Qualification Specification

Qualification Title:

GQA Level 3 NVQ Diploma in Construction Contracting Operations

Qualification Number: 610/3202/5

Who is this qualification for?

The Level 3 NVQ Diploma in Construction Contracting Operations will develop knowledge and skills in areas such as: developing and maintaining working relationships, preparing and processing invitations to tender, preparing programmes and schedules of work, operating project information systems, and operating health, safety and welfare systems in construction. Learners can specialise in several different areas of Construction Contracting Operations.

The qualification is at Level 3, although some units may be at different levels.
The qualification has been developed in a way to allow employees from companies of all sizes and specialisms equal opportunity to complete.

There is a suite of other construction specific qualifications in a wide range of occupations available through GQA.

Entry requirements

There are no formal entry requirements for learners undertaking this qualification, however individuals must be carrying out a role that will enable them to show they have the required competence and knowledge to meet the qualification aims

Qualification support

This qualification has been designed and developed by GQA Qualifications with industry support.

Regulatory information

Countries offered in:	England, N. Ireland
Qualification type:	Occupational qualification
Subject/sector areas	Construction
Qualification operational start date:	25/09/2023
Applicable age ranges (years):	18+

Further information

Further information about this qualification can be obtained from: www.gqaqualifications.com/qualifications

You can also contact GQA Qualifications directly at:

GQA Qualifications Ltd, Unit 1, 12 O'clock Court, Sheffield S4 7WW.

Tel 01142 720033, email to info@gqaqualifications.com

Qualification achievement

It is not expected that all workers will complete exactly the same tasks, so the qualification has been designed to allow flexibility and in turn, as wide an uptake as possible.

Individuals must complete the 4 mandatory units and the required units from the selected Pathway(s)

The minimum credit value of the qualification is 90 credits.

Qualifications are now required to indicate the total qualification time (TQT), this is to show the typical time it will take someone to attain the required skills and knowledge to meet the qualification criteria. The TQT for this qualification is 900 hours.

Qualifications are also required to indicate the number of hours of teaching someone would normally need to receive in order to achieve the qualification. These are referred to as Guided Learning Hours (GLH). The minimum GLH for this qualification is 300

The unit of assessment sets out learning outcomes which describe what learners need to be able to do and understand. The learning outcomes are defined by assessment criteria which are used to assess competence, expressed as skills achieved and learned knowledge and understanding, to achieve the units. GQA Qualifications will issue a certificate complete with the learner's name, the qualification and unit title and the credits achieved.

Qualification Structure

Qualification Title:	**GQA Level 3 NVQ Diploma in Construction Contracting Operations (Construction)**				
Qualification Number (QAN):	610/3202/5				
Total Credits:	90	**Total Qualification Time (TQT)**	900	**Guided Learning Hours (GLH)**	300

Reg No	**Internal Ref**	**Title**	**Level**	**Credit**
R/650/8302	COSCCOC01	Operate Health, Safety and Welfare Systems in Construction	3	12
T/650/8303	COSCCOC02	Prepare Programmes and Schedules of Work in Construction	3	16

T/650/8321	COSCCOC03	Operate Project Information Systems in Construction	3	10
Y/650/8304	COSCCOC23	Develop and Maintain Working Relationships and Personal Development in Construction	3	12
Pathway 1 – Estimating Pathway Mandatory Units				
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
R/650/8311	COSCCOO08	Prepare Estimates, Bids and Tenders in Construction	3	16
Pathway 1-Estimating-Pathway optional units-minimum of 1 unit to be achieved				
H/650/8317	COSCCOO14 v3	Monitor, Maintain and Improve Supplies of Materials in Construction	3	15
J/650/8318	COSCCOO15 v2	Recommend and Monitor Supplies of Plant and Equipment in Construction	3	15
F/650/8307	COSCCOO04	Prepare for, Collect, Analyse and Present Survey Data in Construction	3	17
H/650/8308	COSCCOO05	Record the Condition of Property in Construction	3	17
Y/650/8322	COSCCOO24	Integrate and Control Project Design Information in Construction	3	15
J/650/8309	COSCCOO06	Prepare Drawings and Schedules in Construction	4	13
T/650/8312	COSCCOO09 v3	Prepare for Work Operations in Construction	4	17
Y/650/8313	COSCCOO10 v3	Implement Contract Work in Construction	4	16
A/650/8314	COSCCOO11	Establish and Maintain the Dimensional Control of Construction Works	3	15
D/650/8315	COSCCOO12	Prepare for and Carry Out Physical Testing in Construction	3	12
F/650/8316	COSCCOO13 v2	Assess, Plan and Monitor Project Methods and Progress in Construction	4	15
K/650/8319	COSCCOO16 v2	Prepare and Monitor Costs and Accounts in Construction	4	15
R/650/8320	COSCCOO21 v2	Prepare proposals and Obtain feedback for the Provision of Products and Services in Construction	4	16
Pathway 2-Buying-Pathway mandatory units				
H/650/8317	COSCCOO14 v3	Monitor, Maintain and Improve Supplies of Materials in Construction	3	15
J/650/8318	COSCCOO15 v2	Recommend and Monitor Supplies of Plant and Equipment in Construction	3	15
Pathway 2-Buying-Pathway optional units-minimum of 1 unit to be achieved				

F/650/8307	COSCCOO04	Prepare for, Collect, Analyse and Present Survey Data in Construction	3	17
H/650/8308	COSCCOO05	Record the Condition of Property in Construction	3	17
Y/650/8322	COSCCOO24	Integrate and Control Project Design Information in Construction	3	15
J/650/8309	COSCCOO06	Prepare Drawings and Schedules in Construction	4	13
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
R/650/8311	COSCCOO08	Prepare Estimates, Bids and Tenders in Construction	3	16
T/650/8312	COSCCOO09 v3	Prepare for Work Operations in Construction	4	17
Y/650/8313	COSCCOO10 v3	Implement Contract Work in Construction	4	16
A/650/8314	COSCCOO11	Establish and Maintain the Dimensional Control of Construction Works	3	15
D/650/8315	COSCCOO12	Prepare for and Carry Out Physical Testing in Construction	3	12
F/650/8316	COSCCOO13 v2	Assess, Plan and Monitor Project Methods and Progress in Construction	4	15
K/650/8319	COSCCOO16 v2	Prepare and Monitor Costs and Accounts in Construction	4	15
R/650/8320	COSCCOO21 v2	Prepare proposals and Obtain feedback for the Provision of Products and Services in Construction	4	16
Pathway 3 - Planning - Mandatory Units				
J/650/8309	COSCCOO06	Prepare Drawings and Schedules in Construction	4	13
F/650/8316	COSCCOO13 v2	Assess, Plan and Monitor Project Methods and Progress in Construction	4	15
Pathway 3 - Planning - Pathway Optional Units - minimum of 1 unit to be achieved				
F/650/8307	COSCCOO04	Prepare for, Collect, Analyse and Present Survey Data in Construction	3	17
H/650/8308	COSCCOO05	Record the Condition of Property in Construction	3	17
Y/650/8322	COSCCOO24	Integrate and Control Project Design Information in Construction	3	15
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
R/650/8311	COSCCOO08	Prepare Estimates, Bids and Tenders in Construction	3	16
T/650/8312	COSCCOO09v3	Prepare for Work Operations in Construction	4	17
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16

R/650/8311	COSCCOO08	Prepare Estimates, Bids and Tenders in Construction	3	16
T/650/8312	COSCCOO09v3	Prepare for Work Operations in Construction	4	17
A/650/8314	COSCCOO11	Establish and Maintain the Dimensional Control of Construction Works	3	15
D/650/8315	COSCCOO12	Prepare for and Carry Out Physical Testing in Construction	3	12
R/650/8320	COSCCOO21v2	Prepare proposals and Obtain feedback for the Provision of Products and Services in Construction	4	16
Pathway 4-Surveying-Pathway mandatory unit				
K/650/8319	COSCCOO16 v2	Prepare and Monitor Costs and Accounts in Construction	4	15
Pathway 4-Surveying-Pathway optional units-minimum of 2 units to be achieved				
F/650/8307	COSCCOO04	Prepare for, Collect, Analyse and Present Survey Data in Construction	3	17
H/650/8308	COSCCOO05	Record the Condition of Property in Construction	3	17
J/650/8309	COSCCOO06	Prepare Drawings and Schedules in Construction	4	13
Y/650/8322	COSCCOO24	Integrate and Control Project Design Information in Construction	3	15
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
R/650/8311	COSCCOO08	Prepare Estimates, Bids and Tenders in Construction	3	16
T/650/8312	COSCCOO09 v3	Prepare for Work Operations in Construction	4	17
Y/650/8313	COSCCOO10 v3	Implement Contract Work in Construction	4	16
A/650/8314	COSCCOO11	Establish and Maintain the Dimensional Control of Construction Works	3	15
D/650/8315	COSCCOO12	Prepare for and Carry Out Physical Testing in Construction	3	12
F/650/8316	COSCCOO13 v2	Assess, Plan and Monitor Project Methods and Progress in Construction	4	15
H/650/8317	COSCCOO14 v3	Monitor, Maintain and Improve Supplies of Materials in Construction	3	15
J/650/8318	COSCCOO15 v2	Recommend and Monitor Supplies of Plant and Equipment in Construction	3	15
R/650/8320	COSCCOO21 v2	Prepare Proposals and Obtain Feedback for the Provision of Products and Services in Construction	4	16
Pathway 5-Site Technical Support-Pathway mandatory units				

Y/650/8313	COSCCOO10 v3	Implement Contract Work in Construction	4	16
A/650/8314	COSCCOO11	Establish and Maintain the Dimensional Control of Construction Works	3	15
Pathway 5-Site Technical Support-Pathway optional units-minimum of 1 unit to be achieved				
F/650/8307	COSCCOO04	Prepare for, Collect, Analyse and Present Survey Data in Construction	3	17
H/650/8308	COSCCOO05	Record the Condition of Property in Construction	3	17
Y/650/8322	COSCCOO24	Integrate and Control Project Design Information in Construction	3	15
J/650/8309	COSCCOO06	Prepare Drawings and Schedules in Construction	4	13
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
R/650/8311	COSCCOO08	Prepare Estimates, Bids and Tenders in Construction	3	16
T/650/8312	COSCCOO09 v3	Prepare for Work Operations in Construction	4	17
A/650/8314	COSCCOO11	Establish and Maintain the Dimensional Control of Construction Works	3	15
D/650/8315	COSCCOO12	Prepare for and Carry Out Physical Testing in Construction	3	12
F/650/8316	COSCCOO13 v2	Assess, Plan and Monitor Project Methods and Progress in Construction	4	15
K/650/8319	COSCCOO16 v2	Prepare and Monitor Costs and Accounts in Construction	4	15
R/650/8320	COSCCOO21 v2	Prepare proposals and Obtain feedback for the Provision of Products and Services in Construction	4	16
Pathway 6-Design Coordinator-Pathway mandatory unit				
Y/650/8322	COSCCOO24	Integrate and Control Project Design Information in Construction	3	15
Pathway 6-Design Coordinator-Pathway optional units-minimum of 2 units to be achieved				
F/650/8307	COSCCOO04	Prepare for, Collect, Analyse and Present Survey Data in Construction	3	17
H/650/8308	COSCCOO05	Record the Condition of Property in Construction	3	17
J/650/8309	COSCCOO06	Prepare Drawings and Schedules in Construction	4	13
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
R/650/8311	COSCCOO08	Prepare Estimates, Bids and Tenders in Construction	3	16

T/650/8312	COSCCOO09 v3	Prepare for Work Operations in Construction	4	17
Y/650/8313	COSCCOO10 v3	Implement Contract Work in Construction	4	16
A/650/8314	COSCCOO11	Establish and Maintain the Dimensional Control of Construction Works	3	15
D/650/8315	COSCCOO12	Prepare for and Carry Out Physical Testing in Construction	3	12
F/650/8316	COSCCOO13 v2	Assess, Plan and Monitor Project Methods and Progress in Construction	4	15
H/650/8317	COSCCOO14 v3	Monitor, Maintain and Improve Supplies of Materials in Construction	3	15
K/650/8319	COSCCOO16 v2	Prepare and Monitor Costs and Accounts in Construction	4	15
J/650/8318	COSCCOO15 v2	Recommend and Monitor Supplies of Plant and Equipment in Construction	3	15
R/650/8320	COSCCOO21 v2	Prepare proposals and obtain Feedback for the Provision of Products and Services in Construction	4	16
Pathway 7-General Pathway optional units-minimum of 3 units to be achieved				
F/650/8307	COSCCOO04	Prepare for, Collect, Analyse and Present Survey Data in Construction	3	17
H/650/8308	COSCCOO05	Record the Condition of Property in Construction	3	17
J/650/8309	COSCCOO06	Prepare Drawings and Schedules in Construction	4	13
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
R/650/8311	COSCCOO08	Prepare Estimates, Bids and Tenders in Construction	3	16
T/650/8312	COSCCOO09 v3	Prepare for Work Operations in Construction	4	17
Y/650/8313	COSCCOO10 v3	Implement Contract Work in Construction	4	16
A/650/8314	COSCCOO11	Establish and Maintain the Dimensional Control of Construction Works	3	15
D/650/8315	COSCCOO12	Prepare for and Carry Out Physical Testing in Construction	3	12
F/650/8316	COSCCOO13 v2	Assess, Plan and Monitor Project Methods and Progress in Construction	4	15
H/650/8317	COSCCOO14 v3	Monitor, Maintain and Improve Supplies of Materials in Construction	3	15
J/650/8318	COSCCOO15 v2	Recommend and Monitor Supplies of Plant and Equipment in Construction	3	15
K/650/8319	COSCCOO16 v2	Prepare and Monitor Costs and Accounts in Construction	4	15

R/650/8320	COSCCOO21 v2	Prepare Proposals and Obtain Feedback for the Provision of Products and Services in Construction	4	16
Y/650/8322	COCOO24	Integrate and Control Project Design information in Construction	3	15

Assessment

The qualification must be assessed using the following assessment method:

- Portfolio of Evidence

Learners are required to achieve all learning outcomes within units of assessment. All assessment is subject to internal quality assurance within approved centres providing this qualification. External quality assurance of assessment and internal quality assurance within approved centres is provided by GQA Qualifications.