



**ProQual Level 3 Award in Preparing for the Future  
Workplace in a Construction Environment**

**Qualification Specification**

# Contents

	<b>Page</b>
Introduction	3
Qualification profile	3
Qualification structure	4
Centre requirements	4
Support for candidates	5
Assessment	5
Internal quality assurance	6
Adjustments to assessment	6
Results enquiries and appeals	6
Certification	6
Learning Outcomes and Assessment Criteria	7

## Introduction

The **Level 3 Award in Preparing for the Future Workplace in a Construction Environment** is aimed at those working in a supervisory or management role in a construction work environment.

The qualification aims to focus candidates on knowledge and skills to support their present role and to help prepare them for working in a future construction environment workplace.

The Regulated Qualifications Framework (RQF) is the single framework for regulated qualifications, the regulatory body for this qualification is the Office of Qualifications and Examinations Regulation (Ofqual). This qualification is accredited onto the RQF.

## Qualification Profile

Qualification title	<b>ProQual Level 3 Award in Preparing for the Future Workplace in a Construction Environment</b>
Ofqual qualification number	603/6683/7
Level	Level 3
Total qualification time	40 hours
Guided learning hours	25
Assessment	Pass or fail Assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	12/10/2020
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 ONE Mandatory unit.

Unit Reference Number	Unit Title	Unit Level	GLH
H/618/4958	Preparing for the Future Workplace in a Construction Environment	3	25

## 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 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 quality assurance verifier qualifications, such as:

- ProQual Level 3 Certificate in Teaching, Training and Assessing
- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practices
- Level 4 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

## Assessment

Candidates must demonstrate the level of knowledge and/or skills described in the units. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

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

Evidence could include:

- portfolio of evidence
- workbook
- coursework

**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 for this qualification can be found from page 7 onwards.*

To achieve this qualification all candidates must produce evidence which demonstrates their achievement of all of the assessment criteria.

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.

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

### **ProQual Level 3 Award in Preparing for the Future Workplace in a Construction Environment**

#### **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 H/618/4958

## Preparing for the Future Workplace in a Construction Environment

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to prepare for changes in supervising or managing working practices in a future construction environment work environment	1.1 Explain how working practices in their workplace may change in the future
	1.2 Explain how the use of technology could improve productivity, use examples from three different job roles
	1.3 Describe three examples of the type of skills that will be needed in their future workplace
	1.4 Explain how innovation benefits an organisation
	1.5 Explain the risks of implementing innovative ideas and improvements in the workplace
	1.6 Explain the benefits of flexible working patterns for both employers and employees
	1.7 Explain the advantages and disadvantages for: a) the employer b) the employee of remote or virtual working
	1.8 Explain how entrepreneurship can apply to all employees, giving two examples
	1.9 Explain the benefits of training and development activities for both the employer and employee
	1.10 Explain the benefits to an individual of: a) developing transferrable skills b) becoming a member of a relevant professional body
	1.11 Explain why it is important for an employer to upskill their existing workforce
1.12 Identify the principles of risk and resilience management	
2 Understand how technology has an impact in a construction work environment	2.1 Analyse the benefits of using new and emerging technologies in their workplace
	2.2 Explain two examples of how digital technology has had an impact on different work roles in their workplace
3 Understand the importance of responsibility for occupational health in a construction work environment	3.1 Explain occupational health measures in place to protect employees
	3.2 Describe how an employer can protect employees' mental health and wellbeing
	3.3 Explain how they manage their own wellbeing

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
4 Know that an employer has responsibilities for the people working in their organisation	3.4 Provide an example of how they can support the health and wellbeing of their workplace colleagues 4.1 Explain an employer's responsibilities in terms of equality/diversity/sexuality in the workplace 4.2 Explain an employer's responsibilities for safeguarding their employees 4.3 Explain how to provide support for colleagues with equality, diversity or inclusion issues
5 Know their own personal and workplace skills	5.1 Identify areas for improvement in their own customer service delivery 5.2 Explain how to delegate effectively 5.3 Describe one example of a situation when they used effective negotiation skills 5.4 Describe two examples of situations when they have dealt with conflict in their team 5.5 Explain how effective collaboration has an effect on workplace production, providing an example from their own workplace 5.6 Describe the interpersonal skills needed for effective networking 5.7 Explain best practice in delivering presentations 5.8 Demonstrate their presentation skills 5.9 Review their own workplace skills to meet employer's expectations
6 Be able to maintain a record of their personal and professional development	6.1 Take advantage of development opportunities made available by professional networks or professional bodies 6.2 Maintain a personal development portfolio to demonstrate their commitment to lifelong learning, which incorporates: <ul style="list-style-type: none"> <li>- Identifying their knowledge, skills and competence</li> <li>- goals for their own professional development</li> <li>- a record of their training and development activities with a self-assessment of the work/life value to them of each activity</li> <li>- future goals for training and personal development in the workplace</li> <li>- review of progress towards personal and professional objectives</li> </ul>



## **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.



[www.proqualab.com](http://www.proqualab.com)

[enquiries@proqualab.com](mailto:enquiries@proqualab.com)

Tel: +44 (0)1430 423822

ProQual AB Limited, ProQual House, Unit 1, Innovation Drive, Newport, HU15 2GX  
Company Registration Number: 07464445