



**ProQual Level 4 Award in Preparing for the Future  
Workplace in a Construction Environment**

**Qualification Specification**

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## Introduction

The **Level 4 Award in Preparing for the Future Workplace in a Construction Environment** is aimed at those working in a 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 4 Award in Preparing for the Future Workplace in a Construction Environment</b>
Ofqual qualification number	603/6684/9
Level	Level 4
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
K/618/4959	Preparing for the Future Workplace in a Construction Environment	4	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 -

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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 K/618/4959

## 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 managing working practices in a future construction work environment	1.1 Explain how working practices in their workplace may change in the future
	1.2 Analyse how productivity in their workplace could be improved by the use of technology
	1.3 Analyse the type of skills that will be needed in their future workplace
	1.4 Evaluate how innovation benefits their organisation
	1.5 Explain the risks of implementing innovative ideas and improvements in their workplace
	1.6 Analyse the benefits of implementing flexible working patterns for both employers and employees
	1.7 Analyse the value of entrepreneurship in an organisation
	1.8 Analyse the benefits to the employer and the employee of training and development activities
	1.9 Explain the benefits to an individual of: a) developing transferrable skills b) becoming a member of a relevant professional body
	1.10 Analyse the impact of managing employees in their future workplace
	1.11 Explain the advantages and disadvantages of remote and virtual working for both employees and employers
	1.12 Analyse the importance to an employer of upskilling their existing workforce
	1.13 Identify the principles, essential features and objectives of risk and resilience management
2 Understand how new and emerging technologies has an impact in a construction work environment	2.1 Analyse the impact of using new or emerging technologies in their workplace
	2.2 Explain two examples of how digital technology has had an impact on managing employees in their workplace
3 Understand the importance of an employer's responsibility for occupational health in the construction sector	3.1 Explain the range of occupational health measures in place to protect employees working in their organisation
	3.2 Analyse the value for an employer of protecting their employees' mental health and wellbeing

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	3.3 Explain how they manage their own health and wellbeing 3.4 Provide an example of an initiative in their own workplace that supports employees' health and wellbeing
4 Know that an employer is responsible for safeguarding the people working in their organisation	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 Provide an example of how their employer safeguards employees 4.4 Explain how to provide support for colleagues with equality, diversity or inclusion issues
5 Know their own personal and workplace skills	5.1 Describe an example of how they measured organisational effectiveness in the delivery of customer service 5.2 Provide an example of a situation when they have successfully demonstrated their negotiating skills 5.3 Evaluate the resolution of a team conflict in their workplace 5.4 Evaluate workplace examples of collaboration that were: <ul style="list-style-type: none"> <li>a) ineffective</li> <li>b) effective</li> </ul> 5.5 Analyse the effective management of remote or virtual teams 5.6 Evaluate their delivery of an effective presentation 5.7 Evaluate their own communication skills in a business environment
6 Be able to maintain a record of their personal and professional development	6.1 Evaluate their own current and potential future personal and professional development needs 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.



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