenditure due under the contract
		5.4	Collate and store records and receipts which support income and expenditure
6	Understand how to identify and record income and expenditure	6.1	Explain how to confirm how payments for contracts will be made
		6.2	Explain how to implement project costing methods and accounts for recording and verifying income and expenditure
		6.3	Explain how to calculate information about income and expenditure due under the contract
		6.4	Explain how to record information about income and expenditure due under the contract
		6.5	Explain how to collate and store records and receipts which support income and expenditure
7	Be able to prepare information for additional costs for reimbursement for loss and expense	7.1	Obtain and collate information relating to identified additional costs involving all contractual parties
		7.2	Calculate additional costs accurately from relevant and verified information sources
		7.3	Analyse the opposing grounds for the additional costs, structuring them clearly and present them to managers
		7.4	Record documents, back-up information and calculations accurately, reference them clearly and store them so that they can be easily referred to for audit and reference

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |   |     |  |
|---|---|-----|--|
| 8 | Understand how to prepare information for additional costs for reimbursement for loss and expense | 8.1 | Explain how to obtain and collate information in relation to identified additional costs involving all contractual parties                     |
|   |   | 8.2 | Explain how to calculate additional costs accurately from relevant and verified information sources  |
|   |   | 8.3 | Examine how to analyse the opposing grounds for the claims   |
|   |   | 8.4 | Explain how to record, reference and store documents, back-up information and calculations accurately, referencing them clearly and store them |

## Unit H/504/7427

# Prepare proposals and obtain feedback for the provision of products and services in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to prepare information for additional costs for reimbursement for loss and expense	1.1 Take into account and assess all information gained in establishing the design parameters for the provision of products and services 1.2 Select and analyse relevant and valid data and confirming its status using appropriate methods and selection criteria 1.3 Identify and develop design options to meet agreed design parameters 1.4 Evaluate and select the most appropriate methods and techniques of presentation for communicating the design proposals 1.5 Present the recommendations, proposals and design options using the selected methods and techniques 1.6 Identify valid alternative options where the design options do not meet all customer requirements 1.7 Estimate and confirm projected product and service costs and related financial data 1.8 Obtain clear statements of agreement and position from interested parties 1.9 Produce a clear and unambiguous document summarising the parameters within an agreed timescale, and present it to interested parties
2 Understand how to prepare information for additional costs for reimbursement for loss and expense	2.1 Explain how to take into account and assess all the information gained in establishing the design parameters 2.2 Evaluate how to select data which is relevant and valid 2.3 Examine how to analyse data and confirm its status using appropriate methods and selection criteria

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |      |  |
|---|------|--|
|   | 2.4  | Describe what to identify as design options to meet agreed design parameters   |
|   | 2.5  | Propose how to develop design options to meet agreed design parameters   |
|   | 2.6  | Evaluate and select the most appropriate methods and techniques of presentation for communicating the design proposals           |
|   | 2.7  | Explain how to present the recommendations, proposals and design options using the selected methods and techniques               |
|   | 2.8  | Describe what to identify as valid alternative options where the design options do not meet all customer requirements            |
|   | 2.9  | Examine how to estimate and confirm projected product and service costs and related financial data                               |
|   | 2.10 | Explain how to obtain clear statements of agreement and position for interested parties  |
|   | 2.11 | Explain how to produce a document summarising the design parameters within an agreed timescale                                   |
|   | 2.12 | Explain how to present the document to interested parties  |
| 3 | 3.1  | Be able to review and finalise proposals for the provision of products and services  |
|   | 3.2  | Present initial proposals to and discuss them with the customer, and raise and record significant points                         |
|   | 3.3  | Discuss and clarify significant constraints, opportunities and areas of uncertainty within the proposals with interested parties |
|   | 3.4  | Make appropriate modifications to the initial proposals to reflect the outcome of discussions with interested parties            |
|   | 3.4  | Negotiate a clear and mutually acceptable agreement with interested parties with   |

**Learning Outcome - The learner will:****Assessment Criterion - The learner can:**

		sufficient detail to allow work to proceed to the next stage
	3.5	Discuss provisions for subsequent changes fully with interested parties, explain their implications, and record agreed discussions
4	Understand how to review and finalise proposals for the provision of products and services	4.1 Explain how to present initial proposals to the customer
		4.2 Explain how to discuss proposals with the customer
		4.3 Explain how to raise and record significant points with the customer
		4.4 Explain how to discuss significant constraints, opportunities and areas of uncertainty within the proposals with interested parties
		4.5 Explain how to clarify significant constraints, opportunities and areas of uncertainty within the proposals with interested parties
		4.6 Explain how to make appropriate modifications to the initial proposals to reflect the outcome of discussions with interested parties
		4.7 Propose how to negotiate a clear and mutually acceptable agreement with interested parties with sufficient detail to allow work to proceed to the next stage
		4.8 Explain how to discuss provisions for subsequent changes fully with interested parties
		4.9 Explain how to explain the implications for subsequent changes fully with interested parties
		4.10 Explain how to record agreed discussions
5	Be able to obtain and evaluate feedback information	5.1 Identify and agree valid and reliable methods and sources for obtaining feedback on completed projects

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- |   |  |   |
|---|--|---|
|   | 5.2  | Promote the value of obtaining and using feedback data and encourage and enlist the cooperation of interested parties in obtaining feedback                     |
|   | 5.3  | Identify areas of interest and agree them with interested parties   |
|   | 5.4  | Identify, obtain and investigate available feedback data from relevant sources and assess it for its implications and potential future use                      |
|   | 5.5  | Review the feedback data matching it against the original requirements and objectives and summarise any shortcomings  |
|   | 5.6  | Identify and recommend to interested parties potential improvements arising from feedback   |
|   | 5.7  | Record and classify improvements, incorporate them into procedures and data bases, and promote them for future use  |
| 6 | Understand how to obtain and evaluate feedback information |   |
|   | 6.1  | Describe what to identify valid and reliable methods and sources for obtaining feedback on completed projects   |
|   | 6.2  | Evaluate how to agree valid and reliable methods and sources for obtaining feedback on completed projects   |
|   | 6.3  | Propose how to promote the value of obtaining and using feedback data and encouraging and enlisting the cooperation of interested parties in obtaining feedback |
|   | 6.4  | Describe how to identify areas of interest and agree them with interested parties   |
|   | 6.5  | Evaluate how to agree areas of interest with interested parties   |
|   | 6.6  | Describe how to identify, obtain and investigate available feedback data from relevant sources  |

**Learning Outcome - The learner will:**

**Assessment Criterion - The learner can:**

- 6.7 Examine how to review the feedback data matching it against the original requirements and objectives and summarising any shortcomings
- 6.8 Propose how to match feedback data against the original requirements and objectives and summarise any shortcomings
- 6.9 Explain how to record and classify improvements incorporating them into procedures and data bases and promoting them for future use



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