ProQual Level 3 NVQ Diploma in Occupational Work Supervision (Construction)

Qualification Specification

Contents

Introduction

The ProQual Level 3 NVQ Diploma in Occupational Work Supervision (Construction) qualification provides provides the opportunity for individuals who supervise others in a relevant construction occupational area to demonstrate their competence.

The awarding organisation for this qualification is ProQual. This qualification is regulated by the Office of Qualifications and Examinations Regulation (Ofqual) and the Council for the Curriculum Examinations and Assessment (CCEA) Regulation. The Regulated Qualifications Framework (RQF) includes those qualifications regulated by Ofqual and CCEA Regulation.

Qualification Profile
Level 3 NVQ Diploma in Occupational Work Supervision (Construction)

Qualification title	**ProQual Level 3 NVQ Diploma in Occupational Work Supervision (Construction)**
Ofqual qualification number	600/4243/6
Level	3
Total qualification time	670 hours
Guided learning hours	224
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	1/1/12
Qualification end date	

Entry Requirements

Following the removal of the endorsement list for this qualification the following entry requirements apply for anyone undertaking this qualification :

- the individual's occupational industry experience prior to being registered for the Occupational Work Supervision qualification
- the individual's ability and experience in supervising teams
- the individual is occupationally competent to at least level 2 or SCQF level 5 in Construction

ProQual must ensure that candidates provide evidence to demonstrate relevant verifiable experience.

The evidence for verifying suitability prior to being registered for the Occupational Work Supervision qualification should meet the following criteria:

- candidate provides evidence to demonstrate relevant verifiable experience and competence in their occupational area for example: qualification to N/SVQ Level 2 or SCQF Level 5

Or

- a letter from the employer confirming the candidate's suitability and a professional discussion or portfolio evidence of previous experience.

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 complete ALL SIX of the Mandatory units, plus a minimum of TWO Optional units.

Mandatory Units – complete ALL units			
Unit Reference Number	**Unit Title**	**Unit Level**	**GLH**
A/503/2772	Confirming work activities and resources for an occupational work area in the workplace	3	33
T/618/8495	Developing and maintaining good occupational working relationships in the workplace	3	27
R/503/2924	Confirming the occupational method of work in the workplace	3	37
L/650/1406	Implementing and maintaining health, safety, environmental and welfare practices in the workplace	3	40
F/503/2725	Co-ordinating and organising work operations in the workplace	3	40
F/503/2742	Monitoring progress of work against schedules in the workplace	3	30
Optional Units – complete a minimum of TWO units			
Unit Reference Number	**Unit Title**	**Unit Level**	**GLH**
M/650/1407	Allocating and monitoring the use of plant, machinery, equipment or vehicles in the workplace	3	80
R/650/1408	Confirming work meets contractual, industry and manufacturers' standards in the workplace	3	50
T/650/1409	Implementing procedures to support team performance in the workplace	3	30
D/650/1410	Co-ordinating and confirming the dimensional control requirements of the work in the workplace	3	30

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
For each competence-based unit centres must be able to provide at least one assessor and one internal quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or verifier qualifications, such as:

- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

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.

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 qualification must be assessed in line with the Construction Skills Consolidated Assessment Strategy and 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 9.

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 qualifications 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 requirements for a 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 A/503/2772
Confirming Work Activities and Resources for an Occupational Work Area in the Workplace

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
1	Identify work activities, assess required resources and plan the sequence of work.	1.1	Identify work activities, assess required resources and plan the sequence of work.
		1.2	Identify work activities and formulate a plan for their own sequence of work.
		1.3	Explain the types of work relative to the occupational area and how to identify different work activities.
		1.4	Explain methods of assessing the resources needed from a range of available information.
		1.5	Explain the required information and the different methods used to prepare a work programme relative to the occupational area.
2	Obtain clarification and advice where the resources required are not available.	2.1	Seek advice and clarity from appropriate sources on resources available and the alternatives that can be used for the work when required resources are not available.
		2.2	Explain the different sources and methods that can be used to obtain clarification and advice when the required resources are not available.
3	Evaluate the work activities and the requirements of any significant external factors against the project requirements.	3.1	Assess progress of work against project requirements, taking into account external factors relating to: – other occupations and /or customers – resources – weather conditions – health and safety requirements.
		3.2	Explain different methods of evaluating work activities against the following project requirements: – contract conditions – contract programme – health and safety requirements of operatives.
		3.3	Evaluate the requirements of significant external factors that could affect the progress of work, in relation to: – other related programmes

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
			– special working conditions – weather conditions – other occupations/people – resources – health and safety requirements.
4	Identify work activities which influence each other and make the best use of the resources available	4.1	Determine work activities that have an influence on each other.
		4.2	Evaluate which work activities make the best use of available resources in relation to: – occupations and/or customers associated with the work – tools, plant and/or ancillary equipment materials and components.
		4.3	Explain different methods and sources that can identify which work activities influence each other.
		4.4	Describe how to determine the sequence of work activities and how long each work activity will take.
		4.5	Describe what zero and low carbon requirements are.
		4.6	Explain how work activities and different ways of using resources can impact on zero and low carbon requirements, and make a positive contribution to the environment.
5	Identify changed circumstances that require alterations to the work programme and justify them to decision makers.	5.1	Evaluate project progress against the work programme to identify any changed circumstances.
		5.2	Inform line management and/or customers on the type and extent of any required changes to the work programme.
		5.3	Explain how to identify possible alterations to the work programme to meet changed circumstances relating to action lists, method statements, duration, schedules and/or occupation specific requirements.
		5.4	Explain how to assess contractual/work effects resulting from alterations to the work programme.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	5.5 Explain the methods used to justify to decision makers on the effects resulting from alterations to the work programme.

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Unit T/618/8495
Developing and Maintaining Good Occupational Working Relationships in the Workplace

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
1	Develop, maintain and encourage working relationships to promote good will and trust.	1.1	Give appropriate advice and information to relevant people about the occupational work activities and/or associated occupations involved.
		1.2	Apply the principles of equality and diversity by considering the needs of individuals when working and communicating with others.
		1.3	Explain the methods and techniques used and personal attributes required to encourage and maintain working relationships that promote goodwill and trust with relevant people.
		1.4	Explain the principles of equality and diversity and how to apply them when working and communicating with others.
2	Inform relevant people about work activities in an appropriate level of detail, with the appropriate level of urgency.	2.1	Communicate on the following work activity information to relevant people following organisational procedures: – appropriate timescales – health and safety requirements – co-ordination of work procedures.
		2.2	Explain the different methods and techniques used to inform relevant people about work activities.
		2.3	Explain the effects of not informing relevant people with the expected level of urgency.
		2.4	Explain the different types of work activity related information and to what level of detail the following people would expect to receive: – colleagues – employers – customers – contractors – suppliers of products and services – other people affected by the work/project.

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
3	Offer advice and help to relevant people about work activities and encourage questions/requests for clarification and comments.	3.1	Give appropriate advice and information to relevant people about the different methods of carrying out occupational work activities to achieve the required outcome.
		3.2	Explain the techniques of encouraging questions and/or requests for clarification and comments.
		3.3	Explain the different ways of offering advice and help to different people about work activities, in relation to: – progress – results – achievements – Occupational problems – Occupational opportunities – health and safety requirements – co-ordinated work.
4	Clarify proposals with relevant people and discuss alternative suggestions.	4.1	Engage regular discussions with relevant people about the occupational work activity and/or other occupations involved.
		4.2	Explain the methods of clarifying alternative proposals with relevant people.
		4.3	Explain the methods of suggesting alternative proposals.
5	Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect.	5.1	Examine and agree the work activities that satisfy all people involved and will meet the required outcome of the proposed method of work.
		5.2	Explain the methods and techniques used to resolve differences of opinion in ways which minimise offence and maintain goodwill, trust and respect.

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Unit R/503/2924
Confirming the Occupational Method of Work in the Workplace

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
1	Assess available project data accurately to determine the occupational method of work.	1.1	Interpret and extract information from drawings, specifications, schedules, manufacturer's information, methods of work, risk assessments and programmes of work.
		1.2	Explain how to summarise the following project data: – required quantities – specifications – detailed drawings – health and safety requirements – timescales – scope of works.
		1.3	Explain the different methods of assessing available project data.
		1.4	Explain how to use project data to interpret the work method, In relation to: – standard work procedures – sequence of work – organisation of resources (people, equipment, materials) – work techniques – working conditions (health, safety and welfare) – risk assessment.
2	Obtain additional information from alternative sources in cases where the available project data is insufficient.	2.1	Collect and collate additional information from alternative sources to clarify the work to be carried out.
		2.2	Explain different methods and techniques of obtaining additional information from the following alternative sources when available project data is insufficient: – customers or representatives – suppliers – regulatory authorities – manufacturer's literature.
3	Identify work methods that will make best use of resources and meet project, statutory and contractual requirements.	3.1	Examine potential work methods to carry out the occupational work activity.
		3.2	Determine which work methods will make best use of relevant resources and meet

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
			health and safety requirements relating to technical and/or project criteria.
		3.3	Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against technical criteria, in relation to: – health and safety welfare (principles of protection) – fire protection – access and egress – equipment availability – availability of competent workforce – pollution risk – waste and disposal – zero and low carbon outcomes – weather conditions.
		3.4	Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against project criteria, in relation to: – conforming to statutory requirements – customer and user needs – contract requirements in terms of time, quantity and quality – environmental considerations.
		3.5	Explain how different methods of work can achieve zero/low carbon outcomes.
4	Confirm and communicate the selected work method to relevant personnel.	4.1	Confirm the selected occupational work method that meets project, statutory and contractual requirements.
		4.2	Communicate appropriately to relevant people on the selected occupational work method.
		4.3	Describe the different techniques and methods of confirming and communicating work methods to relevant people.
		4.4	Explain the principles of equality and diversity and how to apply them when working and communicating with others.

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Unit L/650/1406
Implementing and Maintaining Health, Safety, Environmental and Welfare Practices in the Workplace

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
1	Allocate and maintain health, safety, environmental and welfare equipment and resources to meet project and statutory requirements.	1.1	Make arrangements for health, safety, environmental and welfare practices in the relevant operational work environment.
		1.2	Allocate responsibilities for maintaining health, safety, environmental and welfare equipment and resources to relevant people.
		1.3	Check and maintain statutory notices and hazard warnings.
		1.4	Allocate appropriate health, safety, environmental and welfare equipment and resources relative to the operational work environment.
		1.5	Explain the methods of identifying and allocating health, safety, environmental and welfare equipment and resources, relating to: – protective clothing – protective equipment – first-aid facilities and arrangements – welfare facilities – storage and security of material and equipment – accident and incident reporting – fire-fighting equipment – statutory notices – hazard warning signs
2	Encourage a positive culture of health, safety, environmental and welfare practices and identify opportunities for improving the health and safety of the work environment through engagement with the workforce.	2.1	Deliver work briefings to relevant people within the operational work environment to promote and encourage a positive health, safety, environmental and welfare culture.
		2.2	Encourage two-way dialogue with other people and seek feedback for opportunities to improve the health and safety of the work environment.
		2.3	Lead by example by demonstrating exemplar health, safety, environmental and welfare practices within the operational environment.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	2.4 Implement the organisational requirements to monitor and maintain accident and incident reporting including near misses.
	2.5 Seek competent advice before implementing improvements to health and safety work practices
	2.6 Explain how to identify different opportunities for improving workplace health, safety, environmental and welfare practices
	2.7 Explain how to recommend opportunities for improving workplace health, safety, environmental and welfare practices
	2.8 Explain methods and techniques of promoting and encouraging a positive culture of health, safety, environmental and welfare practices in the workplace
	2.9 Explain how to deliver work briefings in ways that seek and encourage feedback.
	2.10 Explain how to identify any health, safety, environmental and welfare training requirements to improve the health and safety of the work environment.
	2.11 Explain who and where to seek competent advice from before implementing improvements to health and safety work practices.
	2.12 Explain how to monitor and maintain organisational requirements for recording and reporting accidents and incidents including near misses
	2.13 Explain the different ways of checking and monitoring correct authorisation of the following people whilst in the workplace: – workforce – suppliers – visitors – customers – members of the public

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
		2.14	Explain the current organisational procedures for dealing with unauthorised people and trespasses
3	Ensure that their team is inducted and check that they are suitably competent and monitored whilst at the workplace.	3.1	Use appropriate methods to confirm that the team are properly inducted and given regular health and safety updates.
		3.2	Use appropriate methods and techniques to communicate and report any team performance issues.
		3.3	Explain the organisational methods and procedures for carrying out inductions that confirm: − health and safety responsibilities − methods of work − workplace operations − health, safety and welfare equipment and resources − risk control procedures − first-aid arrangements
		3.4	Explain the different ways of checking and monitoring the workforce's competence specific to the work requirements.
		3.5	Explain the different techniques and methods of communicating and reporting any team performance issues.
4	Monitor and review health, safety, environmental and welfare practices and safe systems of work in the relevant work environment in accordance with current organisational and statutory requirements.	4.1	Monitor, observe and record the implementation and maintenance of health, safety, environmental and welfare practices within the operational work environment in accordance with current legislation, workplace regulations, Codes of Practice and official guidance.
		4.2	Review the safe systems of work to identify and eliminate hazards or mitigate risks in accordance with current organisational requirements and legislation, and feedback results.
		4.3	Ensure compliance with the safe systems of work in accordance with current organisational requirements and legislation.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	4.4 Instigate, record and report actions to deal with any changing circumstances within the operational work environment in order to maintain the required health, safety, environmental and welfare practices.
	4.5 Explain the methods and techniques used to regularly check health, safety, environmental and welfare practices in accordance with the following statutory requirements: – current organisational health, safety, environmental and welfare policies, procedures and regulations – current general health, safety, environmental and welfare legislation – approved Codes of Practice – statutory notices – hazard warnings – safety signs.
	4.6 Explain the reasons for regularly checking the health safety, environmental and welfare practices relevant to the operational working environment.
	4.7 Explain the organisational requirements to ensure compliance with safe systems of work.
	4.8 Explain how to review the safe systems of work by carrying out systematic examinations of work processes to eliminate hazards or mitigate risks in accordance with current organisational policies, procedures and legislation and feedback results.
	4.9 Explain how to identify any special workplace conditions and examples which do not comply with regulations.
	4.10 Describe the different methods of recording special workplace conditions and examples which do not comply with regulations.

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Unit F/503/2725
Co-ordinating and Organising Work Operations in the Workplace

Learning outcomes	Assessment criteria
The learner will be able to:	*The learner can:*
1 Provide information as required, to all the people who will be affected by the work.	1.1 Provide information, as authorised, relating to the work to be carried out in regard to: – scope of work – start date – how long it will take – expected completion date – any associated hazards.
	1.2 Define own levels of authorisation when providing information regarding the scope and timescales of the project.
	1.3 Explain the different methods of informing the people affected by the work arrangements including all third parties and stakeholders.
	1.4 List the types of people, internal and external to the project, who could be affected by work.
	1.5 Describe the consequences of providing inadequate information to those affected by the work
2 Agree the planned timescales and methods of work with the workforce.	2.1 Discuss and confirm work programmes and methods of work relevant to project requirements with the workforce.
	2.2 Explain different methods and techniques of agreeing programmes, methods of work and dynamic risk assessments with the workforce, in accordance with the method statement.
3 Implement the agreed methods of communicating, reporting, recording and retrieving information.	3.1 Apply and use an organisational communication system to record and report project information.
	3.2 Retrieve project information following organisational procedures.
	3.3 Describe the different ways of reporting, recording and retrieving information.
	3.4 Explain how to monitor the systems used for communication, reporting, recording and retrieving project information to ensure they remain effective.

Learning outcomes *The learner will be able to:*	Assessment criteria *The learner can:*	
4 Identify any breakdowns in communication and take action to restore effective communication	4.1	Determine, record and report any breakdowns of communication in various projects.
	4.2	Apply methods that restore communication and which follow the approved organisational procedures.
	4.3	Describe different ways of identifying, recording and reporting breakdowns in communication.
	4.4	Describe the organisational procedures that can be implemented to restore effective communications for a range of breakdown causes.
5 Communicate and organise the work being done with other operations as per the agreed work programme.	5.1	Organise and coordinate the work programmes and project requirements with other occupations, within predetermined levels of authorisation.
	5.2	Define their predetermined levels of authorisations and explain the methods of communicating, organising and co-ordinating work with other work activities/operations,
6 Organise and ensure there are sufficient resources, of the appropriate type, to meet the project requirements and timescales.	6.1	Identify, source and organise sufficient, suitable resources to meet project requirements.
	6.2	Allocate resources in accordance with the methods of work and project requirements.
	6.3	Describe ways of identifying, obtaining, organising and allocating the required resources for the project.
	6.4	Explain methods of planning for resources, in relation to: - workforce - tools - plant and ancillary equipment - materials - information.
7 Organise and control the work and resources so that conditions are safe and the workplace is tidy.	7.1	Implement systems to manage resources, maintain site tidiness and dispose of waste in accordance with current organisational and statutory requirements and within predetermined levels of authorisation.
	7.2	Explain different ways of controlling the workplace and resources to create and maintain safe conditions and a tidy workplace in accordance with organisational requirements.

Learning outcomes *The learner will be able to:*	Assessment criteria *The learner can:*
8 Identify and record any unplanned circumstances and pass them on to people who may be affected.	8.1 Identify any unplanned circumstances which can affect the project or people, in relation to at least five of the following – occupiers – environment – vehicular access – hazards – trespass – near neighbours – public access – workplace conditions – health, safety and welfare – statutory regulations and limitations – Codes of Practice.
	8.2 Use appropriate methods to record and report any unplanned circumstances identified.
	8.3 Supply information on any identified unplanned circumstances to those who would be affected.
	8.4 Explain different ways of identifying what are unplanned circumstances.
	8.5 Describe the methods of recording and reporting any unplanned circumstances.
	8.6 Explain ways information relating to unplanned circumstances can be passed on to the people affected.
9 Organise the designated work area for operational purposes and communicate to the workforce.	9.1 Manage/supervise the designated work area for operational purposes for at least five of the following: – safe storage – temporary works – environmental considerations – plant and/or equipment – temporary services – access and egress – security – continued use by occupiers – welfare facilities.
	9.2 Inform relevant workforce of the designated work area for operational purposes.
	9.3 Explain the methods and techniques used for passing on information about the designated work area to the workforce.

Learning outcomes	Assessment criteria
The learner will be able to:	*The learner can:*
9 continued	9.4 Explain different ways of organising/arranging the designated work area for operational purposes.
10 Organise the storage and use of materials and equipment so that handling and movement is efficient and wastage is minimised.	10.1 Plan and arrange the safe storage and efficient use of ~~for~~ materials and equipment relevant to the occupational work environment in accordance with current statutory and organisational requirements.
	10.2 Plan and arrange material handling and movement to enable minimum handling, movement and waste.
	10.3 Explain the factors, methods and considerations needed to organise the efficient storage and use of materials and equipment.

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Unit F/503/2742
Monitoring Progress of Work against Schedules in the Workplace

Learning outcomes *The learner will be able to:*	Assessment criteria *The learner can:*

1 Monitor progress of planned programmes against work schedules	1.1 Monitor progress against the work schedule using the following methodologies
	  – discussion
	  – observation
	  – calculation
	  – measuring

	1.2 Record and provide regular reports to the managers on the programmes progress.
	1.3 Describe how to source information from the work schedule.
	1.4 Explain how to monitor and report progress of the planned programme by observation, calculation and measuring.
	1.5 Describe how the methods used to monitor progress, informed the report provided to managers, customers and/or representative, contractors or suppliers.
2 Identify, record and report inappropriate specified resources and suggest suitable alternatives.	2.1 Establish, record and report inappropriate and inadequate resources selected for the project.
	2.2 Advise managers of suitable alternative resources.

	2.3 Give examples of inadequate and inappropriate resources, relating to:
	  – people
	  – tools and ancillary equipment
	  – materials
	  – time
	  – information.

	2.4 Describe how to identify and record inadequate or inappropriate resources relating to people, tools and ancillary equipment, materials, time and information.
	2.5 Explain the different methods and techniques used to inform managers about inadequate or inappropriate resources.
	2.6 Explain the organisational procedure for suggesting and specifying alternative resources.

Learning outcomes	Assessment criteria
The learner will be able to:	*The learner can:*
3 Identify and quantify deviations from planned progress which have or may occur, and which could alter the programme.	3.1 Determine and analyse work completed or projected work to be done.
	3.2 Compare work completed or projected work against given schedules to identify deviations relative to the project plan.
	3.3 Record and report identified and quantified deviations or confirm programme is on schedule.

	3.4 Explain the methods that can be used to identify, record and report deviations from planned progress, in relation to:
	  – resource shortages
	  – design problems and constraints
	  – lack of essential construction information
	  – construction errors
	  – adverse weather
	  – physical (workplace) constraints.

	3.5 Describe how any deviations from the planned progress could alter the programme, in relation to:
	  – action lists
	  – method statements
	  – work costs.

	3.6 Explain how to quantify any deviations from planned progress in regards to the methods of work and any implication on resources.
4 Confirm the circumstances of any deviations, seek advice and implement appropriate corrective actions.	4.1 Analyse, record and report the corrective actions required to maintain the project schedule.
	4.2 Seek advice, plan and implement agreed corrective actions.
	4.3 Describe the methods used to confirm the circumstances of any deviations

	4.4 Explain how to seek advice, plan and implement corrective actions in circumstances of any deviations, in relation to:
	  – restoring progress in accordance with agreed programme
	  – agreeing new completion dates
	  – securing additional resources
	  – altering planned work.

Learning outcomes	Assessment criteria
The learner will be able to:	*The learner can:*
5 Identify and report options which may help the contract progress.	5.1 Establish and record suitable options to the work schedule which are likely to help the contract's progress.
	5.2 Report the identified options that can assist contractual progress.
	5.3 Explain how to record and report the options which are most likely to help the contract progress including recommendations for changes and resource needs relating to people, tools and ancillary equipment, materials, time and information.
	5.4 Describe the different methods and techniques used to communicate information about the projects progress to line management, customer and/or representative and suppliers.
6 Report progress, any changes to the operational programme and resource needs.	6.1 Collect and confirm information on the project's progress against project specifications.
	6.2 Report project progress and recommended options for changes and resource needs.
	6.3 Describe how to inform line management, customer and/or representatives, contractors and suppliers on the actions needed to be taken to maintain or improve project progress.
	6.4 Explain why and when line management, customer and/or representatives, contractors and suppliers should be informed about progress, any changes to the operational programme and resource needs, relating to people, tools and ancillary equipment, materials, time and information, which could help advance the contract's progress.

Unit M/650/1407
Allocating and Monitoring the Use of Plant, Machinery, Equipment or Vehicles in the Workplace

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
1	Confirm the plant, machinery or equipment for the workplace and allocate them to the operations.	1.1	Identify and allocate the plant, machinery, equipment or vehicles and produce records verifying that they are appropriate for the work being undertaken
		1.2	Explain how to check that the plant, machinery, equipment or vehicles are appropriate for use in the workplace and allocate to suitable operations:
2	Ensure compliance with current health and safety information and implement safe working practices and other safeguards to minimise risks involving the use of plant, machinery, equipment or vehicles.	2.1	Carry out and record assessments on plant, machinery, equipment or vehicles to identify the health and safety risks associated with their use
		2.2	Implement and enforce safe working practices and other safeguards for the work being undertaken.
		2.3	Carry out appropriate checks to verify that the operator holds the relevant authorisation to operate plant, machinery, equipment or vehicles.
		2.4	Explain how to identify the health and safety risks with plant, machinery, equipment and vehicles in relation to: – operators – other personnel in the workplace – members of the public – workplace visitors – owners of adjoining property - environment.
		2.5	Explain the methods used to assess any health and safety risks relating to plant, machinery, equipment or vehicles and in relation to the working being undertaken.
		2.6	Describe the measures that should be implemented to ensure safe working practices and other safeguards to minimise risks
3	Report when plant, machinery, equipment or vehicles, or their operator are unsuitable for use	3.1	- Record and provide a report detailing how the decision was reached and what alternatives were suggested when plant, machinery,

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
	in the workplace when allocating and monitoring		equipment or vehicles were deemed unsuitable for the work being undertaken.
		3.2	Explain the methods that can be used to record and report when plant, machinery, equipment or vehicles, or their operator are unsuitable for use within the workplace, in regards to failing to meet: – operational efficiency – health and safety – competence requirements – reliability – usage requirements.
4	Ensure information for the use of plant, machinery, equipment or vehicles is supplied to operators and supervise safe use	4.1	Record and provide operational information to the operators and users on the safe and correct use of plant, machinery, equipment or vehicles using manufacturer's instructions and current official guidance
		4.2	Supervise the use of plant, machinery, equipment or vehicles to ensure they are being operated safely in accordance with given information.
		4.3	Explain the different methods and sources used to provide information on the use of plant, machinery, equipment or vehicles to those using, or affected by, plant operations.
		4.4	Describe the most effective ways to supervise the safe use of plant, machinery, equipment or vehicles
		4.5	Describe the methods used to identify, record and inform line managers, suppliers and specialists when an operator is deemed unsuitable for the safe use of plant, machinery, equipment or vehicles due to operational efficiency, health and safety, competence requirements, authorisation or usage requirements.
5	Monitor and ensure all checks on plant, machinery, equipment or vehicles are carried out in accordance with organisational requirements	5.1	Monitor, record and report on how specified checks, including those for operational efficiency, were carried out on plant, machinery, equipment or vehicles in accordance with current organisational and manufacturers' requirements.

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
		5.2	Explain how to monitor and ensure that all the specified checks on the plant, machinery, equipment or vehicles, including those for operational efficiency, were carried out to comply with current organisational and manufactures' requirements
6	Monitor completion dates and report when plant, machinery, equipment or vehicles have completed working activities and are no longer required.	6.1	Record and report the information which supports the decision made to return plant, machinery, equipment or vehicles following the completion of the work
		6.2	Explain the methods used to inform relevant line managers, specialist or suppliers when plant, machinery, equipment or vehicles are no longer required
		6.3	Summarise the types of information given to line mangers, specialist or suppliers when arranging for the return of plant, machinery, equipment or vehicles.
		6.4	Explain why line mangers, specialist or suppliers should be informed promptly when plant, machinery, equipment or vehicles are no longer required.

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Unit R/650/1408
Confirming work meets contractual, industry and manufacturers' standards in the workplace

Learning outcomes	Assessment criteria
The learner will be able to:	*The learner can:*
1 Source information, implement contractual, industry and manufacturers' standards and allocate responsibilities.	1.1 Source information applicable to the occupational work environment and implement contractual, industry and manufacturers' standards relevant to project requirements.
	1.2 Allocate specific responsibilities to ensure the work is carried out to the specified standards.
	1.3 Explain how to source the contractual, industry and manufacturers' standards applicable to the occupational work environment from current statutory requirements, project specifications, British Standards, Codes of Practices, current organisational standards, good working practices, manufacturers; information, operator's instructions, environmental information and warranties.
	1.4 Describe the various methods for allocating responsibilities for the contractual, industry and manufacturers' standards to the workforce, suppliers and project team during the programme.
2 Regularly check that work conforms to the design requirements and the specified contractual, industry and manufacturers' standards.	2.1 Carry out regular inspections and implement control procedures within the occupational work environment
	2.2 Compare inspection results to establish conformity with the design requirements and the specified contractual, industry and manufacturers' standards.
	2.3 Record comparisons and provide regular reports to confirm conformity/non-conformity to the contractual, industry and manufacturers' standards.
	2.4 Explain the methods used to check that the work, methods of work, materials and their uses, conform to the design requirements and specified contractual, industry and manufacturers' standards.

Learning outcomes	Assessment criteria	
The learner will be able to:	*The learner can:*	
3 Identify work that fails to meet the required contractual, industry and manufacturers' standards and implement corrective action.	3.1	Identify and report work which fails to meet required contractual, industry and manufacturers' standards.
	3.2	Plan, record and implement the required action needed to correct work which does not meet the specified contractual, industry and manufacturers' standards.
	3.3	Explain the techniques and methods used to identify work that has failed to meet contractual, industry and manufacturers' standards.
	3.4	Describe the various methods for implementing corrective actions to work which does not meet contractual, industry and manufacturers' standards.
4 Identify and inform managers about variations between contractual, industry and manufacturers' standards.	4.1	Record and report any identified variations between the contractual, industry and manufacturers' standards.
	4.2	Record and notify managers, using suitable formats that comply with organisational procedures, on the agreed corrections undertaken.
	4.3	Describe the methods used to inform managers about variations between the contractual, industry and manufacturers' standards.
	4.4	Explain when action should be taken on variations between contractual, industry and manufacturers' standards relative to the occupational work environment.

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Unit T/650/1409
Implementing Procedures to Support Team Performance in the Workplace

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
1	Identify performance and bring directly to the attention of the team member concerned.	1.1	Inspect work undertaken by team members and evaluate performance against project requirements and organisational performance measures.
		1.2	Advise team members of possible non-compliances in performance in accordance with organisational personnel procedures.
		1.3	Record and report any discussions held with team members relating to issues and concerns which are affecting their performance.
		1.4	Acknowledge good performance and provide related feedback to team members.
		1.5	Explain how to monitor, measure and evaluate the performance of your team in accordance with organisational requirements.
		1.6	Explain why it is important to acknowledge good performance with team members.
		1.7	Explain why it is important to identify any unsatisfactory performance
		1.8	Explain why poor performance of a team member should be brought promptly and directly to their attention
2	Provide team members with the opportunity to discuss actual or potential issues and concerns affecting their performance.	2.1	Facilitate discussions with team members about any issues and concerns affecting their performance.
		2.2	Describe typical types of issues and concerns that may arise from work-related and/or personal factors.
		2.3	Explain the methods and techniques used to encourage and enable members to talk frankly about any issues and concerns.
		2.4	Explain why it is important to provide opportunities for team members to discuss issues and concerns.

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
3	Agree with team members a course of action which is appropriate, timely and effective.	3.1	Identify and discuss possible courses of action that meet the needs (where possible) of the individual and the organisation to overcome any issues and concerns which are affecting performance.
		3.2	Make recommendations to the team member to develop and improve their work performance.
		3.3	Confirm a course of action with the team member to develop and improve their work performance.
		3.4	Describe how to source and provide appropriate responses to team member issues and concerns.
		3.5	Describe the methods used to make recommendations for improvements and development of individuals and the team.
		3.6	Explain how to monitor the individual's performance to confirm the agreed actions are being implemented and are effective
4	Ensure team members are aware of information regarding disciplinary and grievance procedures.	4.1	Discuss issues that may give rise to disciplinary and grievance procedures through team briefings.
		4.2	Give reasons for maintaining confidentiality when dealing with disciplinary and grievance procedures.
		4.3	Explain who may and may not receive information from disciplinary and/or grievance procedures.
		4.4	Describe the possible consequences should the wrong people be informed, in regards to: - the organisation - individual's rights - equality and diversity - development opportunities.
		4.5	Describe methods used to keep records of issues that may give rise to disciplinary and grievance procedures that have been discussed in team meetings.

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Unit D/650/1410
Co-ordinating and Confirming the Dimensional Control Requirements of the Work in the Workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Co-ordinate with and communicate the dimensional control information to work colleagues.	1.1 Source accurate dimensional work information to allow the work being carried out to be positioned, lined and levelled.
	1.2 Record and report the dimensional control information provided to work colleagues to allow conformance with contract specifications.
	1.3 Explain different methods of co-ordinating with work colleagues in order to enable them to position, line and level the work.
	1.4 Explain the different methods of communicating dimensional information to work colleagues.
2 Confirm and measure dimensional controls and maintain them to the specified work requirements.	2.1 Identify, establish and record a range of dimensional controls, setting out points, lines and profiles to meet contract specifications.
	2.2 Maintain accurate dimensional controls, setting out points, lines and profile in accordance with contract specifications.
	2.3 Explain the different methods of measuring the following dimensional controls and setting out points, lines and profiles: – lines – levels – angles – distances – curves – calibrations – tolerances.
	2.4 Describe different methods of confirming and maintaining dimensional control, setting out points, lines and profiles.
3 Check and ensure measuring and recording equipment meets the specified tolerances.	3.1 Undertake and record the checks made to a range of measuring and recording equipment relative to the occupational work environment or project type.

Learning Outcome - The learner will:		Assessment Criterion - The learner can:
	3.2	Explain the methods used to check mechanical, optical and electronic measuring and recording equipment applicable to the occupational area.
4 Identify any deviations in dimensional controls and ensure they are corrected in accordance with work requirements.	4.1	Identify and report the circumstances and conditions that result in possible deviations in dimensional controls on a range of work being undertaken.
	4.2	Plan, record and implement corrective action that allows the work to meet project requirements.
	4.3	Describe the methods used to identify deviations in position, line and level, arising from: - transfer of lines and levels - use of wrong lines and levels.
	4.4	Explain the different methods of reporting and correcting deviations in position, line and level to meet work requirements.
	4.5	Explain how to identify and record circumstances and conditions that may affect and require revisions to the dimensional controls in relation to: – land – water – obstacles – climate variation – live conditions – utilities – health and safety.

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.