Level 3 NVQ Diploma in Controlling Lifting Operations – Supervising Lifts (Construction)

Qualification Specification

Contents

Introduction

The ProQual Level 3 NVQ Diploma in Controlling Lifting Operations – Supervising Lifts qualification provides a nationally recognised qualification for individuals who work or want to work in the construction industry and specialise in the lifting suspended loads.

The awarding body for the qualification is ProQual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual). The specification for this qualification has been approved by the Welsh Government for use by centres in Wales and by the Council for the Curriculum Examinations and Assessment (CCEA) for use by centres in Northern Ireland.

This qualification has been accredited onto the Regulated Qualifications Framework (RQF) and it provides a progression route to discipline related qualifications.

Qualification Profile
Level 3 NVQ Diploma in Controlling Lifting Operations – Supervising Lifts (Construction)

Qualification title	**ProQual Level 3 NVQ Diploma in Controlling Lifting Operations – Supervising Lifts**
Ofqual qualification number	601/1082/X
Level	Level 3
Total qualification time	
Guided learning hours	237
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	1/9/13
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 all of the Mandatory units.

Mandatory Units			
Unit Reference Number	**Unit Title**	**Unit Level**	**GLH**
M/503/2915	Developing and Maintaining Good Occupational Working Relationships in the Workplace	5	27
H/600/7004	Supervising Lifting Operations Using Lifting Equipment in the Workplace	3	40
H/600/7486	Maintaining Systems for Health, Safety, Welfare and Environmental Protection in the Workplace	3	30
F/600/7494	Coordinating and Organising the Control of Work in the Workplace	3	40
Y/600/7498	Allocating and Monitoring the Use of Plant, Equipment or Machinery in the Workplace	3	30
D/600/7521	Maintaining the Dimensional Accuracy of Work in the Workplace	3	30
H/600/7536	Co-ordinating Preparation Work for Site or Lifting Operations in the Workplace	3	20
D/600/7552	Allocating Work and Checking People's Performance in the Workplace	5	20

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 Consolidated Skills 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 8.

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 -

   ProQual Level 3 NVQ Diploma in Controlling Lifting Operations – Supervising Lifts

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 M/503/2915
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.

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

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

Unit H/600/7004
Supervising Lifting Operations Using Lifting Equipment in the Workplace

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
1	Carry out the supervision of lifting operations which will minimise disruption and maintain optimum performance.	1.1	Prepare for and undertake supervision duties in compliance with given lift plans, statutory legislation and organisational procedures.
		1.2	Explain how programmed lifting operations relevant to the occupational area or sector(s) should be supervised.
		1.3	List the types of people who may be affected by typical lifting operations.
		1.4	Explain how disruption to other works and people not involved in lifting operations can be minimised during typical lifting operations.
		1.5	Describe different methods that can optimise performance during lifting activities.
2	Observe current legislation and official guidance appropriate to the work environment.	2.1	Protect the workforce, the general public, visitors and the environment during lifting operations by applying information from at least three of the following: – methods of works – risk assessments – safe use and storage of plant, equipment and machinery – safe use and storage of materials – traffic management – work permits – emergency plans – codes of practice – regulations.
		2.2	List and describe the current legislation and official guidance that applies directly to lifting operations using lifting equipment.
3	Identify and assess faults and problems and recommend and	3.1	Observe and evaluate the preparation of and the lifting activity against given documents,

Learning Outcome - The learner will:		Assessment Criterion - The learner can:
implement corrective actions which conform to safe working methods and practices.		requirements and methods to identify faults and problems.
	3.2	Apply corrective actions that follow statutory requirements and organisational procedures to at least two of the following lifting operations faults and problems:
		– work method data errors
		– construction errors
		– identification of further utilities
		– heritage concerns
		– environmental concerns
		– incorrect maintenance
		– identification of hazardous materials
		– breaches of security
		– documentation error/availability
		– certification error/availability
		– non-conforming plant, equipment or machinery.
	3.3	Describe how common lifting operation faults and problems can be identified.
	3.4	Explain methods that can be used to assess potential faults and problems during lifting operations.
	3.5	Explain techniques and methods that allows for identified faults and problems, and appropriate corrective suggestions to be made and communicated to relevant people.
	3.6	Explain the processes that allows for agreed corrective actions for non-conforming plant equipment and machinery to be applied.
	3.7	Outline the types of corrective actions that could be applied to non-conforming plant, equipment or machinery and to typical lifting operations relevant to the occupational area or sector.
4 Conduct pre-work checks to meet statutory requirements, official	4.1	Carry out at least two of the following checks during preparation work for lifting operations:

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
	guidance and maintains safe working methods and practices.		– for condition – for fit for purpose – on health and safety – on environmental – on people.
		4.2	Establish safe working methods and compliance with statutory requirements and official guidance whilst carrying out pre-work checks.
		4.3	Explain procedures that can apply to the carrying out of pre-work checks and ways that checks can be recorded.
		4.4	Give reasons why pre-work checks should be made for lifting operations and explain possible consequences should this not be carried out.
		4.5	Describe different ways that of work information and work methods can be communicated to team members.
5	Keep accurate records of work progress checks, faults, problems and quantities involved.	5.1	Implement recording systems, following organisational procedures, which identify work progress checks, faults, problems and quantities involved.
		5.2	Explain the methods that can be used to keep accurate records of work progress on lifting operations which can detail faults and problems, and quantities of resources used.
		5.3	Give reasons why accurate records should be kept.
6	Conduct post-work checks to ensure completion of the work method/lift plan data.	6.1	Observe and/or inspections lifting operations during and on completion of work activities.
		6.2	Compare inspection/observation findings of completed lifting operations against given lift plan data and criteria to ensure that all operations are completed and resources removed.

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
		6.3	Explain methods and techniques of conducting and recording post-work checks on relevant types of lifting operations.
		6.4	Give reasons why post-work checks should be carried out and the consequences should checks not be carried out adequately.
7	Identify, assess and maintain the necessary resources for lifting operations activities.	7.1	Identify, select and/or acquire and maintain at least three of the following resources: – people – plant, equipment or machinery – materials and components – sub-contractors – work and facilities – waste management – utility providers.
		7.2	Explain different ways that necessary resources for lifting operations, relevant to the occupational area or sector, can be identified.
		7.3	Explain how resources can be assessed for quality, and how to maintain necessary resources for typical lifting operations.

Unit H/600/7486
Maintaining Systems for Health, Safety, Welfare and Environmental Protection in the Workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Encourage a culture of health, safety, welfare and environmental awareness.	1.1 Develop initiatives which encourage a health, safety, welfare culture and consideration for the environment.
	1.2 Explain the various methods that can encourage a culture of health, safety, welfare and consideration for the environment.
2 Identify and recommend opportunities for improving health, safety and welfare for people on site or for specific operations.	2.1 Make recommendations following reviews that could improve health, safety or welfare on site or for specific operations.
	2.2 Explain how to identify opportunities that will improve health, safety and welfare for people on site or for specific operations.
	2.3 Describe the various methods to recommend improvements to health, safety and welfare systems.
3 Ensure the workforce and visitors to the site or specific operations are inducted and check the competence of those they are responsible for.	3.1 Implement a system of checks to ensure that the workforce and visitors are inducted.
	3.2 Explain the various methods of ensuring that the workforce and visitors to the site or specific operational area are inducted and give reasons why this is important.
	3.3 Carry out checks to ensure that workers they are responsible for are competent for the relative tasks.
	3.4 Explain the various methods of ensuring that workers they are responsible for are competent for the relative tasks and give reasons why this is important.
4 Maintain accurate and appropriate statutory notices and hazard warnings.	4.1 Ensure relevant statutory notices and hazard warnings and clear, legible and concise.

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
		4.2	Describe ways of maintaining statutory notices and hazard warnings.
5	Ensure the serviceability of health, safety, welfare and environmental protection equipment and resources in order to comply with current legislation.	5.1	Carry out maintenance checks on at least five of the following health, safety, welfare and environmental protection equipment and resources: – protective equipment – protective clothing – first aid facilities and arrangements – welfare facilities – storage and security of materials and equipment – accident and incident reporting systems – firefighting equipment – provision of health, safety and welfare.
		5.2	Explain the various methods of conducting and recording maintenance checks on health, safety, welfare and environmental protection equipment and resources that meet the project, organisational and statutory requirements.
6	Implement systems which meet organisational and statutory requirements for the identification of hazards and reduction of risks; reporting accidents and emergencies and preventing recurrence.	6.1	Develop and action a system that identifies hazards and reduces risk.
		6.2	Explain the various methods of implementing systems that meet organisational and statutory requirements and which identifies hazards and reduces risks.
		6.3	Develop and action a system that reports accidents and emergencies and is able to prevent recurrence.
		6.4	Explain the various methods of implementing systems that meets organisational and statutory requirements for reporting accidents and emergencies, and operates to prevent recurrence.

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
		6.5	Give reasons for implementing an effective system to identify hazards, reduce risks and report accidents.
7	Check health, safety, welfare and environmental protection systems regularly in accordance with organisational and statutory requirements.	7.1	Conduct regular checks to ensure compliance with the following organisational and statutory requirements: – construction specific health, safety, welfare and environmental legislation – recognised industry codes of practice – organisational procedures.
		7.2	Explain the methods of checking health, safety, welfare and environmental protection systems.
		7.3	Explain the methods of ensuring that health, safety, welfare and environmental protection complies with organisational and statutory requirements.
8	Identify and report any special site or operational conditions which do not comply with organisational and statutory requirements.	8.1	Review and evaluate sites or operations to identify special conditions and report conditions which do not comply with current legislation.
		8.2	Explain the methods of identifying and reporting special site conditions that do not meet organisational and statutory requirements.

Unit F/600/7494
Coordinating and Organising the Control of Work in the Workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Assemble and review relevant information used in the preparation of project or operational plans and clarify unclear information.	1.1 Assess and evaluate three of the following information sources for clarity when organising the control of work: – surveys and reports – design – contractual – statutory consents – contractor's pre-planning information – health, safety and environmental plans – risk assessments and method statements – programmes – lift plans – competent people – sub-contractor arrangements and attendance.
	1.2 Describe different ways of procuring and assembling relevant information.
	1.3 Explain possible methods that can establish whether information is sufficiently clear to coordinate work control.
2 Communicate and agree programmes or operational plans, methods and attendance with the people doing the work.	2.1 Liaise and communicate with those undertaking relevant work on a variety of projects or operations.
	2.2 Gain approval with relevant people for programmes or operations, methods and attendance on specified projects.
	2.3 Explain ways of agreeing and communicating work programmes or operations, methods and attendance details with those doing the work.
	2.4 Describe ways of integrating construction or other working methods using programmes or operational plans that include methods and attendance.

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
3	Plan and obtain sufficient resources and attendance of the appropriate type which meets project or operational requirements and timescales.	3.1	Procure at least three of the following resources when planning and obtaining resources to meet project or operational requirements and timescales: – people – plant, equipment or machinery – materials and components – sub-contractors – information – work area and facilities – waste management – utility providers
		3.2	Explain the ways, factors and methods of planning and obtaining suitable resources and attendance to ensure project or operational timescales and requirements are met.
		3.3	Describe the outcomes on projects or operations if sufficient resources are not procured on time or are unsuitable.
4	Organise and control sites (or specific operational areas) and resources to establish safe and tidy sites/areas, creating a positive image of the organisation and project.	4.1	Implement and coordinate work areas, activities and resources on relevant projects or on specific operational areas that allow sites or operational areas to be safe and tidy.
		4.2	Coordinate and improve site or specific operations to provide a positive image of projects and the relevant organisation.
		4.3	Explain different methods of organising and controlling typical resources.
		4.4	Explain how sites or work areas should be effectively controlled and organised to maintain and enhance site or operational safety and tidiness.
		4.5	Describe the factors and issues that must be taken into account to ensure sites or operational areas are safe and tidy for workers and other people.

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
		4.6	Give reasons why project and organisational image is important and describe the possible effects of negative images on the company, project or operation.
5	Organise work activities and implement work measures that take into account appropriate factors and influences.	5.1	Coordinate work activities and maintain control whilst taking into account at least three of the following areas: – occupiers – near neighbours – public access – site conditions – environmental considerations – vehicular access (including air and waterborne craft) – security and trespass – public utilities – heritage status.
		5.2	Describe how to organise work activities that take into account relevant internal and external factors and influences.
		5.3	Outline the measures that need to be taken into account to deal with internal and external factors and influences and explain the outcomes and implications if this is not undertaken effectively.

Unit Y/600/7498
Allocating and Monitoring the Use of Plant, Equipment or Machinery in the Workplace

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
1	Produce clear requests for plant, equipment or machinery which meets the needs of projects or operations.	1.1	Request at least four of the following types of plant, equipment or machinery as specified by plans or programme requirements: – static – mobile – accessories – consumables – health and safety equipment – specialised hand tools – standard plant, equipment or machinery – non-standard plant, equipment or machinery.
		1.2	Describe the types, formats and methods of producing requests for plant, equipment or machinery that will meet the needs of projects.
2	Ensure and record that plant, equipment or machinery meets operational and statutory requirements prior to use in the workplace and allocate to suitable operations.	2.1	Carry out checks and confirm that relevant plant, equipment or machinery meets operational and statutory requirements.
		2.2	Record, following organisational procedures, that plant, equipment or machinery meets operational and statutory requirements.
		2.3	Identify the requirements for relevant operations and assign appropriate plant, equipment or machinery for use.
		2.4	Explain the ways and methods of ensuring that plant, equipment or machinery meets operational and statutory requirements prior to use.
		2.5	Explain the factors that determine the allocation of plant, equipment or machinery for suitable operations.

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
		2.6	Describe the different ways and formats for recording checks on the suitability of plant, equipment or machinery.
3	Identify hazards and assess risks arising from the use of plant, equipment or machinery and implement measures that protect people and the environment.	3.1	Implement actions that protect the public, workforce, visitors and the environment using at least three of the following measures: – methods of work – risk assessment – safe use and storage of tools – safe use and storage of materials – traffic controlling (including air and waterborne craft) – emergency plans.
		3.2	Explain different ways of identifying hazards and assessing risks from plant, equipment or machinery operations.
		3.3	Describe methods of implementing measures that protect all people and the environment affected by on-site plant, equipment or machinery operations.
		3.4	Outline who may be affected by plant, equipment or machinery operations relevant to typical projects.
4	Keep records of the use of plant, equipment or machinery.	4.1	Complete and maintain records of plant, equipment or machinery use, which follow organisational requirements.
		4.2	Describe the types and ways of keeping records of plant, equipment or machinery operations.
		4.3	Give reasons for the need to keep records on plant, equipment or machinery use.
5	Recommend alternative types of plant or equipment to decision makers where existing plant,	5.1	Examine and analyse plant, equipment or machinery use and identify alternative types that will be suitable for the intended work.

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
	machinery or equipment is deemed unsuitable for allocated operations.	5.2	Provide suggestions to decision makers/responsible people for alternative types of plant, equipment or machinery.
		5.3	Explain the factors that determine when plant, equipment or machinery is unsuitable for intended operations and how to identify unsuitability.
		5.4	Describe methods and processes that can identify alternative plant, equipment or machinery for specific operations.
		5.5	Describe the ways of recommending alternative plant, equipment or machinery to decision makers/people responsible.
6	Issue instructions for the use of plant, equipment or machinery to operators and others directly involved.	6.1	Provide guidance to plant, equipment or machinery operators, and those directly involved with the operation, that follow statutory and manufacturer's requirements.
		6.2	Explain the formats, methods and timescales of issuing instructions and guidance to plant, equipment or machinery operators, and other directly involved.
7	Check and confirm that operators of plant, equipment or machinery are trained, certificated and authorised for the relevant type, and monitor for safe working.	7.1	Establish that operators of plant, equipment or machinery are able and authorised for the relevant types and operations.
		7.2	Check relevant plant operation activities to ensure they meet statutory and manufacturer's requirements.
		7.3	Explain the methods and organisational procedures of checking and confirming abilities and authorisation of plant, equipment or machinery operators.
		7.4	Give reasons why plant, equipment or machinery operations should be monitored and describe effective methods on how this can be done.

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
8	Ensure the appropriate storage, servicing and maintenance of plant, equipment or machinery meets operational and statutory requirements	8.1	Arrange the storage, servicing and maintenance of plant, equipment or machinery.
		8.2	Carry out checks to ensure the storage, serviceability and maintenance of plant, equipment or machinery meet at least three of the following operational or statutory requirements: – health, safety and welfare of the workforce and others – operational efficiency – security of resources – obligations to third parties – regulatory authorities – contractual commitments.
		8.3	Explains different ways of ensuring, and why it is important, that plant, equipment or machinery is stored, serviced and maintained in accordance with operational and statutory requirements.
9	Inform decision makers/ people responsible when plant, equipment or machinery is no longer required.	9.1	Establish that relevant plant, equipment or machinery has completed the intended work and is no longer required.
		9.2	Notify decision makers/people responsible in writing that plant, equipment or machinery work has been completed.
		9.3	Describe the methods and techniques for informing decision makers/people responsible when plant, equipment or machinery is no longer required.
		9.4	Explain why decision makers/people responsible need to be informed that plant, equipment or machinery is no longer required.

Unit D/600/7521
Maintaining the Dimensional Accuracy of Work in the Workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Ensure the workforce is provided with sufficient clear and accurate information to enable them to position, align and/or level the work or loads.	1.1 Establish and inform relevant workers of specific dimensional information on at least four of the following: – lines (can include the placing of loads) – levels (can include load levels) – angles (can include lifting accessory angles) – distances – curves – positions – setting out points – loads – centres of gravity.
	1.2 Explain methods and techniques of providing clear and accurate information on dimensional controls.
	1.3 Describe how to ensure that dimensional information is sufficient.
	1.4 Give reasons why it is important to provide clear information and implications for typical projects or operations if this is not done.
2 Observe and check dimensional controls and record results to meet quality standards.	2.1 Undertake and conduct checks on work being carried out and compare to the quality standards provided for projects or operations.
	2.2 Describe different ways of observing and checking dimensional controls on different projects or operations.
	2.3 Explain methods to record results and ways of comparing results against given quality standards.

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
3	Identify any deviations in positions, alignments or levels and take measures to promptly correct them.	3.1	Establish any deviations from given standards for at least one of the following: – transfer of lines and levels – use of incorrect lines and levels – calculations – given information.
		3.2	Undertake actions to rectify identified deviations on work being undertaken.
		3.3	Explain methods and techniques of identifying deviations in dimensional control on typical projects or operations.
		3.4	Give examples of and methods to correct dimensional deviations found on typical projects or operations.
4	Recommend revised work practices and procedures to minimise deviations and to allow for different circumstances and conditions.	4.1	Suggest revisions to work practices and procedures after considering at least one of the following circumstances and conditions: – environmental – unforeseen – planned.
		4.2	Explain the methods and procedures that can be used to revise work practices.
		4.3	Describe different ways and techniques of recommending revised procedures for work practices.
		4.4	Give reasons why work procedures should be revised when deviation are found.

Unit H/600/7536
Co-ordinating Preparation Work for Site or Lifting Operations in the Workplace

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
1	Identify and use relevant information used to prepare the project or lift plans, clarify any unclear information and update for production or operational planning purposes.	1.1	Interpret and apply, for production or operational planning purposes, at least four of the following sources of information used in preparing project or lift plans: – survey reports – design documents – contractual documents – statutory consents – contractor's pre-planning information – health, safety and environmental plans – risk assessments and/or method statements – programmes – records about the competence of people – sub-contractor arrangements and attendance – safe systems of work.
		1.2	Seek clarification about unclear information and update project or lift plans as necessary to allow efficient production.
		1.3	Explain ways of identifying and using relevant information relevant to production or operational planning.
		1.4	Explain the possible methods and techniques for clarifying planning information that is not clear.
		1.5	Give reasons why information for production or operational planning should be updated, and describe ways that this can be done.

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
2	Identify factors which may affect proposed works or operations, describe and summarise accurately and pass onto people who may be affected.	2.1	Investigate at least three of the following factors to identify whether they can affect proposed works or operations: – occupiers – near neighbours – public access – site conditions – environmental considerations – vehicular access – security and trespass – public utilities – heritage status.
		2.2	Inform people who may be affected, issues that are affecting work or operational programmes using a summarised method.
		2.3	Explain the methods and techniques of identifying factors that may affect work or operational programmes.
		2.4	Describe ways of accurately describing, summarising and communicating factors about the proposed works or operations to people who may be affected.
		2.5	Explain the consequences should factors that affect work or operational programmes not be described or summarised accurately.
3	Confirm access points for sites and works or operations which are safe and include works traffic and pedestrian segregation and minimise disruption.	3.1	Carry out consultations and identify safe access points and segregation areas for work's traffic and pedestrians for works or operations.
		3.2	Agree and confirm safe access and segregation points for works traffic and pedestrians that will maintain safety and minimise disruption for projects or operations.
		3.3	Explain different ways of identifying and establishing safe access points for works

Learning Outcome - The learner will:		Assessment Criterion - The learner can:
		traffic and pedestrians for various projects or operations.
	3.4	Explain methods of confirming and agreeing works traffic and pedestrian access and segregation points for various projects or operations.
	3.5	Give reasons for segregating works traffic and pedestrians and explain why disruption must be minimised for various types of projects or operations.
4 Confirm arrangements for adequate site safety, welfare and security before work or operations start, and whilst working on site.	4.1	Conduct checks and confirm arrangements for site safety, welfare and security before work starts.
	4.2	Conduct checks and confirm arrangements for site safety, welfare and security during work.
	4.3	Explain the different methods and techniques for confirming arrangements for site safety, welfare and security before work starts and whilst working on site.
5 Confirm available resources for projects or operations before work starts.	5.1	Carry out checks and verify at least four of the following are correct and available for relevant projects or operations: – people – plant, equipment or machinery – materials and components – sub-contractors – information – work area and facilities – waste management – utility providers.
	5.2	Explain the methods that can confirm that resources are available and correct for projects or operations.

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
6	Implement the site or work area layout for operational purposes and pass on information about the plans to the people who will be working onsite.	6.1	Establish the layout of sites or work areas to effect operations and consider at least four of the following: – storage – temporary accommodation – work areas – plant – temporary services – access and egress – security – continuing use of occupiers – waste management – pollution control – provision for pre-fabricated components and systems – existing fabric.
		6.2	Communicate information about site or working area lay out plans to people who will be working on site or on operations.
		6.3	Explain ways of implementing site or working area layouts for operational purposes.
		6.4	Explain different ways of communicating site or working area plan information to those working on the site or on operations.
7	Implement the storage and use of materials and components so that materials handling and movement is efficient and wastage is minimised.	7.1	Implement systems that allow the safe and efficient storage and use of materials and components.
		7.2	Ensure that materials and components are handled and moved safely and efficiently, and that wastage is minimised.
		7.3	Explain possible methods and procedures for implementing effective storage areas and facilities for material supplies to be effective for various types of projects or operations.

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
		7.4	Describe how to minimise material and component handling, movement and wastage.
8	Place and maintain notices which provide accurate information about the works or operations and which conform to statutory and site requirements.	8.1	Position accurate notices about the work or operations that conform to statutory and site requirements.
		8.2	Maintain placed notices whilst ensuring that they are relevant to ongoing work programmes or operations.
		8.3	Describe placing positions for an applicable range of notices relevant to typical projects or operations.
		8.4	Explain methods that ensure relevant notices conform to statutory and site or operational requirements.
		8.5	Explain different ways of maintaining notices and possible outcomes should notices not be maintained regularly.
9	Ensure notice has been given to all people who will be affected by the work or operation, about when it starts, for how long it will take and when it finishes.	9.1	Inform people affected by project works or operations about when works or operations start, expected durations and planned finishing or completions dates.
		9.2	Explain methods and techniques on informing relevant people about time scales of the works.

Unit D/600/7552
Allocating Work and Checking People's Performance in the Workplace

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
1	Confirm the programme or operations and schedules, identify priorities and critical activities, and plan how the work will be undertaken.	1.1	Identify and evaluate the priorities and critical activities in programmes or operations and schedules, and devise a plan on how the work will be undertaken.
		1.2	Explain how to identify priorities and critical activities.
		1.3	Explain methods of confirming programmes or operations and schedules.
		1.4	Describe how the planning of work can be undertaken.
2	Allocate work to team members, taking into account their current circumstances, and brief them on the quality standards or level expected.	2.1	Evaluate and assign work to team members and carry out briefings taking into account their: – skills – knowledge – experience – workload.
		2.2	Describe how to allocate work fairly to team members whilst taking into account their current circumstances.
		2.3	Explain the methods and techniques on briefing team members about quality of standards or levels expected.
3	Monitor the progress and quality of the work and provide prompt and constructive feedback.	3.1	Carry out checks on the progress and quality of work being undertaken against programmes or operations and schedules.
		3.2	Carry out checks on the quality of work being undertaken against quality standards.

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
		3.3	Explain methods of checking the progress of work against programmes or operations, schedules and the work against quality standards.
		3.4	Provide feedback to team members on the progress of work and standards of quality.
4	Motivate team members to complete the work they have been allocated and provide, where requested and possible, any additional support and/or resources.	4.1	Review and supply additional support and/or resources where requested by team members.
		4.2	Explain the different ways of motivating team members to complete the allocated work.
		4.3	Explain ways of providing additional support to team members and ways of getting feedback on additional support from team members.
5	Identify unacceptable or poor performance, discuss the cause(s) and agree ways of improving performance with team members.	5.1	Evaluate poor or unacceptable performance for given work activities.
		5.2	Implement methods that can improve performance of team members. Describe the various methods of identifying poor or unacceptable performance.
		5.3	Explain ways of discussing the causes of poor performance with team members and how to get agreement on ways of improving performance.
6	Recognise successful completion of significant pieces of work or work activities by team/team members, and advise responsible people.	6.1	Demonstrate ways of recognising success and praising team members on successful completion of work.
		6.2	Advise responsible people on successful completion of work.
		6.3	Describe ways of recognising completion of significant pieces of work or work activities.

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	6.4 Explain effective methods of advising responsible people of the team/team member's successes.

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