



GQA LEVEL 4 NVQ DIPLOMA IN CONSTRUCTION SITE SUPERVISION

Qualification Number 610/1090/X

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PERSONAL COMPETENCE SUMMARY

Name		Company/Centre			
Job Title		GQA Registration Number			
Qualification Mandatory units					
Unit Number	Mandatory Units	Level	Credit	ASSESSOR SIGNATURE	DATE
Y/650/1392	Developing and maintaining good occupational working relationships in the workplace	3	8		
A/650/3110	Implementing, maintaining and reviewing systems for health, safety, welfare, wellbeing and environmental protection in the workplace	4	9		
D/650/3111	Assessing and agreeing work methods in the workplace	5	11		
F/650/3112	Planning work activities and resources to meet project requirements in the workplace	4	13		
J/650/3114	Co-ordinating work control in the workplace	4	12		
K/650/3115	Controlling work progress against agreed programmes in the workplace	5	9		
L/650/3116	Allocating and monitoring the use of plant equipment or machinery in the workplace	4	10		
M/650/3117	Implementing communication systems for the project in the workplace	5	7		
R/650/3118	Controlling work against agreed quality standards in the workplace	5	10		
T/650/3119	Contributing to the control of work quantities and costs in the workplace	4	9		

Pathway 1-Building and Civil Engineering pathway mandatory units					
D/650/3120	Maintaining supplies of materials to meet project requirements in the workplace	5	9		
F/650/3121	Maintaining the dimensional accuracy of work in the workplace	4	10		
H/650/3122	Co-ordinating preparation for site operations in the workplace	4	8		
J/650/3123	Supervising the installation, maintenance, monitoring and removal of temporary works in the workplace	4	9		
Pathway 1-Building and Civil Engineering pathway optional units (minimum of 1 unit if this pathway selected)					
Pathway 2-Highways Maintenance pathway mandatory units					
D/650/3120	Maintaining supplies of materials to meet project requirements in the workplace	5	9		
Y/650/3129	Planning highways maintenance and repair activities in the workplace	5	12		
F/650/3130	Supervising highways maintenance or repair activities in the workplace	4	12		
T/650/3128	Managing your personal development in the workplace	6	9		
Pathway 2-Highways Maintenance pathway optional units (minimum of 1 unit if this pathway selected)					
Pathway 3-Residential development-pathway mandatory units					
D/650/3120	Maintaining supplies of materials to meet project requirements in the workplace	5	9		
F/650/3121	Maintaining the dimensional accuracy of work in the workplace	4	10		
J/650/3132	Handing over property in the workplace	6	9		
H/650/3131	Providing customer services in the construction workplace	6	9		
Pathway 3-Residential development- optional units (minimum of 1 unit if this pathway selected)					
Pathway 4-Traditional and Heritage Building pathway mandatory units					
D/650/3120	Maintaining supplies of materials to meet project requirements in the workplace	5	9		
F/650/3121	Maintaining the dimensional accuracy of work in the workplace	4	10		

R/650/3127	Supervising activities to traditional and heritage buildings and structures in the workplace	5	16		
Pathway 4-Traditional and Heritage Building pathway optional units (minimum of 2 units if this pathway selected)					
Pathway 5-Tunnelling pathway mandatory units					
D/650/3120	Maintaining supplies of materials to meet project requirements in the workplace	5	9		
H/650/3122	Co-ordinating preparation for site operations in the workplace	4	8		
R/650/3136	Supervising tunnelling activities in the workplace	6	15		
J/650/3123	Supervising the installation, maintenance, monitoring and removal of temporary works in the workplace	4	9		
Pathway 5-Tunnelling- optional units (minimum of 1 unit if this pathway selected)					
Pathway 6-Retrofit pathway mandatory units					
M/650/3108	Supervising the pre-installation planning for retrofit works in the workplace	5	15		
R/650/3109	Supervising the installation, commissioning and handover of retrofit works in the workplace	5	15		
F/650/3121	Maintaining the dimensional accuracy of work in the workplace	4	10		
Pathway 6-Retrofit- optional units (minimum of 2 units if this pathway selected)					

Who is this qualification for?

This qualification is aimed at those who have responsibility for organising and supervising work on Construction sites including the planning and controlling of work methods, allocation of equipment, personnel and materials, and ensuring work is completed to the required standard and ensuring communication is clear and effective. This qualification is at Level 4, although some units may be at different levels. Level 4 qualifications are primarily aimed at those who are fully trained and experienced in a wide range of roles and requires the individual to be actively involved in decision making and have a good understanding of problems that can occur on Construction sites and be able to deal with them. Candidates will also be required to prove knowledge of legislation, leading teams and maintaining and improving the standards of work.

Because of the wide range of tasks that take place on Construction sites it is not expected that those who have supervisory responsibilities will all do the same activities; the qualification is structured to ensure that there is a high degree of flexibility within the units available, there are 6 pathways to cover a range of Construction activities that come under the following broad headings:

- Building and Civil Engineering, Highways Maintenance, Residential Development, Traditional and Heritage Building, Tunnelling and Retrofit

The qualification has been developed in a way to allow employees from companies of all sizes and specialisms equal opportunity to complete.

Unit number	Title	Level	Credit
Qualification Mandatory Units (98 credits)			
Y/650/1392	Developing and maintaining good occupational working relationships in the workplace	3	8
A/650/3110	Implementing, maintaining and reviewing systems for health, safety, welfare, wellbeing and environmental protection in the workplace	4	9
D/650/3111	Assessing and agreeing work methods in the workplace	5	11
F/650/3112	Planning work activities and resources to meet project requirements in the workplace	4	13
J/650/3114	Co-ordinating work control in the workplace	4	12
K/650/3115	Controlling work progress against agreed programmes in the workplace	5	9
L/650/3116	Allocating and monitoring the use of plant equipment or machinery in the workplace	4	10
M/650/3117	Implementing communication systems for the project in the workplace	5	7
R/650/3118	Controlling work against agreed quality standards in the workplace	5	10
T/650/3119	Contributing to the control of work quantities and costs in the workplace	4	9
Pathway 1-Building and Civil Engineering pathway mandatory units			
D/650/3120	Maintaining supplies of materials to meet project requirements in the workplace	5	9
F/650/3121	Maintaining the dimensional accuracy of work in the workplace	4	10
H/650/3122	Co-ordinating preparation for site operations in the workplace	4	8
J/650/3123	Supervising the installation, maintenance, monitoring and removal of temporary works in the workplace	4	9
Pathway 1-Building and Civil Engineering pathway optional units (minimum of 1 unit if this pathway selected)			

M/650/3108	Supervising the pre-installation planning for retrofit works in the workplace	5	15
R/650/3109	Supervising the installation, commissioning and handover of retrofit works in the workplace	5	15
K/650/3124	Allocating work and monitoring people's performance in the workplace	6	9
L/650/3125	Enabling learning opportunities in the workplace	5	11
M/650/3126	Contributing to the identification of a work team in the workplace	5	8
R/650/3127	Supervising activities to traditional and heritage buildings and structures in the workplace	5	16
T/650/3128	Managing your personal development in the workplace	6	9
Pathway 2-Highways Maintenance pathway mandatory units			
D/650/3120	Maintaining supplies of materials to meet project requirements in the workplace	5	9
Y/650/3129	Planning highways maintenance and repair activities in the workplace	5	12
F/650/3130	Supervising highways maintenance or repair activities in the workplace	4	12
T/650/3128	Managing your personal development in the workplace	6	9
Pathway 2-Highways Maintenance pathway optional units (minimum of 1 unit if this pathway selected)			
F/650/3121	Maintaining the dimensional accuracy of work in the workplace	4	10
H/650/3122	Co-ordinating preparation for site operations in the workplace	4	8
K/650/3124	Allocating work and monitoring people's performance in the workplace	6	9
L/650/3125	Enabling learning opportunities in the workplace	5	11
M/650/3126	Contributing to the identification of a work team in the workplace	5	8
H/650/3131	Providing customer services in the construction workplace	6	9
R/650/3127	Supervising activities to traditional and heritage buildings and structures in the workplace	5	16
J/650/3123	Supervising the installation, maintenance, monitoring and removal of temporary works in the workplace	4	9
Pathway 3-Residential development-pathway mandatory units			
D/650/3120	Maintaining supplies of materials to meet project requirements in the workplace	5	9
F/650/3121	Maintaining the dimensional accuracy of work in the workplace	4	10
J/650/3132	Handing over property in the workplace	6	9
H/650/3131	Providing customer services in the construction workplace	6	9
Pathway 3-Residential development- optional units (minimum of 1 unit if this pathway selected)			
M/650/3108	Supervising the pre-installation planning for retrofit works in the workplace	5	15
R/650/3109	Supervising the installation, commissioning and handover of retrofit works in the workplace	5	15
H/650/3122	Co-ordinating preparation for site operations in the workplace	4	8
K/650/3124	Allocating work and monitoring people's performance in the workplace	6	9

L/650/3125	Enabling learning opportunities in the workplace	5	11
M/650/3126	Contributing to the identification of a work team in the workplace	5	8
R/650/3127	Supervising activities to traditional and heritage buildings and structures in the workplace	5	16
J/650/3123	Supervising the installation, maintenance, monitoring and removal of temporary works in the workplace	4	9
T/650/3128	Managing your personal development in the workplace	6	9
Pathway 4-Traditional and Heritage Building pathway mandatory units			
D/650/3120	Maintaining supplies of materials to meet project requirements in the workplace	5	9
F/650/3121	Maintaining the dimensional accuracy of work in the workplace	4	10
R/650/3127	Supervising activities to traditional and heritage buildings and structures in the workplace	5	16
Pathway 4-Traditional and Heritage Building pathway optional units (minimum of 2 units if this pathway selected)			
M/650/3108	Supervising the pre-installation planning for retrofit works in the workplace	5	15
R/650/3109	Supervising the installation, commissioning and handover of retrofit works in the workplace	5	15
H/650/3122	Co-ordinating preparation for site operations in the workplace	4	8
K/650/3124	Allocating work and monitoring people's performance in the workplace	6	9
L/650/3125	Enabling learning opportunities in the workplace	5	11
M/650/3126	Contributing to the identification of a work team in the workplace	5	8
J/650/3132	Handing over property in the workplace	6	9
H/650/3131	Providing customer services in the construction workplace	6	9
K/650/3133	Planning activities to traditional and heritage structures in the workplace	6	16
L/650/3134	Planning demolition activities in the workplace	7	12
M/650/3135	Supervising demolition activities in the workplace	5	9
J/650/3123	Supervising the installation, maintenance, monitoring and removal of temporary works in the workplace	4	9
T/650/3128	Managing your personal development in the workplace	6	9
Pathway 5-Tunnelling pathway mandatory units			
D/650/3120	Maintaining supplies of materials to meet project requirements in the workplace	5	9
H/650/3122	Co-ordinating preparation for site operations in the workplace	4	8
R/650/3136	Supervising tunnelling activities in the workplace	6	15
J/650/3123	Supervising the installation, maintenance, monitoring and removal of temporary works in the workplace	4	9
Pathway 5-Tunnelling- optional units (minimum of 1 unit if this pathway selected)			
F/650/3121	Maintaining the dimensional accuracy of work in the workplace	4	10
K/650/3124	Allocating work and monitoring people's performance in the workplace	6	9

L/650/3125	Enabling learning opportunities in the workplace	5	11
M/650/3126	Contributing to the identification of a work team in the workplace	5	8
R/650/3127	Supervising activities to traditional and heritage buildings and structures in the workplace	5	16
T/650/3128	Managing your personal development in the workplace	6	9
Pathway 6-Retrofit pathway mandatory units			
M/650/3108	Supervising the pre-installation planning for retrofit works in the workplace	5	15
R/650/3109	Supervising the installation, commissioning and handover of retrofit works in the workplace	5	15
F/650/3121	Maintaining the dimensional accuracy of work in the workplace	4	10
Pathway 6-Retrofit- optional units (minimum of 2 units if this pathway selected)			
D/650/3120	Maintaining supplies of materials to meet project requirements in the workplace	5	9
H/650/3122	Co-ordinating preparation for site operations in the workplace	4	8
K/650/3124	Allocating work and monitoring people's performance in the workplace	6	9
L/650/3125	Enabling learning opportunities in the workplace	5	11
M/650/3126	Contributing to the identification of a work team in the workplace	5	8
J/650/3132	Handing over property in the workplace	6	9
H/650/3131	Providing customer services in the construction workplace	6	9
R/650/3127	Supervising activities to traditional and heritage buildings and structures in the workplace	5	16
T/650/3128	Managing your personal development in the workplace	6	9

Assessment Guidance

Evidence should show that you can complete all of the learning outcomes for each unit being taken.

Types of evidence:

Evidence of performance and knowledge is required. Evidence of performance should be demonstrated by activities and outcomes, and should be generated in the workplace only, unless indicated under potential sources of evidence (see below). Evidence of knowledge can be demonstrated through performance or by responding to questions.

Quantity of evidence:

Evidence should show that you can meet the requirements of the units in a way that demonstrates that the standards can be achieved consistently over an appropriate period of time.

Potential sources of evidence:

The main source of evidence for each unit will be observation of the candidate's performance and knowledge demonstrated during the completion of the unit. This can be supplemented by the following types of physical or documentary evidence:

- Accident book/reporting systems
- Photo/video evidence
- Safety records
- Work diaries
- Training records
- Timesheets
- Audio records
- Telephone Logs
- Job specifications and documentation
- Meeting records
- Delivery Records
- Records of toolbox talks
- Witness testimonies
- Equipment
- Correspondence with customers
- Prepared materials and sites
- Notes and memos
- Completed work

Please Note that photocopied or downloaded documents such as manufacturers' or industry guidance, H&S policies, Risk Assessments etc, are not normally acceptable evidence for GQA qualifications unless accompanied by a record of a professional discussion or Assessor statement confirming candidate knowledge of the subject. If you are in any doubt about the validity of evidence, please contact your GQA EQA.

GQA Qualification Implementation Requirements covering Centre Approval, Candidate Assessment and ongoing Quality Assurance

This document indicates the requirements of Approved Centres delivering GQA qualifications and / or units of credit.

1. Equality of Opportunity

Equality of access to fair and valid assessment is necessary for all candidates undergoing assessment. This may mean making reasonable adjustments to normal assessment methods for candidates with particular or special assessment requirements. Candidates work patterns should not become a barrier to assessment, the organisation of which may have to be flexible. In the same way, reasonable adjustment arrangements may be necessary for candidates with a disability. For example, a candidate who is unable, through disability, to produce oral or written evidence, may be allowed to use the method they normally use as a substitute for the required form of communication. Reasonable adjustments need to be approved by GQA.

2. Recognised/Approved Assessment Centres

2.1 Individual centres must be approved by GQA to offer specific qualifications and / or units of credit. A centre may be a single organisation or a partnership of two or more organisations. It may operate at a single location or have satellites. For further details see the GQA booklet "Guide to Centre Approval". The Centre Approval process is carried out by a GQA approved EQA. Each Centre must maintain a centre file. It is important to be clear what the steps in the assessment process are:

- plan evidence collection and opportunities for assessment
- collect evidence
- judge evidence
- determine whether sufficient evidence has been presented
- make an assessment decision and give feedback to the candidate

NB Any deviation from the norm must be approved by a GQA EQA

2.2 Assessors and Verifiers

All Assessors of candidate performance must be competent, to make qualitative judgements, both in the skills they are assessing and in the assessment of candidates and hold the appropriate Assessor national award. Assessor occupational knowledge related to the qualifications being assessed is essential and must be illustrated to GQA prior to approval.

Internal Verifiers are responsible for the quality assurance of the assessment process within a centre. They should have a relevant occupational background, be competent in internal verification and hold the Internal Verifier national award. It is recommended that Internal Verifiers work towards national recognition of assessor competence.

EQAs are responsible for ensuring accurate and consistent standards of assessment across centres, qualifications, units of credit and over time. They should have a relevant occupational background, be competent in external quality assurance and hold the relevant national external quality assurance award. GQA will approve and licence all individuals involved in the assessment and verification of its approved qualifications and / or units of credit. Individuals who are working towards the Assessor or Internal Verifier national awards can only be provisionally licensed. The judgement of provisional licence holders will need to be agreed/authorised by a fully qualified and GQA licensed individual who cannot carry out a dual role in relation to a specific candidate.

All GQA Assessors and Verifiers must undertake a minimum of 2 significant CPD activities in both occupational areas and assessment and verification. Reflective CPD records must be maintained and made available to GQA EQA's for review.

2.3 Centre Approval, Monitoring Reviews and Quality Assurance

The centre recognition/approval process is the start of a significant part of the awarding body's quality assurance system. The Approval process will begin with an EQA review of centre procedures to ascertain the potential centres ability to deliver GQA qualifications and / or units of credit. Centres will be expected to meet the relevant regulatory authority criteria for delivery of qualifications prior to initial approval; continued compliance with the criteria will be

monitored through regular EQA visits. It is recommended that centre reviews are conducted at minimum every six months by a GQA EQA.

New or multi-site centres may be required to undertake quarterly or more frequent EV reviews to ensure that different locations can be seen to satisfy the national requirements.

GQA will ensure that unacceptable barriers relating to the assessment and internal verification of candidates in small companies do not deny recognition of competence to competent young workers. In such circumstances, GQA will demonstrate that its quality assurance procedures remain sufficient and rigorous to ensure that the competence outcomes have standing and credibility in the occupational area.

Enhanced quality procedures to ensure consistency of assessment and verification will be necessary and will include:

- a high level of sampling of assessment decisions N.B. In some instances the EQA may visit each assessment location and qualification / unit of credit candidate (e.g. single candidates dispersed throughout different small companies on government funded programmes)
- an in-depth scrutiny of assessment plans, materials and records
- specific centre guidance aimed at the successful implementation of qualifications and / or units of credit in SMEs via approved centre partnerships. This can include guidance on the quantity and quality of valid, authentic, and transferable evidence expected to be attributed to individual candidates
- ensuring centres are following the requirements prescribed in any appropriate assessment strategies and applicable codes of practice
- the identification and publication of good practice in centres

As part of the Quality Assurance process Proskills require an Enhanced external quality assurance process. This will be in the form of 1 significant underpinning knowledge question answered by the candidate for each unit of the qualification. The questions will be decided by GQA, and guideline answers must be submitted for approval and once approved kept in the Centre File to allow independent assessment

3. Qualification / Unit of Credit Candidates

All candidates must register with a GQA recognised/approved centre. The centre must maintain appropriate candidate personal details for external audit purposes etc.

The centre will provide candidates with advice and guidance on how to prepare for assessment and allocate an Assessor who will assess candidate ability to meet the requirements of the relevant qualifications / unit of credit. It is the candidate's responsibility to demonstrate competence and to do this they must:

- prove they can consistently meet all the qualification and / or unit of credit criteria

- provide evidence from work, that they can perform competently in all the contexts specified in the qualification / unit of credit requirements
- prove that they have the knowledge and understanding required to perform competently, even where they have not provided evidence from the workplace

It is therefore critical that quality evidence is provided in a format to allow the Assessor to make a decision and for the Internal Verifier to audit/verify his/her decision.

4. Evidence

A qualification and / or credit is awarded when a person has achieved the necessary outcomes of the qualification and / or unit of credit.

The specific combination of units necessary to achieve a qualification is detailed in the qualification structure. Certificates of Unit Credit can be awarded when candidates achieve any one, or more, units from the qualification.

The evidence the candidate brings forward is primarily evidence of performance of what he/she can do, not just what he/she knows. The assessment criteria / qualification requirements are described within the qualification and / or unit of credit itself and can incorporate practical skills and knowledge.

The assessor's role is to judge each relevant item of evidence. Each must be judged against the qualification and / or unit of credit requirements. It is not sensible to collect evidence against individual criteria. Nor is it effective. If items of evidence were collected for each of the criteria, the candidate may have to produce many items of evidence, well above the number actually required. GQA recommend holistic assessment.

When judging each item of evidence, the assessor is deciding whether the evidence:

- is authentic – i.e. actually produced by the candidate
- meets the criteria
- relates as appropriate to a context defined within the qualification and / or unit of credit
- confirms that the candidate has the required underpinning knowledge

When the assessor makes a decision about the candidate's competence, he or she examines all the evidence available to determine:

- if the evidence, as a whole, covers all the evidence of achievement
- whether the evidence indicates consistency in competent performance
- whether there is enough evidence on which to base an inference of competence

The answer can only be:

- yes (the candidate is competent)
- no (the candidate is not yet competent)
- there is insufficient evidence to make a decision

Consistency means that the individual is likely to achieve the standard in their work role, in the different activities defined in the qualification and / or unit of credit over time and range of work. The assessor must judge how long a time period is enough to be confident that the candidate can perform reliably to the standard. Unsupported evidence i.e. based on a single assessment/visit will not normally prove consistency.

Performance evidence

Performance evidence can be what the individual actually produces, or the way the individual achieves the standard. One is called product evidence and the other process evidence.

Product evidence is tangible – you can look at it and feel it. Products can be inspected and the candidate can be asked questions about them.

In order to make a fair and objective assessment, the assessor must be able to answer the question: Is there sufficient evidence that the candidate can consistently meet the requirements of the qualification and / or unit of credit? Process evidence describes the way the candidate has achieved an outcome – how they went about it. This may be, for example, the way the quality of products is checked or the way customer complaints are handled. This usually means observing the candidate in action.

Performance evidence may cover a number of outcomes. It makes sense to plan evidence collection so that what the candidate does, in the normal course of their job, can be related to different outcomes and units. The activities that clearly link to the qualification and / or unit of credit requirements are the things to concentrate on when planning evidence collection and assessment and when monitoring the candidate's progress. Look for opportunities in the candidate's job when evidence can be collected against a number of units at the same time.

Performance evidence can be:

- Naturally occurring – evidence produced in the normal course of work. Evidence of this sort is usually of high quality and reliable. It is also cost effective to collect naturally occurring evidence
- Taken from previous achievements – the candidate may be able to bring forward evidence from previous work experience to show that they are still competent to the standard.
- Evidence of prior achievement can be used when it can be shown to support a judgment that the candidate can still achieve the standard. So, the assessor must be satisfied that the evidence of prior achievement is sufficiently reliable to justify saying that the candidate is currently competent.
- Simulated – from circumstances specially designed to enable the candidate's performance to be assessed. Simulation is generally not acceptable.

- The exceptions to this are:

- o Dealing with emergencies
- o Dealing with accidents
- o Certain pre-approved real time simulators
- o Limited other procedures that cannot be practically performed in the workplace, and for which sufficient evidence can be collected through other means.

NB: It is not always possible or feasible to collect naturally occurring evidence. It is likely that some simulation may be needed, when it may take too long to wait for the evidence to arise e.g. it may be an aspect of performance which occurs infrequently. An example of this may be evidence of how to deal with emergencies i.e. it makes sense to look for evidence from sources other than naturally occurring ones, rather than for, say, waiting for the building to burn down. Centres must obtain GQA EQA approval prior to the use of simulation.

Knowledge evidence

Being able to achieve a standard requires the ability to put knowledge to work. The qualification and / or unit of credit indicates the knowledge each person should use if they are to perform competently.

It should not be necessary to test all of the candidate's knowledge separately; however, any exception to this would be detailed in the relevant Assessment Strategy. Performance evidence could show that the candidate knows what he or she is doing. When this is not the case, or if the assessor is not convinced from the performance evidence, it may be necessary to check the individual's knowledge separately.

Oral or written assessments must clearly provide a suitable means of checking the breadth and depth of an individual's knowledge. Assessors will need to judge the best mix of knowledge evidence according to individual circumstances. Knowledge evidence is useful when deciding the quality of performance evidence, but must not be used in isolation to judge competence or as an alternative to performance evidence. Care must be taken that candidate evidence is auditable and verifiable.

NB: These Qualification implementation guidelines are generic across the full range of GQA qualifications. Further guidance on acceptable evidence on each qualification will be found in the Introduction to the Qualification section of the candidate booklet

Candidate Declaration

Candidate Name.....

Centre/Company Name.....

Assessor(s) Name(s).....

I acknowledge receipt of this copy of GQA qualification booklet. The unit structure provides information on which units must be achieved to be awarded the qualification. The individual units detail the necessary requirements etc that I must achieve.

I understand that I will have an important role in preparing for and planning assessments and with guidance from the Assessor I will collect and record relevant evidence.

I have been informed of the appeals system, should I want to appeal against any part of the assessment process. I understand the assessments will be carried out with regard to the company's/centre's Equal Opportunities Policy.

Candidate signature.....

Date.....

Y/650/1392	Developing and maintaining good occupational working relationships in the workplace	Level 3	8 Credits
210v3			

The aim of this unit is to ensure the candidate has the skills and knowledge required to give appropriate advice and information to relevant people about the different methods of carrying out occupational work activities to achieve the required outcome.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
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 Communication on the following work activity information to relevant people following organisation procedures: <ul style="list-style-type: none"> – 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 type of work activity related information and to what level of detail the following people would expect to receive: <ul style="list-style-type: none"> – 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.			

Y/650/1392	Developing and maintaining good occupational working relationships in the workplace (Continued)	Level 3	8 Credits
210v3			

	<p>3.3 Explain the different ways of offering advice and help to different people about work activities in relation to:</p> <ul style="list-style-type: none"> – 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.			

Assessor Comments/Feedback

M/650/3108	Supervising the pre-installation planning for retrofit works in the workplace	Level 5	15 Credits
698v1			

The aim of this unit is to ensure the individual has the skills and knowledge required for Supervising the pre-installation planning for retrofit works in the workplace, including pre-installation checks and inspections.

More specifically, the candidate must demonstrate competence to assess the project programme and contribute to the planning and sequencing of works for the installation of retrofit works for **at least five** of the following:

- repair
- stabilisation
- temporary works
- opening-up and investigations
- removal of fabric, structure or services, and making good
- preparing the building for installation of fabric measures
- installation of fabric, structure or services
- testing
- commissioning
- handover

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1. Supervise the workforce to conduct pre-installation checks in accordance with organisational requirements.	1.1 Supervise the workforce to conduct pre-installation checks in accordance with organisational requirements for at least six of the following: <ul style="list-style-type: none"> – accuracy and completeness of project information – building condition – health and safety hazards – fire safety – temporary works – protection of existing fabric and services – suitability of materials – working in and around buildings and their occupants and neighbouring properties – environment and ecology including but not limited to safeguarding protected species – heritage significance – discovery architectural and archaeological features 			
	1.2 Explain why pre-installation checks, in accordance with organisational requirements, are necessary and how to supervise them			
	1.3 Describe why accuracy and completeness of project information is required, and how to determine these			

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	<p>1.4 Discern the implications of building conditions and common building defects for retrofit works including but not limited to:</p> <ul style="list-style-type: none"> – moisture ingress including but not limited to: damp, salts and causes of dampness, rain penetration, rising damp – internal moisture vapour – poor indoor air quality – inadequate ventilation – existing and damaged services – structural defects. 			
	1.5 Detail the importance of building condition and repair and maintenance as the first stage in energy efficiency improvements.			
	1.6 Specify health and safety hazards including but not limited to failure of fire safety systems, poor ventilation for the workforce (roof space, inside the property and under floor) and services.			
	1.7 Explain how to supervise temporary works as required during retrofit works.			
	1.8 Detail why protection of existing fabric and services is required and how to do this.			
	1.9 Explain the difference in performance characteristics between traditional and modern materials and construction methods with particular reference to the breathability and permeability characteristics of traditional building fabric.			
	1.10 Determine why identifying building materials and construction methods for buildings of different ages including alterations and additions is required and specify how to do this.			
	1.11 Determine the materials proposed are suitable and in sufficient quantity to achieve the design outcomes.			
	1.12 Discuss how to work in and around buildings and their occupants including neighbouring properties and site constraints.			
	1.13 Distinguish between the potential environmental and ecological impacts of retrofit works and recognise how to respond including but not limited to safeguarding protected species.			

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	1.14 Explain key terms and concepts including heritage values, heritage significance, heritage impact assessment, sustainable development and management of traditional and historic buildings and structures.			
	1.15 Select and summarise legislation and official guidance specific to heritage, traditional and protected buildings.			
	1.16 Outline why reporting the discovery of architectural or archaeological features to the person responsible is required and detail how to do this.			
2. Supervise the workforce to conduct external and internal pre-installation building inspections.	2.1 Supervise the workforce to conduct external and internal pre-installation building inspections, and report findings to the person responsible for at least eight of the following: <ul style="list-style-type: none"> – suitable access – property suitability – adjoining structures – structural integrity – hazardous materials – dampness – decay – exposure ratings – combustion appliances, flues and ventilation services (gas, electric, water, media cables). 			
	2.2 Explain why the supervision of the workforce to conduct external and internal pre-installation building inspections, and report findings to the person responsible is required			
	2.3 Describe how to supervise the workforce to conduct external and internal pre-installation building inspections and report to the person responsible for the following: <ul style="list-style-type: none"> – suitable access – property suitability – adjoining structures – structural integrity – hazardous materials – dampness – decay – exposure ratings – combustion appliances, flues and ventilation services (gas, electric, water, media cables) – invasive species. 			
	2.4 Discuss how to identify and respond to hazards including hazardous materials, fire safety, and flues and ventilation (incorrectly installed, blocked, damaged and insufficient).			

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3. Supervise control measures against identified risks arising from external and internal pre-installation building inspections	3.1 Supervise control measures against identified risks arising from external and internal pre-installation building inspections for at least eight of the following: <ul style="list-style-type: none"> – suitable access – property suitability – adjoining structures – structural integrity – hazardous materials – dampness – decay – exposure ratings – combustion appliances, flues and ventilation services (gas, electric, water, media cables). 			
	3.2 Detail why supervision of control measures against identified risks arising from external and internal pre-installation building inspections is required.			
	3.3 Determine how to supervise control measures against identified risks arising from external and internal pre-installation building inspections for the following: <ul style="list-style-type: none"> – suitable access – property suitability – adjoining structures – structural integrity – hazardous materials – dampness – decay – exposure ratings – combustion appliances, flues and ventilation services (gas, electric, water, media cables) – invasive species. 			
	3.4 Outline how to recognise, record and report the key issues from external and internal pre-installation building inspections that may affect the commencement of the work whilst working within your authority to rectify or suspend works.			

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4. Supervise control measures against identified technical and procedural risks.	4.1 Supervise control measures against identified technical and procedural risks for at least eight of the following: <ul style="list-style-type: none"> – accuracy and completeness of project information – building condition – health and safety hazards – fire safety – temporary works – protection of existing fabric and services – suitability of materials – working in and around buildings and their occupants and neighbouring properties – environment and ecology including but not limited to safeguarding protected species – heritage significance – discovery of architectural or archaeological features. 			
	4.2 Clarify why the supervision of control measures against identified technical and procedural risks are required.			
	4.3 Describe how to supervise control measures against identified technical and procedural risks for the following: <ul style="list-style-type: none"> – accuracy and completeness of project information – building condition – health and safety hazards – fire safety – temporary works – protection of existing fabric and services – suitability of materials – working in and around buildings and their occupants and neighbouring properties – environment and ecology including but not limited to safeguarding protected species – heritage significance – discovery of architectural and archaeological features. 			
	4.4 Detail how to apply the principles of fire safety legislation and guidance relating to the retrofit installation and use of the building.			
	4.5 Explain how to supervise the work onsite using any statutory or manufacturers' requirements for testing and maintaining fire prevention and protection systems and records.			

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	4.6 Outline how to recognise, record and report the key issues from technical and procedural risks that may affect the commencement of the work whilst working within your authority to rectify or suspend works.			
5. Interpret and utilise information sources against on-site conditions	5.1 Interpret and utilise information sources against on-site conditions to contribute to the retrofit works plan, risk assessments and method statements for at least four of the following: <ul style="list-style-type: none"> – drawings, design and specification information – building performance criteria to industry standards – manufacturers' technical information and product data sheets – sub-contractor methods and scope of works – surveys – tests – examinations – specialist reports – statutory consents – current legislation, official and technical guidance – written scheme of investigation (WSI) for archaeology 			
	5.2 Discuss why the interpretation and utilisation of information sources against on-site conditions to contribute to the retrofit works plan, risk assessments and method statements are required for the following: <ul style="list-style-type: none"> – drawings, design and specification information – building performance criteria to industry standards – manufacturers' technical information and product data sheets – sub-contractor methods and scope of works – surveys – tests – examinations – specialist reports – statutory consents – current legislation, official and technical guidance – written scheme of investigation (WSI) for archaeology. 			

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	<p>5.3 Describe how to interpret and utilise information sources against on-site conditions to contribute to the retrofit works plan, risk assessments and method statements for the following:</p> <ul style="list-style-type: none"> – drawings, design and specification information – building performance criteria to industry standards – manufacturers' technical information and product data sheets – sub-contractor methods and scope of works – surveys – tests – examinations – specialist reports – statutory consents – current legislation, official and technical guidance – written scheme of investigation (WSI) for archaeology 			
	<p>5.4 Detail why compliance with relevant legal duties and fire safety standards during the construction phase of retrofit works is required and explain how to do this.</p>			
	<p>5.5 Outline why documented information for fire safety including advising and sharing information with the person responsible is required.</p>			
6. Report issues with the planned retrofit works and suggest corrective actions	<p>6.1 Report issues with the planned retrofit works and suggest corrective actions for at least six of the following information sources:</p> <ul style="list-style-type: none"> – risk assessments – method statements – drawings, design and specification information – building performance criteria to industry standards – manufacturers' technical information and product data sheets – sub-contractor methods and scope of works – surveys – tests – examinations – specialist reports – statutory consents – current legislation, official and technical guidance 			

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	<ul style="list-style-type: none"> – the limitations, defects of the materials and their characteristics – written scheme of investigation (WSI) for archaeology. 			
	6.2 Examine why it is important to report issues with the planned retrofit works and suggest corrective actions.			
	6.3 Explore how to report issues with the retrofit works and suggest corrective actions for the following: <ul style="list-style-type: none"> – risk assessments – method statements – drawings, design and specification information – building performance criteria to industry standards – manufacturers' technical information and product data sheets – sub-contractor methods and scope of works – surveys – tests – examinations – specialist reports – statutory consents – current legislation, official and technical guidance – the limitations, defects of the materials and their characteristics – written scheme of investigation (WSI) for archaeology. 			
7. Assess the project programme and contribute to the planning and sequencing of works	7.1 Assess the project programme and contribute to the planning and sequencing of works for the installation of retrofit works for at least five of the following: <ul style="list-style-type: none"> – repair – stabilisation – temporary works – opening-up and investigations – removal of fabric, structure or services, and making good – preparing the building for installation of fabric measures – installation of fabric, structure or services – testing – commissioning – handover 			
	7.2 Evaluate why it is required, and how to assess the project programme for working on and around existing buildings and structures.			

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	<p>7.3 Reflect on why it is required and how to contribute to the planning and sequencing of works for the installation of retrofit works for the following:</p> <ul style="list-style-type: none"> – repair – stabilisation – temporary works – opening-up and investigations – removal of fabric, structure or services, and making good – preparing the building for installation of fabric measures – installation of fabric, structure or services – testing – commissioning – handover. 			
	<p>7.4 Explain how to produce method statements for working on and around existing buildings and structures.</p>			
	<p>7.5 Discuss why avoiding potential thermal and hygrothermal performance risks of failure is required, and how to do this through planning and sequencing of works including but not limited to:</p> <ul style="list-style-type: none"> – thermal bridges – ventilation – thermal bypass – condensation and interstitial condensation – alterations in structure including materials, components and the building – moisture movement – optimisation of heating systems 			
	<p>7.6 Compare and contrast the implications to planning and sequencing of offsite construction methods and onsite assembly.</p>			
8. Contribute to the planning for the efficient use of the resources required for retrofit works,	<p>8.1 Contribute to the planning for the efficient use of the resources required for retrofit works, for at least four of the following:</p> <ul style="list-style-type: none"> – materials and components – services – plant, equipment or machinery – workforce 			

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	<ul style="list-style-type: none"> - information - site facilities - waste management - structures - storage of materials within specified parameters. 			
	<p>8.2 Explain why it is required, and how to plan the efficient use of resources for retrofit works:</p> <ul style="list-style-type: none"> - materials and components - services - plant, equipment or machinery - workforce - information - site facilities - waste management - structures - storage of materials within specified parameters. 			
	<p>8.3 Determine how to recognise and determine when specialist skills and knowledge are required and how to resource accordingly including but not limited to:</p> <ul style="list-style-type: none"> - electrical - gas - asbestos - radon - heritage - ecology - ventilation - fire safety. 			
<p><i>Assessor Comments/Feedback</i></p>				

R/650/3109	Supervising the installation, commissioning and handover of retrofit works in the workplace	Level 5	15 Credits
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The aim of this unit is to show the candidate has the skills and knowledge to supervise the installation, commissioning and handover of retrofit works in the workplace. This includes the need to demonstrate competence and understanding to identify, record and implement agreed corrective actions when required for at least nine of the following:

- alterations to the structure
- loadings
- fixings
- corners, junctions and edges of building elements
- interfaces between the building fabric, services and the occupants
- windows and doors including reveals, sills and soffits
- thermal bypass
- thermal bridges
- air tightness
- vapour barriers
- moisture movement
- moisture ingress
- condensation risks
- rainwater goods
- mechanical, electrical and plumbing (MEP)
- combustion appliances, flues and ventilation
- fire safety
- acoustic and sound insulation

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1. Observe and apply organisational requirements appropriate for the protection of people and the environment.	1.1 Observe and apply organisational requirements appropriate for the protection of the workforce, sub-contractors, suppliers, consultants, occupants, visitors, the general public and the environment by the application of information relating to: <ul style="list-style-type: none"> – methods of work – risk assessments – safe use and storage of tools – safe use and storage of materials and components – traffic management – emergency plans – fire safety – acoustic and sound insulation – thermal insulation – workforce competency – site constraints. 			
	Examine which organisational requirements apply to the protection of the workforce, sub-contractors, suppliers, consultants, occupants, visitors, the general public, and the environment in relation to the following: <ul style="list-style-type: none"> – methods of work – risk assessments – safe use and storage of tools 			

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	<ul style="list-style-type: none"> – safe use and storage of materials and components – traffic management – emergency plans – fire safety – acoustic and sound insulation – thermal insulation – workforce competency – site constraints. 			
2. Supervise implementation of the retrofit plan ensuring effective and efficient working practices	2.1 Supervise the implementation of the retrofit plan ensuring effective and efficient working practices compliant with design and quality standards, for a given occupational area.			
	2.2 Identify why it is required and explain how to supervise the implementation of the retrofit plan ensuring effective and efficient working practices compliant with design and quality standards for a given occupational area.			
	2.3 Explain why it is required, and state how to ensure operatives undertaking the installation, commissioning and handover are qualified to do so for a given occupational area.			
	2.4 Explain why it is required, and state how to ensure operatives have access to adequate knowledge of the retrofit works and the behaviours required for their safe, efficient and effective operation and maintenance.			
3. Review and record works progress against the project programme and take corrective action when required.	3.1 Review and record works progress against the project programme, resources and planned sequencing of works.			
	3.2 Recommend and take corrective action when required to maintain the works progress.			
	3.3 Explain why reviewing and recording works progress against the project programme, resources and planned sequencing of works is required.			
	3.4 Describe how to review, record and report works progress against the project programme, resources and planned sequencing of work.			
	3.5 Detail when and how to recommend and take corrective action.			

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	<p>3.6 Recognise and explain how the following increase the risk of failure of the installation works:</p> <ul style="list-style-type: none"> – technical and performance issues: <ul style="list-style-type: none"> • thermal bridges • heating • ventilation • thermal bypass • condensation and interstitial condensation • alterations in structure • moisture movement • fire safety • acoustic and sound insulation – inefficiencies – additional costs – delays to programme – abortive works – duplication – damage – latent defects. 			
4. Recognise and report defects in installation	<p>4.1 Recognise and report defects in installation with specific reference to five of the following:</p> <ul style="list-style-type: none"> – gaps in installation – missing and inappropriate fixings – detailing at corners, edges, junctions and openings – interaction with building services – combustion appliances, flues and ventilation – fire safety – acoustic and sound insulation – thermal bypass and thermal bridges – loading. 			
	<p>4.2 Explain how and when to propose suitable corrective action for any defects in installation.</p>			
5. Check, record and report that ventilation is not compromised	<p>5.1 Check, record and report that ventilation is not compromised and complies with all relevant standards for the following:</p> <ul style="list-style-type: none"> – gas and other combustion appliances – flues – general ventilation. 			
	<p>5.2 Explain why checks are required, and how to check, record and report that ventilation is not compromised and complies with all the relevant standards for the following:</p> <ul style="list-style-type: none"> – gas and other combustion appliances – flues – general ventilation. 			

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6. Carry out specified checks of the retrofit works	<p>6.1 Carry out specified checks of the retrofit works and record that the works conform to quality, standards and compliance with the retrofit design, and manufacturers' instructions, throughout the installation process, for at least eight of the following:</p> <ul style="list-style-type: none"> – alterations to the structure – loadings – fixings – corners, junctions and edges of building elements – interfaces between the building fabric, services and the occupants – windows and doors including reveals, sills and soffits – thermal bypass – thermal bridges – air tightness – vapour barriers – moisture movement – moisture ingress – condensation risks – rainwater goods – mechanical, electrical and plumbing (MEP) – fire safety – acoustic and sound insulation. 			
	<p>6.2 Identify why it is important to carry out specified checks of the retrofit works during installation and record the works conform to the following:</p> <ul style="list-style-type: none"> – quality – standards – manufacturers' instructions, technical information and product data sheets – retrofit design. 			
	<p>6.3 Describe how to carry out checks and record installation of works for quality, standards and compliance with the retrofit design, and manufacturers' instructions, for the following:</p> <ul style="list-style-type: none"> – alterations to the structure – loadings – fixings – corners, junctions and edges of building elements – interfaces between the building fabric, services and the occupants – windows and doors including reveals, sills and soffits 			

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	<ul style="list-style-type: none"> – thermal bypass – thermal bridges – air tightness – vapour barriers – moisture movement – moisture ingress – condensation and interstitial condensation risks – rainwater goods – mechanical, electrical and plumbing (MEP) – fire safety – acoustic and sound insulation. 			
	6.4 State the potential risks and implications of non-compliance and poor quality installations over time, for active and passive fire safety measures.			
	6.5 Explain the potential risks and implications of non-compliance and poor quality installations over time, including but not limited to: <ul style="list-style-type: none"> – occupant health and safety – indoor air quality – mould – performance gaps – rot – building fabric decay – overheating. 			
	6.6 Recognise the importance of maintaining ventilation.			
	6.7 Describe why it is important to recognise ventilation and air movement pathways through buildings and why it is important that these are maintained, whilst balancing the need for airtightness.			
	6.8 Identify the different properties of insulation materials and how these relate to thermal, moisture, condensation, acoustic and sound, and fire safety.			
	6.9 Explain the different types of air and vapour control layers and breather membranes, where and how they should be used, and why it is important to install them correctly.			
	6.10 State the importance of ensuring the integrity of air and vapour control layers and breather membranes following installation and the need to ensure continuity.			

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	6.11 Explain how condensation forms in buildings, how this relates to moisture and moisture movement and what steps can be taken to mitigate potential risks.			
	6.12 Explain why a 'Whole Building' approach is taken to retrofit works and how this relates to building performance and building use.			
7. Identify, record and implement agreed corrective actions when required.	7.1 Identify, record and implement agreed corrective actions when required for at least nine of the following: <ul style="list-style-type: none"> – alterations to the structure – loadings – fixings – corners, junctions and edges of building elements – interfaces between the building fabric, services and the occupants – windows and doors including reveals, sills and soffits – thermal bypass – thermal bridges – air tightness – vapour barriers – moisture movement – moisture ingress – condensation risks – rainwater goods – mechanical, electrical and plumbing (MEP) – combustion appliances, flues and ventilation – fire safety – acoustic and sound insulation. 			
	7.2 Explain how and when to identify, implement and record agreed corrective actions for the following: <ul style="list-style-type: none"> – alterations to the structure – loadings – fixings – corners, junctions and edges of building elements – interfaces between the building fabric, services and the occupants – windows and doors including reveals, sills and soffits – thermal bypass – thermal bridges – air tightness 			

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	<ul style="list-style-type: none"> – vapour barriers – moisture movement – moisture ingress – condensation and interstitial condensation risks – rainwater goods – mechanical, electrical and plumbing (MEP) – combustion appliances, flues and ventilation – fire safety – acoustic and sound insulation. 			
8. Schedule and coordinate the inspection testing and commissioning and communicate the outcomes for retrofit works.	8.1 Schedule and coordinate the inspection, testing and commissioning, and communicate the outcomes for retrofit works.			
	8.2 State why the scheduling and coordination of the inspection testing and commissioning for retrofit works is required.			
	8.3 Describe how to schedule and coordinate the inspection testing and commissioning of retrofit works.			
	8.4 Determine how to record outcomes for retrofit works, services and fabric and why it is required.			
	8.5 Recognise the range of non-destructive testing and investigation methods including but not limited to: <ul style="list-style-type: none"> – thermal imaging – moisture content of building fabric – air tightness for building envelope and identifying air filtration and air leakage points – energy use of buildings from meters and sub-meters for individual systems – sound insulation testing – borescope testing. 			
	8.6 State why the final commissioning of all building services is done together, rather than separately.			
	8.7 Describe the stages of commissioning including but not limited to: <ul style="list-style-type: none"> – setting-to-work – regulation – performance optimisation – recording – post-commissioning checks – fine tuning during occupancy 			

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9. Identify, implement and record agreed corrective actions for retrofit works.	9.1 Identify, implement and record agreed corrective actions for retrofit works following commissioning including but not limited to two of the following: <ul style="list-style-type: none"> – ventilation – combustion appliances – heat recovery devices – heating systems – hot water systems – lighting fittings – systems and controls – insulation – draught proofing – windows and doors – solar blinds, shutter and shading devices – renewable energy installations – fire safety – acoustic and sound insulation. 			
	9.2 Explain why identifying, recording and implementing agreed corrective actions is required following commissioning			
	9.3 State how to identify, record and implement agreed corrective actions following commissioning			
10. Contribute to the project handover on completion of retrofit works	10.1 Contribute to the project handover on completion of retrofit works.			
	10.2 Explain why it is required and describe how to contribute to the project handover on completion of the installation of retrofit works.			
	10.3 Identify how to supply the relevant information in relation to the project handover in accordance with the 'handover strategy' and the requirements of the relevant certification schemes.			
	10.4 Confirm how to gather and record information			
	10.5 State how to convey the following information about the installed measures: <ul style="list-style-type: none"> – physical inspection and explanation of function and operation – demonstrate the safe operation of any components, devices and controls – visual checks to ensure the recipient is able to operate the components, devices and controls 			

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	<ul style="list-style-type: none"> - care needed to avoid detrimental effects - maintenance, including requirements to comply with guarantees and warranties - efficient operation to facilitate the delivery of intended reduction in energy use - importance of ventilation - post completion services - provision of documentation including end-user advice information. 			
	<p>10.6 Propose how to present information and recommendations for any remedial actions or changes to the retrofit process required, to relevant stakeholders including, but not limited to:</p> <ul style="list-style-type: none"> - clients - designers and contract administrators - installers and contractors - end-users - external enforcement and quality assurance bodies - funding organisations - guarantee or warranty providers 			
	<p>10.7 State who the recipients of the handover process are</p>			
	<p>10.8 Explain why it is important to supply copies of the following documentation:</p> <ul style="list-style-type: none"> - test certificates and commissioning records - operation and maintenance instructions and manuals - warranty and guarantee certificates - As Constructed plans 			
<i>Assessor Comments/Feedback</i>				

A/650/3110	Implementing, maintaining and reviewing systems to health, safety, welfare, wellbeing and environmental protection in the workplace.	Level 4	9 Credits
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The aim of this unit is to ensure the individual has the skills and knowledge required for implementing, maintaining and reviewing systems in place for health and safety, including welfare, wellbeing and environmental protection.

More specifically the candidate must demonstrate competence to promote health safety and welfare across their area, identify and develop opportunities to promote health, safety and welfare, check the competency levels of staff under their control, implement, monitor and maintain organisational policies and procedures relating to health, safety, welfare and environmental protection

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1. Implement organisational initiatives.	1.1 Implement, maintain and record the organisational initiatives in relation to health, safety, welfare and wellbeing and environmental awareness			
	1.2 Explain how to implement the various methods to maintain and record the organisational initiatives in relation to health, safety, welfare, wellbeing and environmental awareness.			
2. Promote a culture of health, safety, welfare and environmental awareness	2.1 Promote a culture of health, safety, welfare and environmental awareness through leadership, communication and personal example.			
	2.2 Describe how to implement various methods to promote a culture of health, safety, welfare, wellbeing and environmental awareness on site.			
3. Identify and implement opportunities for improving health, safety, welfare, wellbeing and the environment on site.	3.1 Identify opportunities to improve health, safety, welfare, wellbeing and the environment on site.			
	3.2 Implement improvements that could improve health, safety welfare and wellbeing and the environment on site.			
	3.3 Explain how to identify opportunities that will improve health, safety, welfare, wellbeing and the environment for the workforce, other personnel on site, members of the public, occupiers, site visitors and people affected by site operations and how to implement them.			
4. Implement and record checks carried out to verify the competence of those under your control.	4.1 Carry out and record current organisational checks to verify the competence of those under your control.			

A/650/3110	Implementing, maintaining and reviewing systems to health, safety, welfare, wellbeing and environmental protection in the workplace. (Continued)	Level 4	9 Credits	
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	<p>4.2 Describe how to carry out and record current organisational checks on the workforce, other personnel on site and site visitors including but not limited to:</p> <ul style="list-style-type: none"> – health and safety responsibilities – welfare facilities – sustainability responsibilities – health, safety, welfare, wellbeing and environmental protection – equipment and resources – risk control procedures – first aid arrangements – fire safety – health, safety and environmental plans and emergency drills. 			
	<p>4.3 Explain how to verify the competence of the workforce under your control in accordance with current organisational requirements including but not limited to:</p> <ul style="list-style-type: none"> – industry verification cards – competence schemes – qualifications – certificates – training. 			
	<p>4.4 Explain why you need to ensure the workforce and visitors have inductions</p>			
	<p>4.5 Explain why you need to ensure the workforce under your control are competent.</p>			
<p>5. Maintain accurate and appropriate statutory notices and hazard warnings.</p>	<p>5.1 Implement organisational systems to record and maintain relevant statutory notices and hazard warnings to ensure they are accurate and current.</p>			
	<p>5.2 Describe how to implement organisational systems to record and maintain statutory notices including but not limited to:</p> <ul style="list-style-type: none"> – prescribed notices – certificates of insurance – signage for health, safety and environmental protection. 			
<p>6. Ensure the serviceability of health, safety, welfare and environmental protection equipment and resources in order to comply with current legislation and organisational requirements.</p>	<p>6.1 Implement and record organisational checks on the mandatory wearing of protective clothing, protective equipment and statutory notices for the following to confirm compliance:</p> <ul style="list-style-type: none"> – first aid facilities and arrangements – welfare facilities 			

A/650/3110	Implementing, maintaining and reviewing systems to health, safety, welfare, wellbeing and environmental protection in the workplace. (Continued)	Level 4	9 Credits
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	<ul style="list-style-type: none"> – storage and security of equipment and materials – accident and incident reporting systems – firefighting equipment – storage and security of fuel and chemicals – the environment – sustainability 			
	<p>6.2 Explain how to implement and record checks carried out to:</p> <ul style="list-style-type: none"> – protective clothing – protective equipment – first aid facilities and arrangements – welfare facilities – storage and security of equipment and materials – site security – accident and incident reporting systems – fire safety – the environment – sustainability 			
	<p>6.3 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.</p>			
7. Implement current organisational requirements for the identification of hazards and the reduction of risks	7.1 Develop and action a system that identifies hazards and reduces risk in line with current organisational requirements.			
	7.2 Explain how to implement organisational requirements for the identification of hazards and reduction of risks.			
	7.3 Give reasons why it is important to implement effective systems to identify hazards, reduce risks and report accidents.			
8. Implement systems for reporting accidents and emergencies and preventing recurrence	8.1 Implement systems which meet current organisational requirements for reporting accidents and emergencies and preventing reoccurrence			
	8.2 Explain how to implement organisational requirements for reporting accidents and emergencies, incidents and preventing recurrence.			

A/650/3110	Implementing, maintaining and reviewing systems to health, safety, welfare, wellbeing and environmental protection in the workplace. (Continued)	Level 4	9 Credits
700v3			

9. Monitor health, safety, welfare and environmental protection systems regularly in accordance with organisational requirements.	9.1 Conduct regular checks to monitor compliance with current organisational requirements.			
	9.2 Explain how to monitor health, safety, welfare, wellbeing and environmental protection systems to ensure compliance with current organisational requirements.			
10. Identify, record and report any site conditions which do not comply with organisational requirements.	10.1 Identify, record and report any site conditions which do not comply with organisational requirements.			
	10.2 Explain how to identify, record and report site conditions that do not comply with organisational requirements including but not limited to: <ul style="list-style-type: none"> – health – safety – welfare – wellbeing – environmental legislation – codes of practice. 			

Assessor Comments/Feedback

D/650/3111	Assessing and agreeing work methods in the workplace	Level 5	11 Credits
701v3			

The aim of this unit is to ensure the individual has the skills and knowledge to be able to assess and agree work methods to use in the workplace using project information and data.

More specifically the candidate must demonstrate competence to identify and use the available project data to decide on the appropriate work methods to use, obtain and record relevant project information, evaluate a range of work methods and identify best fit for work to be carried out. They will also need to demonstrate competence in informing others of recommendations and agree which work method to use and prepare method statement to suit.

The work method chosen needs to be assessed against at least 7 of the following criteria:

- materials performance and availability
- structural forms
- client, customer or their representative
- health, safety and welfare
- fire protection
- access
- plant, equipment and people availability
- transport logistics
- environmental factors
- waste management
- seasonal weather conditions
- sustainability
- innovative materials, technologies and processes
- site conditions.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1. Identify and assess available project data to inform the work methods.	1.1 Identify and assess at least four of the following elements of project data and record how the findings will inform the work methods: <ul style="list-style-type: none"> – conditions of contract – bills of quantities or methods of measurement – specifications or schedule of works – drawings – health, safety and environmental plans – programmes – organisational requirements – instructions and variations. 			
	1.2 Explain how to identify, source and record the following project data: <ul style="list-style-type: none"> – cost control – conformity to organisational requirements – specification or schedule of works – contract requirements – third party obligations – other related programmes – supply lead times. 			

D/650/3111	Assessing and agreeing work methods in the workplace (Continued)	Level 5	11 Credits
701v3			

2. Examine and assess project data.	2.1 Examine and assess at least three of the following types of project data to enable decisions to be made: <ul style="list-style-type: none"> – sequencing and integration of work operations – organisation of resources – established construction techniques – temporary works – modern methods of construction and standardisation – working conditions. 			
	2.2 Explain how to assess project data to inform the following work methods and record the findings: <ul style="list-style-type: none"> – sequencing and integration of work operations – organisation of resources – established construction techniques – temporary works – modern methods of construction and standardisation – working conditions. 			
3 Obtain and record additional information from other sources where available project data is insufficient.	3.1 Obtain additional information where the available project data is insufficient by consulting at least two of the following sources and record the findings: <ul style="list-style-type: none"> – client, customer or their representative – contractors – sub-contractors – suppliers – regulatory authorities – technical and trade literature. 			
	3.2 Describe how to obtain and record additional information where the project data source is insufficient from the following: <ul style="list-style-type: none"> – client, customer or their representative – contractors – sub-contractors – suppliers – regulatory authorities – technical and trade guidance. 			
	3.3 Give possible reasons why project data may be insufficient.			

D/650/3111	Assessing and agreeing work methods in the workplace (Continued)	Level 5	11 Credits
701v3			

4 Evaluate work methods against relevant technical and project criteria.	<p>4.1 Evaluate the chosen work methods against time, cost and resources for at least seven of the following technical and project criteria and record the results:</p> <ul style="list-style-type: none"> – materials performance and availability – structural forms – client, customer or their representative – health, safety and welfare – fire protection – access – plant, equipment and people availability – transport logistics – environmental factors – waste management – seasonal weather conditions – sustainability – innovative materials, technologies and processes – site conditions. 			
	<p>4.2 Explain how to evaluate work methods against time, cost and resources for the following technical criteria and record the results:</p> <ul style="list-style-type: none"> – materials, performance and availability – structural forms – client, customer or their representative – health, safety and welfare – fire protection – access – plant, equipment and people availability – transport logistics – environmental factors – waste management – seasonal weather conditions – sustainability – innovative materials, technologies and processes – site conditions 			
	<p>4.3 Explain how to evaluate work methods against the following project criteria and record findings:</p> <ul style="list-style-type: none"> – cost control – conformity to organisational requirements – specification or schedule of works – contract requirements – third party obligations – other related programmes – supply lead times. 			

D/650/3111	Assessing and agreeing work methods in the workplace (Continued)	Level 5	11 Credits
701v3			

5	Agree and recommend work methods and inform stakeholders.	5.1 Agree and recommend work methods and inform stakeholders.			
		5.2 Analyse the appropriate work methods by considering the following and recording the findings: <ul style="list-style-type: none"> – sequencing and integration of work operations – organisation of resources (people, plant, materials and finance) – established construction techniques – temporary works – modern methods of work and standardisation – working conditions 			
		5.3 Explain the potential risks of works impacting on the cultural significance of the historic environment and ensure to outline any specific requirements for buildings and structures of traditional (pre 1919) construction, or of architectural, historical or archaeological significance			
		5.4 Explain how to agree the selected work methods with stakeholders.			
6	Ensure a method statement has been prepared and approved prior to the commencement of work.	6.1 Confirm that the method statements have been approved prior to relevant work taking place.			
		6.2 Explain how to ensure an appropriate method statement has been prepared and approved prior to the commencement of work.			

Assessor Comments/Feedback

F/650/3112	Planning work activities and resources to meet project requirements in the workplace	Level 4	13 Credits
702v3			

The aim of this unit is to ensure the individual has the skills and knowledge required for organising the work activities to make efficient and effective use of available resources, identify and recommend alternative work methods to meet programme and schedule deadlines, examine the suitability of using proposed work methods against schedules and work programme, seek advice and clarification if work methods are not available to be used.

More specifically the individual will need to demonstrate competence to update schedules and work programmes and monitor and record work against set schedule and work programme, to include **at least 2** of the following:

- programmes and schedules
- critical analysis
- action lists
- method statements
- risk assessments

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1. Organise work activities to make the most efficient use of the available resources.	1.1 Organise work activities which make the most efficient use of at least four of the following resources and record the outcomes: <ul style="list-style-type: none"> – people – plant – equipment or machinery – materials and components – sub-contractors – information – work area and facilities – waste management – utility providers. 			
	1.2 Explain how to organise and record work activities to make the most efficient use of the following resources: <ul style="list-style-type: none"> – people – plant – equipment or machinery – materials and components – sub-contractors – information – work area and facilities – waste management – utility providers. 			
	1.3 Give reasons why work activities need to be organised to make the best use of resources.			
	1.4 Explain the potential risks of works impacting on the cultural significance of the historic environment.			
	1.5 Explain the specific requirements for buildings and structures of traditional (pre 1919) construction or of architectural, historical or archaeological significance.			

F/650/3112	Planning work activities and resources to meet project requirements in the workplace (Continued)	Level 4	13 Credits
702v3			

	1.4 Explain the potential risks of works impacting on the cultural significance of the historic environment.			
	1.5 Explain the specific requirements for buildings and structures of traditional (pre 1919) construction or of architectural, historical or archaeological significance.			
2 Recommend alternative methods, resources and systems to meet programmes and schedules.	2.1 Assess and identify a variety of effective solutions for alternative work methods, resources and systems to meet a range of programmes, and schedules.			
	2.2 Recommend alternative methods, resources and systems to meet programmes and schedules.			
	2.3 Explain how to recommend the evaluated resources, methods and systems to meet programmes and schedules to stakeholders.			
3 Obtain clarification or advice from various sources where the resources required are not available.	3.1 Obtain advice or clarification to determine required resources from the following: <ul style="list-style-type: none"> – stakeholders – trade and technical guidance 			
	3.2 Explain methods of finding potential sources for clarification and advice for a range of work programmes.			
	3.3 Outline the types of information that could be gained from various information sources.			
	3.4 Explain how to obtain advice from stakeholders or trade and technical guidance when required resources are not available.			
4. Examine work activities against project data or operational data and the requirements of external factors.	4.1 Examine a range of work activities against project data and the requirements of at least three of the following external factors and record the findings: <ul style="list-style-type: none"> – other related programmes – supply lead times – contingencies – special working conditions – weather conditions – statutory limitations – site conditions – availability of resources. 			

F/650/3112	Planning work activities and resources to meet project requirements in the workplace (Continued)	Level 4	13 Credits
702v3			

	<p>4.2 Explain how to identify the following external factors:</p> <ul style="list-style-type: none"> - other related programmes - supply lead times - contingencies - special working conditions - weather conditions - statutory limitations - site conditions - availability of resources. 			
	<p>4.3 Describe ways in which external factors can affect a programme, operation or schedule.</p>			
	<p>4.4 Explain how to examine work activities against the following project data and requirements of external factors:</p> <ul style="list-style-type: none"> - contract conditions - bills of quantities or methods of measurements - specifications and schedules of work - drawings - survey reports - health, safety and environmental plans - programmes - organisational requirements - instructions and variations. 			
	<p>4.5 Explain the different methods of examining work activities against resources and related information.</p>			
5 Update existing programmes and schedules of planned activities and inform stakeholders.	<p>5.1 Update at least two of the following programmes and schedules of planned activities:</p> <ul style="list-style-type: none"> - programmes and schedules - critical analysis - action lists - method statements - risk assessments. 			
	<p>5.2 Inform stakeholders of updates that should be made on works programmes and schedules.</p>			
	<p>5.3 Explain different methods of updating the following programmes and schedules:</p> <ul style="list-style-type: none"> - programmes - critical analysis - action lists - method statements - risk assessments. 			

F/650/3112	Planning work activities and resources to meet project requirements in the workplace (Continued)	Level 4	13 Credits
702v3			

	5.4 Describe the possible effects on the project if programmes and schedules are not updated when factors change.			
	5.5 Describe ways of recommending updates to existing programmes and schedules to stakeholders.			
6 Implement systems to monitor and record works against programmes and schedules.	6.1 Implement a system to monitor and record works being undertaken against programmes and schedules.			
	6.2 Review and record results of monitoring programmes against given programmes and schedules.			
	6.3 Explain different systems which are available for monitoring and recording works against programmes and schedules and how to implement them.			
	6.4 Give reasons why it is necessary to monitor and record the results of works against programmes and schedules.			

Assessor Comments/Feedback

J/650/3114	Coordinating work control in the workplace	Level 4	12 Credits
703v3			

The aim of this unit is to ensure the individual has the skills and knowledge required for coordinating the control of work in the workplace, including collating and reviewing relevant information from the project or operational plan, communicating and agreeing work methods and communicating this to all involved and planning and organising activities to meet work programme.

Specifically they will need to plan and implement the use of resources to meet the required programme to include **at least 6** of the following:

- people
- plant, equipment or machinery
- materials and components
- sub-contractors
- trade and technical literature
- work area and facilities
- environmental considerations
- health and safety control equipment
- utility providers.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1. Collate and review relevant information used in the preparation of project or operational plans.	1.1 Locate and collate relevant information from at least four of the following information sources to contribute to the project plan: <ul style="list-style-type: none"> – surveys and reports – design – contractual documents – statutory consents – contractor's pre-planning information – health, safety and environmental plans – risk assessments and method statements – programmes and schedules – resources and materials – sub-contractor arrangements and attendance. 			
	1.2 Record and review the findings and use them to contribute to the project plan.			
	1.3 Describe how to locate, collate and review relevant information from, including but not limited to: <ul style="list-style-type: none"> – surveys and reports – design – contractual documents – statutory consents – contractor's pre-planning information – health, safety and environmental plans – risk assessments and method statements – programmes and schedules – resources and materials – sub-contractor arrangements and attendance. 			

J/650/3114	Coordinating work control in the workplace (Continued)	Level 4	12 Credits
703v3			

2	Clarify information which is unclear.	2.1 Explain possible methods that can establish whether information is sufficiently clear to coordinate work control.			
		2.2 Explain why it is important to clarify information.			
3	Communicate and agree programmes, methods and attendance that will coordinate construction operations.	3.1 Communicate and record the agreed programme, methods and attendance that will coordinate construction operations.			
		3.2 Explain ways to communicate and record the agreed programme, methods and attendance details with people who will be doing the work.			
		3.3 Describe how to coordinate construction operations using programmes and plans that include methods and attendance.			
4	Plan and obtain sufficient resources and attendance of the appropriate type which meets project requirements and timescales.	4.1 Develop and implement plans detailing the requirements and timescales used to obtain at least six of the following resources which will meet the project requirements and timescales: <ul style="list-style-type: none"> – people – plant, equipment or machinery – materials and components – sub-contractors – trade and technical literature – work area and facilities – environmental considerations – health and safety control equipment – utility providers. 			
		4.2 Explain how to ensure project requirements and timescales are met by developing and implementing plans to obtain sufficient and suitable types of resource and attendance, including but not limited to: <ul style="list-style-type: none"> – people – plant, equipment or machinery – materials and components – sub-contractors – trade and technical literature – work area and facilities – environmental considerations – health and safety control equipment – utility providers. 			
		4.3 Describe the outcomes on projects or operations if sufficient resources are not obtained on time or are unsuitable.			

J/650/3114	Coordinating work control in the workplace (Continued)	Level 4	12 Credits
703v3			

5. Organise work activities and implement work measures that take into account appropriate factors and influences.	5.1 Organise work activities, record and implement measures that take into account at least four of the following factors: <ul style="list-style-type: none"> - occupiers - near neighbours - public access - site conditions - environmental considerations - vehicular access and egress - security and trespass - public utilities - archaeology - heritage issues. 			
	5.2 Describe how to organise work activities and implement measures taking into account the following factors: <ul style="list-style-type: none"> - occupiers - near neighbours - public access - site conditions - environmental considerations - vehicular access and egress - security and trespass - public utilities - archaeology - heritage issues. 			

Assessor Comments/Feedback

K/650/3115	Controlling work progress against agreed programmes in the workplace	Level 5	9 Credits
704v3			

The aim of this unit is to ensure the individual has the skills and knowledge required for monitoring and recording the progress of work against programmes, identifying deviation from planned programme and agreeing corrective actions and solutions.

More specifically, the candidate must demonstrate competence in, making recommendations to reduce costs and time taken to progress work programme, inform people about progress and decisions made and to identify areas for improvement. The individual will need to communicate any actions they have taken to **at least two** of the following:

- client, customer or their representative
- contractors
- consultants
- sub-contractors
- suppliers
- workforce
- own organisation
- designers

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1. Implement systems to monitor and record progress of work against agreed programmes.	1.1 Monitor and record the progress of work by implementing at least five of the following systems: <ul style="list-style-type: none"> – visual inspections – resource records – site tests and inspections – third party endorsement – contractor's reports – written, graphical and electronic records of actual work against the programmed work – site meetings – organisational procedures – management reports – benchmarks and milestones – measurements 			
	1.2 Describe how to monitor and record progress against agreed programme and implement the following systems: <ul style="list-style-type: none"> – visual inspections – resource records – site tests and inspections – third party endorsement – contractor's reports – written, graphical and electronic records of actual work against the programmed work – site meetings – organisational procedures – management reports – benchmarks and milestones – measurements 			
	1.3 Explain why systems to monitor and record work progress need to be implemented.			

K/650/3115	Controlling work progress against agreed programmes in the workplace (Continued)	Level 5	9 Credits
704v3			

2. Identify any deviations from planned progress which has or may occur, that could disrupt programmes and schedules.	2.1 Identify and record at least five of the following deviations from planned progress which have occurred, or which may occur, which could disrupt the programme and schedule: <ul style="list-style-type: none"> – resource shortages – design problems and constraints – industrial disputes – lack of essential construction information – construction errors and non-conformance – environmental conditions – site constraints – social disputes or issues – health, safety and environmental issues – discovery of archaeological/ historical finds – regulatory enforcement 			
	2.2 Describe how to identify and record when the following can cause deviations from planned progress: <ul style="list-style-type: none"> – resource shortages – design problems and constraints – industrial disputes – lack of essential construction information – construction errors and non-conformance – environmental conditions – site constraints – social disputes or issues – health, safety and environmental issues – discovery of archaeological/ historical finds – regulatory enforcement. 			
	2.3 Explain how to forecast deviations that may occur and could disrupt the programmes and schedules.			
3. Investigate circumstances of any deviations thoroughly and agree and implement appropriate corrective actions.	3.1 Review the circumstances of any deviations in work programmes and/or schedules thoroughly and record the findings.			
	3.2 Agree and implement at least one of the following corrective actions in order to restore progress in accordance with the agreed programme: <ul style="list-style-type: none"> – additional resources – alter planned work hours – resequencing of work activities. 			
	3.3 Explain how to review deviations and record findings from planned progress.			

K/650/3115	Controlling work progress against agreed programmes in the workplace (Continued)	Level 5	9 Credits
704v3			

	3.4 Explain how to implement additional resources, alteration of work hours and resequencing of work activities as corrective actions in restoring progress in accordance with the agreed programme.			
4. Recommend measures most likely to reduce increases in cost and time to help work progress, and communicate onto the people responsible	4.1 Identify and record a variety of measures which could reduce cost and time to help the work progress.			
	4.2 Communicate identified options to at least two of the following: <ul style="list-style-type: none"> – client, customer or their representative – contractors – consultants – sub-contractors – suppliers – workforce – own organisation – designers 			
	4.3 Explain how to identify measures which are most likely to reduce cost and time and help work to progress.			
	4.4 Explain how to communicate identified measures to the following people responsible: <ul style="list-style-type: none"> – client, customer or their representative – contractors – consultants – sub-contractors – suppliers – workforce – own organisation – designers. 			
5 Inform people responsible regularly about progress and suggest decisions and actions that need to be taken.	5.1 Inform people responsible about the following: <ul style="list-style-type: none"> – progress – any changes to the operational programme – resource needs. 			
	5.2 Make recommendations on decisions and actions that should be taken to the people responsible in order to maintain planned work progress.			

K/650/3115	Controlling work progress against agreed programmes in the workplace (Continued)	Level 5	9 Credits
704v3			

	<p>5.3 Explain how to implement systems to keep the following informed about progress, changes to the operational programme and resource needs:</p> <ul style="list-style-type: none"> – client, customer or their representative – contractors – consultants – sub-contractors – suppliers – workforce – own organisation – designers. 			
	5.4 Describe how to communicate decisions and actions that need to be taken, to maintain planned progress, to the people responsible.			
6. Identify improvements from feedback received and recommend to the people responsible.	6.1 Collect, collate, record and review feedback received on work progress against the agreed programme.			
	6.2 Identify, from the received feedback, possible improvements that could be made to the agreed programme to help work progress.			
	6.3 Recommend improvements to the people responsible based on feedback received.			
	6.4 Explain how to collect, record and review feedback on work progress against agreed programme.			
	6.5 Describe how to identify possible improvements from the feedback received.			
	6.6 Explain how to recommend identified improvements to the people responsible.			
<i>Assessor Comments/Feedback</i>				

L/650/3116	Allocating and monitoring the use of plant, equipment or machinery in the workplace	Level 4	10 Credits
705v3			

The aim of this unit is to ensure the individual has the skills and knowledge required to identify and request when plant, machinery and equipment is needed to meet the needs of the project, identify if operatives are competent to use the machinery, equipment or plant, research when an alternative piece of plant, equipment or machinery could be used and to notify appropriate people when it is no longer required.

More specifically the candidate must demonstrate competence in ensuring plant, equipment or machinery is stored, serviced or maintained correctly against **at least 3** of the following operational requirements

- health, safety and welfare of the workforce and others
- operational efficiency
- security of resources
- obligations to third parties
- regulatory authorities
- contractual requirements.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1. Produce clear requests for plant, equipment or machinery which meets the needs of projects or operations.	1.1 Identify and request plant, equipment or machinery to meet the needs of organisational requirements.			
	1.2 Describe how to produce requests for the following plant, equipment or machinery to meet the needs of the following organisational requirements: Plant, equipment or machinery: <ul style="list-style-type: none"> – static – mobile – accessories – consumables – health and safety equipment – specialised hand tools – standard plant, equipment or machinery – non-standard plant, equipment or machinery. Organisational requirements: <ul style="list-style-type: none"> – health, safety and welfare of the workforce and others – operational efficiency – security of resources – obligations to third parties – regulatory authorities and contractual commitments prior to use on site. 			
2. Confirm 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 Confirm and record that checks are undertaken to ensure that plant, equipment or machinery meets organisational requirements prior to use on site.			

L/650/3116	Allocating and monitoring the use of plant, equipment or machinery in the workplace (Continued)	Level 4	10 Credits
705v3			

	<p>2.2 Explain how to ensure that the following plant, equipment or machinery meets the following organisational requirements:</p> <p>Plant, equipment or machinery:</p> <ul style="list-style-type: none"> – static – mobile – accessories – consumables – health and safety equipment – specialised hand tools – standard plant equipment and machinery – non-standard plant, equipment and machinery <p>Organisational requirements:</p> <ul style="list-style-type: none"> – health, safety and welfare of the workforce and others – operational efficiency – security of resources – obligations to third parties – regulatory authorities and contractual commitments prior to use on site. 			
	<p>2.3 Explain how to allocate the following plant, equipment or machinery:</p> <ul style="list-style-type: none"> – static – mobile – accessories – consumables – health and safety equipment – specialised hand tools – standard plant equipment and machinery – non-standard plant, equipment and machinery to suitable operations. 			
	<p>2.4 Describe how to record checks on the suitability of the following plant, equipment, or machinery:</p> <ul style="list-style-type: none"> – static – mobile – accessories – consumables – health and safety equipment – specialised hand tools – standard plant equipment and machinery – non-standard plant, equipment and machinery 			

L/650/3116	Allocating and monitoring the use of plant, equipment or machinery in the workplace (Continued)	Level 4	10 Credits
705v3			

	<p>2.4 Describe how to record checks on the suitability of the following plant, equipment, or machinery:</p> <ul style="list-style-type: none"> – static – mobile – accessories – consumables – health and safety equipment – specialised hand tools – standard plant equipment and machinery – non-standard plant, equipment and 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.	<p>3.1 Identify hazards and assess risks arising from the use of plant, equipment or machinery and record and implement measures that protect people and the environment using at least three of the following measures:</p> <ul style="list-style-type: none"> – methods of work – risk assessments – safe use and storage of tools, equipment and materials – traffic control – emergency plans. 			
	<p>3.2 Explain how to identify hazards and assess risks arising from the use of the following plant, equipment or machinery and record findings:</p> <ul style="list-style-type: none"> – static – mobile – accessories – consumables – health and safety equipment – specialised hand tools – standard plant equipment and machinery – non-standard plant, equipment and machinery. 			
	<p>3.3 Describe methods of implementing measures that protect people and the environment by using the following:</p> <ul style="list-style-type: none"> – methods of work – risk assessments – safe use and storage of tools, equipment and materials – traffic control – emergency plans. 			
4 Maintain records of how and when plant, equipment or machinery was utilised during the project.	4.1 Complete and maintain records of how and when plant, equipment or machinery was used and how it was utilised			

L/650/3116	Allocating and monitoring the use of plant, equipment or machinery in the workplace (Continued)	Level 4	10 Credits
705v3			

	4.2 Describe how to maintain the following records of how and when the plant, equipment or machinery was used on site: <ul style="list-style-type: none"> – delivery notes – allocation details – location details – movement details – usage details – maintenance checks – despatch notes – certifications. 			
	4.3 Give reasons for the need to keep records on plant, equipment or machinery use.			
5 Recommend alternative types of plant, equipment or machinery to decision makers when existing plant, machinery or equipment is deemed less suitable for use on site.	5.1 Examine existing plant, equipment or machinery which has been deemed less suitable and identify alternative types that would be suitable for the intended work.			
	5.2 Make recommendations to decision makers regarding the use of alternative types of plant, equipment or machinery for use on site and record the outcomes.			
	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 Explain how best to recommend alternative plant, equipment or machinery to the following: <ul style="list-style-type: none"> – decision makers – plant specialists – buyers – plant, equipment and machinery suppliers. 			
6 Issue instructions for the use of plant, equipment or machinery to operators.	6.1 Provide instructions to plant, equipment or machinery operators, that follow statutory and manufacturer's requirements.			
	6.2 Keep records of the instructions issued to the operators using the plant, equipment or machinery.			
	6.3 Explain how to issue and record the instructions and guidance provided to plant, equipment or machinery operators.			

L/650/3116	Allocating and monitoring the use of plant, equipment or machinery in the workplace (Continued)	Level 4	10 Credits
705v3			

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 have the correct training and certification for the relevant types of machinery they will be operating and keep records.			
		7.2 Monitor relevant plant operation activities to ensure that they are working safely.			
		7.3 Explain how to check, record and confirm an operator's training certification, abilities competence and authorisation to use plant, equipment or machinery.			
		7.4 Give reasons why plant, equipment or machinery operations should be monitored and describe effective methods on how this can be done.			
8	Ensure the appropriate storage, servicing and maintenance of plant, equipment or machinery meets organisational requirements	8.1 Arrange and record the appropriate 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 organisational requirements: <ul style="list-style-type: none"> – health, safety and welfare of the workforce and others – operational efficiency – security of resources – obligations to third parties – regulatory authorities – contractual requirements. 			
		8.3 Explain how to ensure plant, equipment or machinery is stored, serviced and maintained in accordance with the following organisational requirements: <ul style="list-style-type: none"> – health, safety and welfare of the workforce and others – operational efficiency – security of resources – obligations to third parties – regulatory authorities – contractual requirements. 			

L/650/3116	Allocating and monitoring the use of plant, equipment or machinery in the workplace (Continued)	Level 4	10 Credits
705v3			

9. Inform decision makers when plant, equipment or machinery is no longer required.	9.1 Establish when plant, equipment or machinery has completed the intended work and is no longer required.			
	9.2 Notify decision makers when plant, equipment or machinery is no longer required and maintain records.			
	9.3 Describe the methods and techniques for informing decision makers and equipment suppliers when plant, equipment or machinery is no longer required.			
	9.4 Explain why decision makers, plant specialists, buyers, plant machinery and equipment suppliers need to be informed when plant, equipment or machinery is no longer required and why records need to be maintained.			

Assessor Comments/Feedback

D/650/3120	Maintaining supplies of materials to meet project requirements in the workplace	Level 5	9 Credits
706v2			

The aim of this unit is to ensure the individual has the skills and knowledge required for supervising the storage and use of materials and components, keeping records of stock and identify when replenishments are needed and informing appropriate people, identifying opportunities to improve use of stock and reduce stock turnover.

More specifically the individual must demonstrate competence in identifying and solving problems with the supply or materials and suppliers for **at least 4** of the following:

- price
- quantity
- quality
- availability
- schedule of delivery
- life expectancy
- storage and handling facilities
- environmental issues
- sustainability
- health, safety and welfare issues
- transportation
- deterioration or damage
- loss and theft
- payment terms
- cash flow
- contract variations.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1 Supervise the storage and use of materials and components so that material handling and movement is efficient, and wastage minimised.	1.1 Supervise the storage and use of at least one of the following materials and components so that material handling and movement is recorded, efficient and wastage is minimised: <ul style="list-style-type: none"> – raw materials – manufactured materials – components – prefabricated systems 			
	1.2 Explain how to supervise storage areas and facilities for the following material and component supplies so that they are effective for the project: <ul style="list-style-type: none"> – raw materials – manufactured materials – components – prefabricated systems. 			
	1.3 Describe how to minimise material and component handling, movement and wastage.			
2 Calculate and keep accurate records of deliveries and stock position and pass the information on to decision makers.	2.1 Calculate and keep accurate stock control records, using at least one of the following, and pass the information onto decision makers: <ul style="list-style-type: none"> – manual – electronic. 			

D/650/3120	Maintaining supplies of materials to meet project requirements in the workplace (Continued)	Level 5	9 Credits
706v2			

	2.2 Describe different methods and techniques for calculating and keeping accurate manual and electronic records of deliveries and stock position.			
	2.3 Explain why accurate records of deliveries, calculations and stock position should be kept.			
3 Identify and record problems with supply, discuss the information with suppliers of materials and pass on to decision makers.	3.1 Identify and record problems with supply of at least four of the following, discuss the information with suppliers of materials and pass it on to decision makers: <ul style="list-style-type: none"> - price - quantity - quality - availability - schedule of delivery - life expectancy - storage and handling facilities - environmental issues - sustainability - health, safety and welfare issues - transportation - deterioration or damage - loss and theft - payment terms - cash flow - contract variations. 			
	3.2 Describe how to identify the following problems with supply: <ul style="list-style-type: none"> - price - quantity - quality - availability - schedule of delivery - life expectancy - storage and handling facilities - environmental issues - sustainability - health, safety and welfare issues - transportation - deterioration or damage - loss and theft - payment terms - cash flow - contract variations. 			
	3.3 Explain how to discuss problems with suppliers of the following materials: <ul style="list-style-type: none"> - raw materials - manufactured materials - components 			

	- prefabricated systems			
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D/650/3120	Maintaining supplies of materials to meet project requirements in the workplace (Continued)	Level 5	9 Credits
706v2			

	3.4 Describe ways of passing on information about problems with supply to decision makers.			
4 Check stock records regularly and calculate what replacement stock will be needed.	4.1 Check stock records regularly and calculate what replacement stock will be needed and record the outcomes.			
	4.2 Explain how to calculate the following stock turnover processes for a project: <ul style="list-style-type: none"> – usage rates – initial impressed – just-in-time systems – call or draw-down systems. 			
	4.3 Describe how to check stock records in order to calculate replacement stock requirements.			
5 Identify opportunities for improving the use of stock and stock turnover and recommend improvements to decision makers.	5.1 Identify and record possible opportunities to improve the use of stock and stock turnover.			
	5.2 Make recommendations to decision makers that could improve the use of stock and stock turnover.			
	5.3 Explain how to identify opportunities to improve the use of stock.			
	5.4 Explain possible ways and means of identifying opportunities for improving the following stock turnover processes: <ul style="list-style-type: none"> – usage rates – initial impressed – just-in-time systems – call or draw-down systems. 			
	5.5 Describe how to make recommendations for improvements to decision makers.			

Assessor Comments/Feedback

M/650/3117	Implement communication systems for the project in the workplace	Level 5	7 Credits
707v2			

The aim of this unit is to ensure the individual has the skills and knowledge required for implementing organisational communication systems, maintaining communication with stakeholders and implementing organisational systems to record and provide feedback.

More specifically to report, retrieve and provide information between stakeholders to cover **at least 3** of the following criteria:

- the client, customer or their representative
- consultants
- contractors
- sub-contractors
- third parties
- public utilities
- emergency services
- visitors
- statutory authorities

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1 Implement organisational communication systems for projects.	1.1 Implement and record the organisational and communication systems for the project for four of the following: <ul style="list-style-type: none"> – site management – site or head office interface – contract administration – health, safety, welfare, wellbeing and environment – project team – sharing of project data – contractors and sub-contractors – the client, customer or their representative. 			
	1.2 Describe how to implement organisational and communication systems for the project in relation to: <ul style="list-style-type: none"> – site management – site or head office interface – contract administration – health, safety, welfare, wellbeing and environment – project team – sharing of project data – contractors and sub-contractors – the client, customer or their representative. 			
2 Maintain methods of communication, reporting, recording and retrieving information between stakeholders, that may have an interest, appropriate to the needs of the project	2.1 Maintain communication systems by confirming the methods of communication, reporting, recording and retrieving information with at least three of the following stakeholders: <ul style="list-style-type: none"> – the client, customer or their representative – consultants – contractors – sub-contractors – third parties – public utilities – emergency services – visitors 			

	– statutory authorities.			
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M/650/3117	Implement communication systems for the project in the workplace (Continued)	Level 5	7 Credits
707v2			

	<p>2.2 Explain how to maintain oral, written, graphic and electronic methods of communication between the following stakeholders:</p> <ul style="list-style-type: none"> – the client, customer or their representative – consultants – contractors – sub-contractors – third parties – public utilities – emergency services – visitors – statutory authorities. 			
	<p>2.3 Describe how to report, record and retrieve oral, written, graphic and electronic communication information in accordance with organisational requirements.</p>			
	<p>2.4 Give reasons why methods of oral, written, graphic and electronic communication between stakeholders needs to be maintained.</p>			
3 Investigate evidence of procedural change to communication methods implementing the actions taken.	<p>3.1 Identify, investigate and record evidence of procedural change in at least two of the following communication methods:</p> <ul style="list-style-type: none"> – oral – written – graphic – electronic 			
	<p>3.2 Record the actions taken following the identification and investigation of procedural changes</p>			
	<p>3.3 Explain how to confirm procedural changes made through oral, written, graphic and electronic communication.</p>			
4 Implement organisational systems to record and provide feedback.	<p>4.1 Implement an organisational system that allows feedback to be provided and recorded.</p>			
	<p>4.2 Explain methods on how to collect feedback on oral, written, graphic and electronic communication systems.</p>			
	<p>4.3 Describe how to use feedback to identify ways of improving oral, written, graphic and electronic communication.</p>			
<i>Assessor Comment/Feedback</i>				



F/650/3121	Maintaining the dimensional accuracy of the work in the workplace	Level 4	10 Credits
708v2			

The aim of this unit is to ensure the individual has the skills and knowledge required for ensuring the workers have the required information to be able to position, align and level their work, ensuring organisational checks on dimensional controls have been carried out and recorded. Identifying any deviation from set positions and correct them, implementing revised work practices and procedures to minimise deviation and to allow for different circumstances and conditions.

Specifically, the candidate must demonstrate competence in establishing and confirming any deviations in position, alignment or level from given standards for **at least one** of the following:

- transfer of lines and levels
- position
- calculations
- given information

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1. Ensure the workforce is provided with sufficient clear and accurate information to enable them to position, align or level the work	1.1 Ensure the workforce is provided with clear and accurate dimensional information to enable them to position, align or level the work from at least four of the following: <ul style="list-style-type: none"> – lines – levels – angles – distances – curves – position – setting out points – loads – centres of gravity. 			
	1.2 Explain how to provide clear and accurate information on the following dimensional controls: <ul style="list-style-type: none"> – lines – levels – angles – distances – curves – position – setting out points – loads – centres of gravity. 			
	1.3 Describe how to ensure the dimensional information is sufficient for the task.			
2 Ensure that organisational checks on the dimensional controls have been carried out and record results to meet quality standards.	2.1 Describe how to record and confirm organisational checks have been carried out on the following dimensional controls to meet quality standards of the project: <ul style="list-style-type: none"> – lines – levels – angles – distances 			

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F/650/3121	Maintaining the dimensional accuracy of the work in the workplace (Continued)	Level 4	10 Credits
708v2			

	<ul style="list-style-type: none"> - curves - position - setting out points - loads - centres of gravity. 			
	<p>2.2 Establish and confirm any deviations in position, alignment or level from given standards for at least one of the following:</p> <ul style="list-style-type: none"> - transfer of lines and levels - position - calculations - given information. 			
3 Identify any deviations in positions, alignments or levels and take corrective actions promptly correct them.	3.1 Undertake corrective actions to rectify identified deviations on work being undertaken.			
	3.2 Explain methods and techniques of identifying deviations in dimensional control on typical projects or operations.			
	3.3 Give examples of how to implement corrective action as a result of dimensional deviations arising from: <ul style="list-style-type: none"> - incorrect lines and levels - position - calculations - given information. 			
	3.4 Implement and record revised work practices and procedures to minimise deviations and to allow for at least one of the following circumstances and conditions: <ul style="list-style-type: none"> - working environment - unforeseen events - planned events. 			
4 Implement revised work practices and procedures to minimise deviations and to allow for different circumstances and conditions.	4.1 Implement and record revised work practices and procedures to minimise deviations and to allow for at least one of the following circumstances and conditions: <ul style="list-style-type: none"> - working environment - unforeseen events - planned events. 			
	4.2 Explain how to implement revised work practices and procedures for dimensional controls to minimise deviations.			

F/650/3121	Maintaining the dimensional accuracy of the work in the workplace (Continued)	Level 4	10 Credits
708v2			

	<p>4.3 Explain how to implement and record revised procedures for the following circumstances and conditions:</p> <ul style="list-style-type: none"> – working environment – unforeseen events – planned events. 			
	<p>4.4 Give reasons why work procedures and practices should be revised to minimise further deviation.</p>			

Assessor Comments/Feedback

R/650/3118	Controlling work against agreed quality standard in the workplace	Level 5	10 Credits
709v3			

The aim of this unit is to ensure the individual has the skills and knowledge required for confirming quality standards for the work from available information prior to starting work, informing individuals of their responsibilities in maintaining quality, implementing checks to ensure work conforms to agreed quality standards and implement improvements from feedback received from stakeholders.

More specifically the candidate must demonstrate competence to implement systems for inspecting and controlling the quality of the work and record the outcomes for **at least six** of the following:

- visual inspections
- checks with design requirements
- checks with standard documentation
- checks with manufacturer's documentation
- checks with delivery notes
- sampling and mock-ups
- testing
- site inspection reports
- contractor's reports
- site meetings
- dimensional checks
- handover checks.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1. Confirm quality standards from available information before work starts.	1.1 Extract quality information from at least three of the following information sources to confirm quality standards before work commences: <ul style="list-style-type: none"> – organisational requirements – project specifications – British Standards – International Standards – Codes of Practice – sustainability requirements – trade advisory guidance and best practice – benchmarks and key performance indicators. 			
	1.2 Ensure that the following responsible stakeholders receive the appropriate information on quality standards and their implementation before work starts: <ul style="list-style-type: none"> – the client, customer or their representative – contractors – consultants – sub-contractors – suppliers – workforce – internal management 			
	1.3 Explain how to confirm the following quality standards: <ul style="list-style-type: none"> – organisational requirements – project specifications – British Standards – International Standards 			

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R/650/3118	Controlling work against agreed quality standard in the workplace (Continued)	Level 5	10 Credits
709v3			

		<ul style="list-style-type: none"> – codes of practice – sustainability requirements – trade advisory guidance and best practice benchmarks and key performance indicators 			
		1.4 Explain procedures that can be used to ensure that the responsible stakeholders receive appropriate information on quality standards prior to the commencement of work.			
		1.5 Explain different ways of ensuring that the responsible stakeholders implement appropriate quality standards before work commences.			
2	Communicate the responsibilities that individuals have for maintaining quality.	2.1 Identify the relevant individuals responsible for maintaining quality standards for the work or task.			
		2.2 Clearly record and communicate to the relevant individuals, their responsibilities in maintaining quality standards for the work or task.			
		2.3 Describe how best to communicate to individual's their responsibilities for maintaining quality standards.			
3	Implement systems to inspect and control the quality of work and record the outcomes	3.1 Implement systems for inspecting and controlling the quality of the work and record the outcomes for at least six of the following: <ul style="list-style-type: none"> – visual inspections – checks with design requirements – checks with standard documentation – checks with manufacturer's documentation – checks with delivery notes – sampling and mock-ups – testing – site inspection reports – contractor's reports – site meetings – dimensional checks – handover checks. 			
		3.2 Document the findings of inspections carried out, following organisational procedures and compare with agreed quality standards for the work.			
		3.3 Explain how to implement, inspect and record systems for controlling the quality of work relating to the methods of construction and materials, components and their use.			

		3.4 Outline different ways of recording findings obtained from quality inspections.			
R/650/3118	Controlling work against agreed quality standard in the workplace (Continued)		Level 5	10 Credits	
709v3					

		3.5 Give reasons why implementing a system that controls and records the quality of the work relating to methods of construction, materials, components and their use is needed.			
4	Implement specified checks to ensure that work conforms to the design requirements and the agreed quality standards.	4.1 Implement specified checks and record that work conforms to the agreed quality standards.			
		4.2 Describe how to check that the work relating to methods of construction and materials, components and their use conforms to the design requirements and specified quality standards.			
		4.3 Explain the potential risks of works impacting on the cultural significance of the historic environment.			
		4.4 Describe any specific requirements for buildings and structures of traditional (pre- 1919) construction or of architectural, historical or archaeological significance			
5	Identify work and materials which do not conform to the specified quality standards and implement corrective action.	5.1 Identify non-conformity and apply corrective actions to faults relating to methods of construction and materials, components and their use.			
		5.2 Explain how to identify work reacting to methods of construction and materials, components and their use which does not conform to the requirements and quality standards.			
		5.3 Describe measures that should be taken to identify the required corrective actions when it has been discovered that work does not meet the quality standards requirements.			
6	Identify and report variations in quality and their programme and safety implications.	6.1 Identify variations in quality and their programme and safety implications.			
		6.2 Identify and report the proposed solutions to decision makers which will enable work to meet agreed quality standards, programme and safety requirements.			
		6.3 Explain when and how decision makers should be informed about variations in quality standards, programmes and possible safety implications.			

R/650/3118	Controlling work against agreed quality standard in the workplace (Continued)	Level 5	10 Credits
709v3			

	6.4 Explain how to suggest improvements to decision makers about variations in quality and the potential impact on the programme and safety.			
7 Implement improvements from feedback received and recommend them to stakeholders.	7.1 Collate feedback on the quality of work being undertaken and record the feedback received.			
	7.2 Evaluate the feedback received and identify any improvements that can be implemented as a result.			
	7.3 Communicate the suggestions for improvements from feedback received to stakeholders and record the outcomes.			
	7.4 Explain how to implement suggestions and record outcomes in quality from feedback received.			
	7.5 Explain how to make recommendations and improvements in quality to stakeholders.			

Assessor Comments/Feedback

T/650/3119	Contributing to the control of work quantities and costs in the workplace	Level 4	9 Credits
710v2			

The aim of this unit is to ensure the individual has the skills and knowledge required for contributing to the controlling of work quantities and costs, collating, recording and reporting quality and cost data to relevant people, investigate any variations found and agree corrective actions.

More specifically the individual must demonstrate competence in identifying and recording **at least two** of the following opportunities for cost savings:

- waste reduction
- resource management and logistics
- applications of new technologies and materials
- energy and utility management
- receipt and use of materials
- alternative sources and types of materials
- alternative suppliers of labour, materials and equipment
- document control and record keeping
- alternative methods of work

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1 Contribute to your organisational requirements in relation to controlling work quantities and costs.	1.1 Contribute to your organisational requirements in relation to controlling quantity and costs.			
	1.2 Describe how to implement systems to control works quantities and costs according to organisational requirements in relation to: <ul style="list-style-type: none"> – accurate take-off schedules – organisational waste targets – recording receipt, usage and wastage of materials – on and off hirer of tools and equipment – use of consumables – transport. 			
	1.3 Explain how to use systems implemented to provide early indication warnings of potential issues.			
2 Collate, evaluate and report quantities and cost data, passing it on, in time, to people who need to use the data.	2.1 Collate and record work quantities and cost data in relation to at least three of the following: <ul style="list-style-type: none"> – materials – plant, machinery and equipment – workforce – sub-contractors – recorded works – programme and schedules. 			
	2.2 Evaluate and report work quantities and cost data to relevant people following organisational procedures.			

T/650/3119	Contributing to the control of work quantities and costs in the workplace (Continued)	Level 4	9 Credits
710v2			

	<p>2.3 Explain how to collect and record work quantities and cost data relating to:</p> <ul style="list-style-type: none"> – materials – plant, machinery and equipment – workforce – sub-contractors – recorded works – programme and schedules. 			
	<p>2.4 Describe how to report work quantities and cost data, to those who need it, in time, to be able to use the data.</p>			
	<p>2.5 Give reasons why quantities and cost data needs to be collected and recorded.</p>			
3 Identify opportunities for cost savings and recommend findings to the people responsible.	<p>3.1 Identify and record at least two of the following opportunities for cost savings:</p> <ul style="list-style-type: none"> – waste reduction – resource management and logistics – applications of new technologies and materials – energy and utility management – receipt and use of materials – alternative sources and types of materials – alternative suppliers of labour, materials and equipment – document control and record keeping – alternative methods of work 			
	<p>3.2 Communicate and report the suggested cost savings to the relevant people responsible.</p>			
	<p>3.3 Explain how to identify and report opportunities for cost savings relating to:</p> <ul style="list-style-type: none"> – waste reduction – resource management and logistics – applications of new technologies and materials – energy and utility management – receipt and use of materials – alternative sources and types of materials – alternative suppliers of labour, materials and equipment – document control and record keeping – alternative methods of work. 			
4 Investigate variations and agree and implement appropriate corrective actions with those responsible.	<p>4.1 Examine relevant work activities to identify variations in quantities and costs.</p>			

T/650/3119	Contributing to the control of work quantities and costs in the workplace (Continued)	Level 4	9 Credits
710v2			

	<p>4.2 Investigate any variations to work cost or quantities, record the outcomes and implement the appropriate corrective actions in relation to one of the following:</p> <ul style="list-style-type: none"> – restore progress in accordance with agreed programme – agree new completion date(s) – identify potential variation – secure additional resource(s) – alter planned work. 			
	<p>4.3 Agree the corrective actions with the people responsible.</p>			
	<p>4.4 Describe how to review variations in works quantities and costs.</p>			
	<p>4.5 Explain methods and techniques for agreeing and implementing the following corrective actions with the following people responsible:</p> <p>Corrective action:</p> <ul style="list-style-type: none"> – restore progress in accordance with agreed programme – agree new completion dates – identify potential variation – secure additional resources – alter planned work <p>People Responsible:</p> <ul style="list-style-type: none"> – the client, customer or their representative – contractors – consultants – sub-contractors – suppliers – workforce – internal management 			

Assessor Comments/Feedback

H/650/3122	Co-ordinating preparation for site operations in the workplace	Level 4	8 Credits
711v2			

The aim of this unit is to ensure the individual has the skills and knowledge required for identifying and preparing the project plan, identifying factors which may affect the proposed works, confirming access points for the safety of vehicles and pedestrians, confirming arrangements for site safety and security, implement the safe storage and use of equipment and materials and placing and maintaining information notices around the site.

More specifically the candidate must demonstrate competence of Implementing the considerations given to at least four of the following in relation to the site layout for operational purposes:

- storage
- temporary accommodation
- work areas
- plant
- temporary services
- access and egress
- security
- continuing use of occupiers
- waste management
- environmental control
- provision for pre-fabricated components and system
- existing fabric

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1. Identify and use relevant information to prepare the project plans, clarify any unclear information and update for production planning purposes.	1.1 Identify, record and use relevant information, from at least four of the following sources of information used in preparing project plans: <ul style="list-style-type: none"> – survey reports – design documents – contractual documents – statutory consents – planning information – health, safety and environmental plans – risk assessments and method statements – programmes – records about the competence of people – sub-contractor arrangements and attendance – safe systems of work. 			
	1.2 Seek clarification about any unclear information and update it for production planning purposes as necessary.			
	1.3 Explain ways of identifying and sourcing the following relevant information: <ul style="list-style-type: none"> – survey reports – design documents – contractual documents – statutory consents – planning information – health, safety and environmental plans – risk assessments and method statements – programmes – records about the competence of people – sub-contractor arrangements and attendance – safe systems of work. 			

H/650/3122	Co-ordinating preparation for site operations in the workplace (Continued)	Level 4	8 Credits
711v2			

	1.4 Explain the possible methods and techniques for clarifying unclear information.			
	1.5 Explain how to update information for production planning purposes and how to use the relevant information sourced.			
	1.6 Give reasons why it is important to plan productivity using project planning information.			
2 Identify factors which may affect proposed works or operations and pass onto the people who may be affected.	2.1 Identify and record at least four of the following factors which might affect the proposed works: <ul style="list-style-type: none"> – occupiers – near neighbours – public access – site conditions – environmental considerations – vehicular access and egress – security and trespass – public utilities – heritage issues – archaeological – temporary works. 			
	2.2 Summarise the findings and inform people who may be affected, about factors affecting work or operational programmes.			
	2.3 Explain how to identify the following factors that might affect the proposed works: <ul style="list-style-type: none"> – occupiers – near neighbours – public access – site conditions – environmental considerations – vehicular access and egress – security and trespass – public utilities – heritage issues – archaeological – temporary works. 			
	2.4 Explain ways of accurately describing and summarising factors about the proposed works.			
	2.5 Describe how best to inform people who need to know about factors affecting the works.			
	2.6 Explain why it is important to identify factors affecting the planned works and inform relevant people.			

H/650/3122	Co-ordinating preparation for site operations in the workplace (Continued)	Level 4	8 Credits
711v2			

3	Confirm access points for sites and works or operations which are safe including works traffic and pedestrian segregation which minimise disruption.	3.1 Carry out site layout consultations to identify safe access points for the site and works, including works traffic and pedestrian segregation.			
		3.2 Agree and confirm safe access points that will maintain safety and minimise disruption.			
		3.3 Explain how to confirm safe access points in relation to the site layout for operational purposes and works regarding the following: <ul style="list-style-type: none"> – storage – temporary accommodation – work areas – plant – temporary services – access and egress – security – continuing use by occupiers – waste management – environmental control – provision for pre-fabricated components systems – existing fabric 			
		3.4 Explain how to establish access points that are safe and cause minimum disruption and segregation points for various projects or operations.			
		3.5 Explain how to segregate works traffic and pedestrians.			
		3.6 Give reasons as to why you need to minimise disruption and segregate works traffic and pedestrians.			
		4	Confirm arrangements for adequate site safety, welfare and security before work or operations start, and throughout the construction programme.	4.1 Implement checks and confirm arrangements for site safety, welfare and security before work starts.	
4.2 Implement regular checks to confirm arrangements for site safety, welfare and security throughout the duration of the works.					
4.3 Explain how to confirm arrangements for site safety, welfare and security before work starts and throughout the duration of the works.					

H/650/3122	Co-ordinating preparation for site operations in the workplace (Continued)	Level 4	8 Credits
711v2			

5	Confirm available resources for projects or operations before work starts.	5.1 Confirm and record at least four of the following resources for relevant projects or operations: <ul style="list-style-type: none"> – people – plant, equipment or machinery – materials and components – sub-contractors – information – work area and facilities – waste management – utility providers. 			
		5.2 Explain how to confirm that the following resources are available and correct for projects or operations before work starts: <ul style="list-style-type: none"> – people – plant, equipment or machinery – materials and components – sub-contractors – information – work area and facilities – waste management – utility providers. 			
6	Implement the site or work area layout plans for operational purposes and inform the relevant people who will be working onsite.	6.1 Implement the considerations given to at least four of the following in relation to the site layout for operational purposes: <ul style="list-style-type: none"> – storage – temporary accommodation – work areas – plant – temporary services – access and egress – security – continuing use of occupiers – waste management – environmental control – provision for pre-fabricated components and systems – existing fabric. 			
		6.2 Communicate information about site or working area layout plans to people who will be working on site and record the relevant information provided.			

H/650/3122	Co-ordinating preparation for site operations in the workplace (Continued)	Level 4	8 Credits
711v2			

	<p>6.3 Explain ways of establishing facilities for the following to ensure the site layout is suitable for operational purposes:</p> <ul style="list-style-type: none"> – storage – temporary accommodation – work areas – plant – temporary services – access and egress – security – continuing use of occupiers – waste management – environmental control – provision for pre-fabricated components and systems – existing fabric. 			
	<p>6.4 Explain how to inform people who will be working on the site about the plans sourced from the following:</p> <ul style="list-style-type: none"> – survey reports – design documents – contractual documents – statutory consents – planning information – health, safety and environmental plans – risk assessments and method statements – programmes – records on the competence of people – sub-contractor arrangements and attendance – safe systems of work. 			
7 Implement the storage and use of materials, equipment, components and consumables 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, equipment, components and consumables and record the arrangements.			
	7.2 Ensure that materials, equipment, components and consumables 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 so that material handling and movement is efficient.			
	7.4 Explain how to implement the use of materials, equipment, components and consumables to minimise wastage.			

H/650/3122	Co-ordinating preparation for site operations in the workplace (Continued)	Level 4	8 Credits
711v2			

8	Place and maintain notices which provide accurate information about the works and which conform to organisational requirements.	8.1 Position accurate notices about the work or operations that conform to organisational requirements.			
		8.2 Maintain placed notices whilst ensuring that they are relevant to ongoing work programmes or operations.			
		8.3 Describe where to place notices that provide accurate information for the workforce.			
		8.4 Explain methods that ensure relevant notices conform to organisational 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 the work will start, how long it will take and when it will be finished.	9.1 Provide people affected by project works or operations with information about when works or operations will start, expected durations and planned finishing or completion dates.			
		9.2 Explain how to give adequate notice to all the relevant people about when the work will start, how long it will take and when it will finish.			
		9.3 Explain how to communicate adequate notice to relevant people about the proposed time scales of the works.			

Assessor Comments/Feedback

K/650/3124	Allocating work and monitoring people's performance in the workplace	Level 6	9 Credits
713v3			

The aim of this unit is to ensure the individual has the skills and knowledge required to confirm the work schedule and identify priorities and critical activities to create a work plan, allocating work to team members to suit their skills, knowledge and experience, checking the validity of the team member's documentation, briefing team members on the quality standards expected.

Furthermore, the candidate will need to demonstrate competence of monitoring the progress and quality of work, providing prompt and constructive feedback to team members, motivating team members to complete allocated work and provide additional support where necessary. They will also need to deal with and recognise poor performance and recognise exceptional performance when it is seen

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1 Confirm the programmes, and schedules, identify priorities and critical activities, and plan how the work will be undertaken.	1.1 Confirm the proposed programmes and schedules with those responsible.			
	1.2 Identify and record the priorities and critical activities and devise a plan on how the work will be undertaken.			
	1.3 Explain how to identify priorities and critical activities in programmes and schedules.			
	1.4 Describe how to confirm the following: <ul style="list-style-type: none"> – programmes – critical activities – action lists – method statements – risk assessments. 			
	1.5 Explain how to plan the work to be undertaken.			
2 Allocate work to team members, taking into account their skills, knowledge and experience.	2.1 Evaluate and assign work to team members taking into account their skills, knowledge, experience and workload.			
	2.2 Brief the team members on the work they have been assigned and record the outcomes.			
	2.3 Explain how to allocate work to team members taking into account their skills, knowledge, experience and current workload.			
3 Check the validity of team member's documentation	3.1 Carry out checks of team members' industry certification cards, competence schemes, qualifications, certificates and training to verify their validity.			

K/650/3124	Allocating work and monitoring people's performance in the workplace (Continued)	Level 6	9 Credits
713v3			

	3.2 Describe how to use card checking systems, applications and online databases to verify the validity of the following: <ul style="list-style-type: none"> – industry certification cards – competence schemes – qualifications – certificates – training. 			
	3.3 Explain why it is important to verify the validity of any presented documentation prior to a team member entering site and commencing work.			
4 Brief team members on the quality standards and outcomes expected	4.1 Brief team members on the quality standards and outcomes expected from them.			
	4.2 Explain how to brief team members about the following quality standards or outcomes expected: <ul style="list-style-type: none"> – statutory requirements – project specifications – British Standards – International Standards – Codes of practice – organisational standards – manufacturer's technical information and product data sheets – benchmarks or key performance indicators. 			
5 Monitor both the progress and quality of the work	5.1 Monitor and record both the progress and the quality of work being undertaken.			
	5.2 Explain how to check the progress of work against the following: <ul style="list-style-type: none"> – programmes and schedules – critical activities – action lists – method statements – risk assessments. 			
	5.3 Explain how to check work against the following required quality standards and expected outcomes: <ul style="list-style-type: none"> – statutory requirements – project specifications – British Standards – International Standards – Codes of practice – organisational standards – manufacturer's technical information and product data sheets 			

	- benchmarks or key performance indicators.			
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K/650/3124	Allocating work and monitoring people's performance in the workplace (Continued)	Level 6	9 Credits
713v3			

		5.4 Explain why it is important to check the progress of work and standards of quality.			
6	Provide prompt and constructive feedback.	6.1 Provide prompt and constructive feedback to those undertaking the work.			
		6.2 Explain how to provide constructive feedback to team members on the progress of work and standards of quality by using the following: <ul style="list-style-type: none"> - formal appraisal - interim appraisal - verbal report - written report - references 			
7	Motivate team members to complete the work they have been allocated and provide additional support.	7.1 Motivate team members to complete the work they have been allocated.			
		7.2 Review and provide additional support where needed to team members			
		7.3 Explain how to motivate team members using the following: <ul style="list-style-type: none"> - inspire - stimulate - prompt - encourage - incentivise. 			
		7.4 Explain how to provide additional support for the following: <ul style="list-style-type: none"> - people - plant, equipment or machinery - materials and components - sub-contractors - information - work area and facilities - waste management - utilities. 			
8	Identify unacceptable or poor performance, discuss the cause(s) and agree ways of improving performance with team members.	8.1 Identify and record unacceptable or poor performance for given work activities.			
		8.2 Discuss the causes of poor performance with team members.			

	8.3 Agree and record ways of improving performance with team members.			
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K/650/3124	Allocating work and monitoring people's performance in the workplace (Continued)	Level 6	9 Credits
713v3			

	8.4 Describe how to identify unacceptable or poor performance.			
	8.5 Detail methods of discussing the following cause(s) of poor performance with team members: <ul style="list-style-type: none"> – external factors – internal factors – social factors – personal circumstances – skills and knowledge deficiencies – lack of support – lack of resources. 			
	8.6 Interpret how best to agree performance improvement measures with team members.			
	8.7 Explain how to recognise the causes of workplace behaviours, negative and positive in self and others.			
	8.8 State why you need to identify and act upon unacceptable or poor performance.			
9 Recognise exceptional performance by individuals and/or by the team and advise stakeholders.	9.1 Recognise exceptional performance, record the praise and recognition provided to individuals and the team.			
	9.2 Advise stakeholders of successes.			
	9.3 Explain how to recognise exceptional performance by individuals and the team.			
	9.4 Explain how to advise the following stakeholders of successes: <ul style="list-style-type: none"> – the client, customer or their representative – contractors – consultants – sub-contractors – suppliers – workforce 			
<i>Assessor Comments/Feedback</i>				

L/650/3125	Enabling learning opportunities in the workplace	Level 5	11 Credits
714v3			

The aim of this unit is to ensure the individual has the skills and knowledge required to promote the benefits of accessing learning and provide feedback on work performance, discuss and plan development needs with the team members and update development plans.

Furthermore, the candidate needs to prove competence in working with the team to identify learning needs and development opportunities, **for at least two** of the following:

- formal
- coached
- mentored
- continuous professional development

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1 Promote the benefits of accessing learning by giving positive and constructive feedback on work performance regularly.	1.1 Analyse individual and collective work performances of team members on various activities.			
	1.2 Regularly provide positive and constructive feedback on individual and collective work performances in order to encourage individuals to access learning.			
	1.3 Record the outcomes of discussions and actions in accordance with organisational requirements.			
	1.4 Provide team members with collective and individual reasons that promote the benefits of continual learning and self-development.			
	1.5 Describe the different techniques that can be used to promote benefits of learning to individuals and groups.			
	1.6 Explain how to give positive and constructive feedback regularly to teams and to individuals.			
	1.7 Explain why it is important to record the outcomes of discussions and actions in accordance with organisational requirements.			
2 Work with the team to identify and prioritise learning needs and identify and obtain information on a range of possible learning activities.	2.1 Communicate with the team to identify, prioritise and record learning needs.			
	2.2 Obtain learning information on a range of possible learning activities for at least two of the following: <ul style="list-style-type: none"> – formal – coached – mentored 			

	- continuous professional development.			
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L/650/3125	Enabling learning opportunities in the workplace (Continued)	Level 5	11 Credits
714v3			

	2.3 Explain how to work with teams in order to identify and prioritise learning needs based on current skills and knowledge, learning activities undertaken and learning objectives to be achieved.			
	2.4 Outline how to identify resource requirements for development and timescales.			
	2.5 Explain how to obtain information on the following range of learning activities: <ul style="list-style-type: none"> - formal - coached - mentored - continuous professional development 			
3	Discuss and plan development needs with team members.	3.1 Communicate effectively and plan development needs with team members, including but not limited to all of the following key points: <ul style="list-style-type: none"> - current skills and knowledge - learning activities undertaken - learning objectives to be achieved - resource requirements for development - timescales. 		
		3.2 Agree and record development needs with team members in accordance with organisational requirements.		
		3.3 Explain how to communicate, agree and record development needs with team members in accordance with organisational requirements including but not limited to the following: <ul style="list-style-type: none"> - current skills and knowledge - learning activities undertaken - learning objectives to be achieved - resource requirements for development - timescales. 		
4	Support team members in undertaking learning activities by making efforts to overcome barriers to learning.	4.1 Provide relevant assistance and support to individuals and the team when undertaking learning activities		
		4.2 Identify any relevant barriers to an individual's learning and take actions to help them overcome them.		
		4.3 Explain how to support team members and maintain records for them when undertaking the following learning activities: <ul style="list-style-type: none"> - formal 		

	<ul style="list-style-type: none"> - coached - mentored - qualifications 			
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L/650/3125	Enabling learning opportunities in the workplace (Continued)	Level 5	11 Credits
714v3			

	- continuous professional development opportunities.			
	4.4 Describe the ways of identifying barriers to learning for both individuals and teams.			
	4.5 Explain how barriers to learning for individuals and teams can be overcome.			
5. Communicate the outcomes of the learning activity undertaken with team members to ensure the desired outcomes have been achieved and organisational standards have been maintained	5.1 Communicate the outcomes of the learning activities undertaken by individuals and the team to ensure organisational standards are maintained.			
	5.2 Map the learning outcomes from completed learning programmes against the team and individual's pre-identified learning needs.			
	5.3 Check that outcomes have been achieved and recorded and a thorough evaluation of the learning activity, post completion, is formally assessed and fed back by team members.			
	5.4 Explain how to work with team members to evaluate learning activities undertaken.			
	5.5 Describe how to ensure desired outcomes from learning activities have been achieved and recorded through completion of the following documents: <ul style="list-style-type: none"> - formal appraisal - interim appraisal - written report - references - organisational standard evaluation form. 			
6. Update development plans with team members and ensure records of plan are kept updated	Review team members individual development plans and contribute towards them, amend the plans following completed learning activities and/or identified learning needs.			
	Ensure records of the development plans are kept updated and communicated with team members.			
	Explain how to update development plans with team members by contributing towards learning plans in accordance with organisational requirements.			

Assessor Comments/Feedback

M/650/3126	Contribute to the identification of a work team in the workplace	Level 5	8 Credits
715v2			

The aim of this unit is to ensure the individual has the skills and knowledge required to identify factors which will affect the number, type and availability of people and services, evaluating and recording the quality and reliability of people and services used, negotiating and agreeing proposals to produce an effective team and following procedures for obtaining people and services.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1 Identify any significant factors which will affect the number, type and availability of people and services.	1.1 Examine, identify and record any significant factors which will affect the number, type and availability of people and services including but not limited to: <ul style="list-style-type: none"> – location – cost – time – skills, experience and knowledge – availability – compatibility – training and development requirements 			
	1.2 Explain how to identify the following significant factors which will affect numbers, types and availability of people or services including technical staff, sub-contractors, specialist services and operatives: <ul style="list-style-type: none"> – location – cost – time – skills, experience and knowledge – availability – compatibility – training and development requirements 			
2 Evaluate and record the quality and reliability of people or services, and notify relevant stakeholders.	2.1 Undertake an evaluation and record the quality and reliability of the following people or services: <ul style="list-style-type: none"> – technical staff – sub-contractors – specialist services – operatives. 			
	2.2 Inform stakeholders of the outcomes of quality and reliability checks made on relevant people or services.			
	2.3 Describe how best to evaluate and record the quality and potential reliability of people or services including: <ul style="list-style-type: none"> – technical staff – sub-contractors – specialist services – operatives. 			

	2.4 Explain typical ways and techniques of circulating results from evaluations of quality and potential reliability to relevant stakeholders.			
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M/650/3126	Contribute to the identification of a work team in the workplace (Continued)	Level 5	8 Credits
715v2			

3	Negotiate and agree proposals which are likely to produce an effective team membership.	3.1 Negotiate with people or service providers to identify and obtain the required technical staff, sub-contractors, specialist services and operatives for your team.			
		3.2 Consult with people or service providers selected as meeting programme requirements and agree proposals for their effective participation with relevant projects.			
		3.3 Confirm team members on relevant projects with selected people or service providers.			
		3.4 Explain factors that allow proposals to be agreed for team membership from selected people or service providers.			
		3.5 Explain how to negotiate to get the appropriate people or services including: <ul style="list-style-type: none"> – technical staff – sub-contractors – specialist services – operatives. 			
4	Follow rules and organisational procedures for obtaining people and services.	4.1 Ensure the following organisational procedures for obtaining people and services are followed: <ul style="list-style-type: none"> – contractual – right to work – codes of practice – industry certification cards, competence schemes, qualifications, certificates and training – insurance. 			
		4.2 Explain how to ensure organisational procedures for obtaining people and services are followed, including but not limited to: <ul style="list-style-type: none"> – contractual – right to work – codes of practice – industry certification cards, competence schemes, qualifications, certificates and training – insurance. 			
		4.3 Give reasons on why you must work within organisational procedures when identifying teams.			

Assessor Comments/Feedback

Y/650/3129	Planning highways maintenance and repair activities in the workplace	Level 5	12 Credits
716v2			

The aim of this unit is to ensure the individual has the skills and knowledge required to identify and review influencing factors about the work environment, prioritise and record maintenance activities by assessing and accounting for all influencing factors, amending priorities to take account changing circumstances and preparing risk assessments and method statements.

More specifically, the candidate needs to demonstrate competence of preparing plans or schedules for at least two of the following maintenance activities:

- regular programmes
- tendered works
- responsive works
- cost estimated works
- winter maintenance
- traffic maintenance (signing, lighting and guarding)
- temporary traffic management (on motorways and high speed dual carriageways)
- risk assessments and method statements

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1. Confirm and record the work requirements of planning highway maintenance activities on controlled roads.	1.1 Confirm and record the work requirements for at least two of the following maintenance activities: and at least five of the following repair activities on controlled roads: Maintenance Activities: – scheduled and preventative – corrective – emergency. Repair Activities: – structure – surface – materials – markings – fittings – power and light – drainage – telecommunications – special services and equipment – landscaping – temporary traffic management – fencing – vehicle restraint systems – signs – lighting columns and traffic control equipment.			
	1.2 Explain how work requirements for controlled roads and their scheduled and preventative, corrective and emergency maintenance or repair can be confirmed.			
	1.3 Explain who needs to be consulted when confirming work requirements.			

Y/650/3129	Planning highways maintenance and repair activities in the workplace (Continued)	Level 5	12 Credits
716v2			

	<p>1.4 Describe how to confirm the work requirements for the following work activities:</p> <p>Repair activities</p> <ul style="list-style-type: none"> – structure – surface – materials – markings – fittings – power and light – drainage – telecommunications – special services and equipment – landscaping – temporary traffic management – fencing – vehicle restraint systems – signs – lighting columns and traffic control equipment. 			
2 Identify and review influencing factors about the work environment.	<p>2.1 Consider at least three of the following influencing factors relating to the work environment:</p> <ul style="list-style-type: none"> – organisational requirements – contractual requirements – statutory requirements – resource allocation – stakeholder requirements – working requirements – environmental considerations. 			
	<p>2.2 Examine how to identify and review the following influencing factors:</p> <ul style="list-style-type: none"> – organisational requirements – contractual requirements – statutory requirements – resource allocation – stakeholder requirements – working requirements – environmental considerations. 			
	<p>2.3 Examine how influencing factors can be identified and what different methods can be used to review them when planning maintenance or repair activities on controlled roads.</p>			
3 Consult with guidance materials.	<p>3.1 Consult at least two of the following guidance materials and record the outcomes:</p> <ul style="list-style-type: none"> – manufacturer’s instructions under the Construction Product Regulations – log books – maintenance schedules and manuals – practice guides and specifications 			

	– current legislation and official guidance.			
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Y/650/3129	Planning highways maintenance and repair activities in the workplace (Continued)	Level 5	12 Credits
716v2			

	<p>3.2 Explain how to identify and review the following guidance materials:</p> <ul style="list-style-type: none"> – manufacturer’s instructions under the Construction Product Regulations – log books – maintenance schedules and manuals – practice guides and specifications – current legislation and official guidance. 			
	<p>3.3 Explain how to review risk assessments and method statements and use that information to inform the planned work.</p>			
	<p>3.4 Describe how to record the outcome from consulting the guidance materials, risk assessments and method statements.</p>			
	<p>3.5 Examine when and how to consult manufacturer’s instructions under the construction product regulations.</p>			
4	<p>Prioritise and record the maintenance activities by assessing and accounting for all the influencing factors.</p>	<p>4.1 Prioritise and record the maintenance activities by assessing and accounting for all of the following influencing factors:</p> <ul style="list-style-type: none"> – organisational requirements – contractual requirements – statutory requirements – resource allocation – working requirements – environmental consideration – weather conditions. 		
		<p>4.2 Describe how to assess and account for the following influencing factors:</p> <ul style="list-style-type: none"> – organisational requirements – contractual requirements – statutory requirements – resource allocation – working requirements – environmental consideration – weather conditions. 		
		<p>4.3 Explain how to prioritise scheduled and preventative, corrective and emergency maintenance activities.</p>		
5	<p>Amend priorities to take account of changing circumstances whilst maintaining consistency.</p>	<p>5.1 Review and update pre-determined maintenance or repair priorities, considering the following changing circumstances whilst maintaining consistency with the influencing factors:</p>		

	<ul style="list-style-type: none"> - susceptibility to damage - safety requirements 			
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Y/650/3129	Planning highways maintenance and repair activities in the workplace (Continued)	Level 5	12 Credits
716v2			

	<ul style="list-style-type: none"> - need to inhibit, and respond to deterioration - compromised operational effectiveness - weather conditions - use or change of use - current legislation - resources - security threats. 			
	<p>5.2 Explain how to account for the following changing circumstances:</p> <ul style="list-style-type: none"> - susceptibility to damage - safety requirements - need to inhibit, and respond to deterioration - compromised operational effectiveness - weather conditions - use or change of use - current legislation - resources - security threats. 			
	<p>5.3 Explain how to amend priorities when reviewing the following influencing factors:</p> <ul style="list-style-type: none"> - organisational requirements - contractual requirements - statutory requirements - resource allocation - working requirements - environmental considerations. 			
	<p>5.4 Assess the different types of temporary traffic management for all controlled roads.</p>			
	<p>5.5 Analyse the potential risks of works impacting on the cultural significance of the historic environment.</p>			
	<p>5.6 Evaluate the specific requirements for building and structures of traditional (pre 1919) construction or of architectural, historical or archaeological significance.</p>			
<p>6. Prepare plans or schedules of maintenance activities and negotiate and agree them with decision makers.</p>	<p>6.1 Prepare plans or schedules for at least two of the following maintenance activities:</p> <ul style="list-style-type: none"> - regular programmes - tendered works - responsive works - cost estimated works - winter maintenance - traffic maintenance (signing, lighting and guarding) 			

	<ul style="list-style-type: none"> - temporary traffic management (on motorways and high speed dual carriageways) - risk assessments and method statements. 			
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Y/650/3129	Planning highways maintenance and repair activities in the workplace (Continued)	Level 5	12 Credits
716v2			

	6.2 Negotiate and agree the proposed plans or schedules with decision makers.			
	6.3 Explain how plans and schedules can be prepared for scheduled and preventative, corrective and emergency maintenance activities.			
	6.4 Explain how to negotiate and agree plans and schedules with decision makers.			
7 Prepare risk assessments and method statements.	7.1 Prepare risk assessments and method statements for three of the following: <ul style="list-style-type: none"> - structure - surface - materials - markings - fittings - power and light - drainage - telecommunications - special services and equipment - landscaping - temporary traffic management - fencing - vehicle restraint systems - signs - lighting columns and traffic control equipment. 			
	7.2 Explain the best approach to preparing risk assessments and method statements.			
	7.3 Describe how to identify and rate the range of risks for the following: <ul style="list-style-type: none"> - structure - surface - materials - markings - fittings - power and light - drainage - telecommunications - special services and equipment - landscaping - temporary traffic management - fencing - vehicle restraint systems - signs 			

	- lighting columns and traffic control equipment.			
	7.4 Describe why preparing risk assessments and method statements is required.			

Y/650/3129	Planning highways maintenance and repair activities in the workplace (Continued)	Level 5	12 Credits
716v2			

	7.5 Explain why it is important to identify and rate risks.			
8 Prepare plans and schedules.	8.1 Prepare plans and schedules for two of the following maintenance activities: <ul style="list-style-type: none"> – winter maintenance – traffic maintenance (signing, lighting and guarding) – temporary traffic management (on motorways and high-speed dual carriageways) 			
	8.2 Explain how to prepare plans and schedules for the following maintenance activities: <ul style="list-style-type: none"> – winter maintenance – traffic maintenance (signing, lighting and guarding) – temporary traffic management (on motorways and high-speed dual carriageways) 			

Assessor Comments/Feedback

F/650/3130	Supervising highways maintenance or repair activities in the workplace	Level 4	12 Credits
717v2			

The aim of this unit is to ensure the individual has the skills and knowledge required to identify and assess faults and problems, recommend and implement corrective actions conforming to safe working practices, updating maintenance recording systems, conduct pre-work inspections and maintaining performance, keeping accurate records or work progress, faults, problems and corrective action taken and identify, assess and maintain necessary resources.

More specifically the candidate will need to demonstrate competence in undertaking supervision duties for at least two of the following programmed maintenance activities and five of the following repair activities on controlled roads which will minimise disruption and maintain optimum performance:

Maintenance activities:

- scheduled and preventative
- corrective
- emergency.

Repair activities:

- structure
- surface
- damaged materials
- markings
- fittings
- power and light
- drainage
- telecommunications
- special services and equipment
- landscaping
- temporary traffic management
- fencing
- vehicle restraint systems including noise reducing devices
- signs
- lighting columns and traffic control equipment

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1. Supervise programmed maintenance or repair activities which will minimise disruption and maintain optimum performance.	1.1 Undertake supervision duties for at least two of the following programmed maintenance activities and five of the following repair activities on controlled roads which will minimise disruption and maintain optimum performance: Maintenance activities: <ul style="list-style-type: none"> – scheduled and preventative – corrective – emergency. Repair activities: <ul style="list-style-type: none"> – structure – surface – damaged materials – markings – fittings – power and light – drainage 			

F/650/3130	Supervising highways maintenance or repair activities in the workplace (Continued)	Level 4	12 Credits
717v2			

	<ul style="list-style-type: none"> – telecommunications – special services and equipment – landscaping – temporary traffic management – fencing – vehicle restraint systems including noise reducing devices – signs – lighting columns and traffic control equipment. 			
	<p>1.2 Explain how the following programmed maintenance activities should be supervised and carried out:</p> <ul style="list-style-type: none"> – regular programmes – tendered work, lump sum or fixed price – responsive works – winter maintenance – temporary traffic management measures (including but not limited to signing, lighting and guarding) – circulation fixtures (vehicle restraint systems and noise reducing systems, lighting columns and traffic control equipment, road marking including road studs and fixed vertical road traffic signs). 			
	<p>1.3 Describe how to carry out repairs to the following:</p> <ul style="list-style-type: none"> – structure – surface – damaged materials – markings – fittings – power and light – drainage – telecommunications – special services and equipment – landscaping – temporary traffic management – fencing – vehicle restraint systems including noise reducing devices – signs – lighting columns and traffic control equipment 			
	<p>1.4 Explain how disruption to the works and general public can be minimised during maintenance or repair activities of controlled roads.</p>			
	<p>1.5 Describe different methods, and how to apply them, that can optimise work performance during maintenance or repair activities on controlled roads.</p>			

F/650/3130	Supervising highways maintenance or repair activities in the workplace (Continued)	Level 4	12 Credits
717v2			

2. Observe organisational requirements appropriate protection of the work environment and the workforce.	2.1 Protect the workforce, the general public, visitors and the environment by applying information relating to at least three of the following whilst observing organisational requirements: <ul style="list-style-type: none"> – methods of work – risk assessment – safe use and storage of tools and materials – temporary traffic management – emergency plans – health, safety and welfare. 			
	2.2 Describe what organisational requirements apply to maintenance or repair activities on controlled roads.			
	2.3 Describe what organisational requirements apply to the health, safety and wellbeing of the workforce.			
3 Identify and assess faults and problems.	3.1 Identify and assess faults and problems associated with controlled roads due to at least three of the following: <ul style="list-style-type: none"> – limitations of design choices – manufacturing and construction errors – installation errors – incorrect use – incorrect maintenance. 			
	3.2 Describe how to identify and assess faults and problems associated with controlled roads due to the following: <ul style="list-style-type: none"> – limitations of design choices – manufacturing and construction errors – installation errors – incorrect use – incorrect maintenance. 			
	3.3 Explain how to make recommendations and implement the following corrective actions for faults and problems on controlled roads: <ul style="list-style-type: none"> – reconfigure – repair – replacement – cleaning – improvements – refurbishment. 			
	3.4 Explain how and why safe working methods and practices must be conformed to when			

	implementing corrective actions for faults and problems with controlled roads.			
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F/650/3130	Supervising highways maintenance or repair activities in the workplace (Continued)	Level 4	12 Credits
717v2			

4	Recommend and implement corrective action which conforms to safe working methods and practices.	4.1 Recommend, record and implement corrective action taken which conforms to safe working methods and practices.			
		4.2 Explain how to conform to safe working methods and practices when implementing correction action for faults and problems on controlled roads.			
		4.3 State the importance of recommending, recording and implementing corrective actions and how to do this.			
5	Update maintenance recording systems, implement them and monitor their use.	5.1 Amend maintenance recording systems and implement them for at least one of the following activities: <ul style="list-style-type: none"> – responsive works – winter maintenance – temporary traffic management (including but not limited to signing, lighting, guarding) – vehicle restraint systems and noise reducing systems, lighting columns and traffic control equipment, road marking including road studs and fixed vertical road traffic signs – environmental (landscape maintenance and upkeep of waterways including drainage) – inspections (structures and environmental activities, including circulation fixtures and carriageways) 			
		5.2 Monitor the use of the maintenance recording systems for regular programmes, tendered works, lump sum or fixed price.			
		5.3 Describe the types of maintenance recording systems used to update the following activities: <ul style="list-style-type: none"> – regular programmes – tendered works, lump sum or fixed price – responsive works – winter maintenance – temporary traffic management (including but not limited to signing, lighting, guarding) – circulation fixtures (vehicle restraint systems and noise reducing systems, lighting columns and traffic control equipment, road marking including road studs and fixed vertical road traffic signs) – environmental (landscape maintenance and upkeep of waterways including drainage) 			

F/650/3130	Supervising highways maintenance or repair activities in the workplace (Continued)	Level 4	12 Credits
717v2			

	<ul style="list-style-type: none"> – inspections (structures and environmental activities ,including circulation fixtures and carriageways). 			
	5.4 Explain how to update the maintenance record systems and why this should be done.			
6 Conduct pre-work inspections to meet organisational requirements and maintain performance using safe working methods and practices.	6.1 Carry out and record pre-work inspections to meet organisational requirements and maintain performance using safe working methods and practices for at least two of the following: <ul style="list-style-type: none"> – condition – performance – health and safety. 			
	6.2 Explain how to conduct pre-work inspections for condition, performance and health and safety in order to meet statutory requirements including but not limited to testing, examination and certification.			
	6.3 Explain how to ensure performance is maintained and how safe working practices are applied whilst conducting inspections.			
7 Keep accurate records of work progress checks, faults, problems, corrective action and quantities involved.	7.1 Implement recording systems following organisational procedures that maintain accurate records of work progress checks including faults, problems, corrective action and quantities involved.			
	7.2 Explain how to maintain accurate records of work progress checks which includes faults and problems, corrective action and quantities involved.			
	7.3 Give reasons why accurate records should be kept.			
8 Identify, assess and maintain the necessary resources for maintenance activities.	8.1 Identify, assess, record and maintain at least two of the following resources for at least two of the following maintenance activities: Resources: <ul style="list-style-type: none"> – people – plant, equipment or machinery – materials and components – sub-contractors – information – work and facilities – waste management – utility providers. 			

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F/650/3130	Supervising highways maintenance or repair activities in the workplace (Continued)	Level 4	12 Credits
717v2			

	<p>Maintenance activities:</p> <ul style="list-style-type: none"> - regular programmes - tendered works, lump sum or fixed price - responsive works - winter maintenance - temporary traffic management (including but limited to signing, lighting, guarding). 			
	<p>8.2 Explain how to identify, assess the quality of and maintain the following resources:</p> <ul style="list-style-type: none"> - people - plant, equipment and machinery - materials and components - sub-contractors - information - work area and facilities - waste management - utility providers. 			

Assessor Comments/Feedback

J/650/3132	Handing over property in the workplace	Level 6	9 Credits
718v3			

The aim of this unit is to ensure the individual has the skills and knowledge required to record and confirm procedures and time for handing over the property, check completed work against the specification, identify and record any discrepancies, take action to resolve problems that arise from property inspection and ensure property is ready for handover. They will also need to prove competence in providing the recipient with all required documentation, keys or access media and contact names and numbers in case of any problems arising after the handover.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1 Record and confirm procedures and time for handing over the property.	1.1 Consult with the people responsible for the implementation and time of the hand over to recipients of the property.			
	1.2 Confirm hand over procedures and time when handing over property.			
	1.3 Explain how to confirm hand over procedures with the following: <ul style="list-style-type: none"> - client, customer or their representative - contractors and subcontractors - consultants - suppliers - workforce - internal management 			
	1.4 Describe the techniques for negotiating and agreeing hand over times.			
	1.5 Give reasons why agreed hand over procedures should be followed and explain possible consequences should this not happen.			
2 Analyse completed work against property specifications, identify and record any discrepancies.	2.1 Inspect the finished work on properties and compare against the property work specifications.			
	2.2 Note and record any discrepancies that are evident between the work specifications and the finished work.			
	2.3 Explain how to analyse property specifications in order to compare details with the completed work including but not limited to: <ul style="list-style-type: none"> - demolition - building - refurbishment - conservation - repair and maintenance. 			
	2.4 Explain ways that properties can be checked against the specifications and record the outcomes.			

J/650/3132	Handing over property in the workplace (Continued)	Level 6	9 Credits
718v3			

	<p>2.5 Outline how to identify the following types of discrepancies that could occur between specifications and the completed work:</p> <ul style="list-style-type: none"> – dimensions – finishing's – fittings and services – quality – quantity – structure 				
3	<p>Take appropriate action to resolve any problems that emerge from an inspection of the property.</p>	<p>3.1 Take the appropriate actions needed to resolve any problems that emerge during property inspections prior and record the outcomes.</p>			
		<p>3.2 Explain how properties can be inspected to ensure work or tasks are complete prior to handover and how results should be recorded</p>			
		<p>3.3 Explain how to take appropriate action to resolve problems identified during an inspection of the property relating to:</p> <ul style="list-style-type: none"> – cleanliness – damage – removal of redundant materials – dimensions – finishing's, fittings and services – quality – quantity – structure – health and safety issues – access and egress. 			
4	<p>Ensure the property is clean and tidy, all redundant materials are removed, and records are kept of all preparation activities.</p>	<p>4.1 Inspect properties to ascertain cleanliness and tidiness prior to the handover, ensure any redundant materials are removed and record all the preparation activities undertaken.</p>			
		<p>4.2 Implement actions where necessary to resolve any problems with the property before handover keeping a record of the corrective actions that took place.</p>			
		<p>4.3 Explain procedures that can be used to ensure that properties are clean and tidy, redundant materials are removed, and that problems are resolved before hand over.</p>			
		<p>4.4 Give reasons why properties must be clean, tidy and redundant materials removed before handover, and explain possible consequences should this not be the case.</p>			

J/650/3132	Handing over property in the workplace (Continued)	Level 6	9 Credits
718v3			

5	Observe organisational procedures appropriate to the work environment.	5.1 Protect the workforce, the general public, visitors and the environment by applying information relating to at least three of the following: <ul style="list-style-type: none"> – methods of work – risk assessment – safe use and storage of tools and equipment – safe use and storage of materials – traffic control – emergency plans. 			
		5.2 Explain what organisational procedures apply to ensure the protection of the workforce, the general public, visitors and the environment in relation to the following: <ul style="list-style-type: none"> – methods of work – risk assessment – safe use and storage of tools and equipment – safe use and storage of materials – traffic control – emergency plans. 			
6.	Provide the recipient with all relevant documents, materials, information and keys or access media.	6.1 Collate and prepare all relevant documentation, materials, information, keys or access media relevant to the properties being handed over.			
		6.2 Provide the recipient with all relevant documents, information and keys or access media and record all the details relating to the property provided to the recipient.			
		6.3 Explain what organisational procedures apply directly to the handover of property including but not limited to: <ul style="list-style-type: none"> – warranties – certificates – energy performance certificates (EPC) – guarantees 			
		6.4 Explain how to ensure that the following relevant information is available, including but not limited to: <ul style="list-style-type: none"> – utility meter(s) location – communication system – appliance operation details – access and egress systems – security – arrangements for refuse collection – local amenities 			

	- danger zones			
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J/650/3132	Handing over property in the workplace (Continued)	Level 6	9 Credits
718v3			

	<p>6.5 Describe how to provide the relevant information to the following recipients ensuring that records are kept:</p> <ul style="list-style-type: none"> - client, customer or their representative - internal representative - new owner - existing owner - main contractor - sub-contractors - third parties - local authority 			
7. Advise the recipient of the procedure for contacting the appropriate people in the event of any problems arising after handover.	7.1 Advise and provide the recipient with requisite contact and procedural information for contacting the appropriate people in the event of any problems arising after the handover.			
	7.2 Explain how to provide the recipient with details of the appropriate people to contact in the event of any problems following handover.			

Assessor Comments/Feedback

H/650/3131	Providing customer services in the construction workplace	Level 6	9 Credits
719v2			

The aim of this unit is to ensure the individual has the skills and knowledge required to identify and use organisational systems or processes to deliver and improve customer services, provide a consistent and reliable service that delivers customer confidence, work with other to resolve customer service problems and communicate with the customer and solve problems with existing systems that may affect customers.

More specifically the candidate will need to demonstrate competence in Informing and recording any changes to customer service systems or procedures that will reduce the chance of problems being repeated to at least two of the following people responsible:

- client, customer or their representative
- contractors
- consultants
- sub-contractors
- suppliers
- workforce

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1 Identify and use organisational procedures to implement systems or processes that will deliver and improve customer service.	1.1 Record and use identified information to implement systems or processes that will deliver customer service for at least two of the following: <ul style="list-style-type: none"> – specifications – drawings – instructions and variations – feedback processes. 			
	1.2 Revise ways of improving customer service whilst implementing customer service systems and processes.			
	1.3 Describe how to identify organisational procedures, current legislation and official guidance relevant to delivering and improving customer service.			
	1.4 Explain how to deliver and improve customer service by using identified information to implement and record systems or processes for the following: <ul style="list-style-type: none"> – organisational procedures – specifications – drawings – instructions and variations – feedback processes. 			
2 Give a consistent and reliable service that promotes a customer’s confidence.	2.1 Give a consistent and reliable service and maintain records of how the provision of customer service promotes customer confidence			
	2.2 Examine current customer procedures and systems to identify if they provide consistent			

	customer service and evaluate the current methods used.			
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H/650/3131	Providing customer services in the construction workplace (Continued)	Level 6	9 Credits
719v2			

	2.3 Explain how to provide consistent levels of customer service.			
	2.4 Explain how systems or procedures can be used effectively to provide a reliable level of customer service and promote customer confidence.			
3 Work with others to resolve customer services problems and communicate with customers.	3.1 Work with others to resolve customer service problems using at least two of the following forms of communication: <ul style="list-style-type: none"> - electronic - verbal - via a second person - feedback documents - group meetings. 			
	3.2 Describe how to work with others to resolve customer service problems using the following forms of communication: <ul style="list-style-type: none"> - electronic - verbal - via a second person - feedback documents - group meetings. 			
	3.3 Explain how to best communicate and share information with the following: <ul style="list-style-type: none"> - client, customer or their representative - contractors and sub-contractors - consultants - workforce. 			
4. Communicate with customers to provide information, check and record their satisfaction.	4.1 Communicate with customers to provide information, check and record satisfaction for at least two of the following actions: <ul style="list-style-type: none"> - corrective - referral - investigative - reactive - proactive. 			
	4.2 Explain how to communicate with customers to check and record satisfaction with the information provided for the following actions: <ul style="list-style-type: none"> - corrective - referral 			

	<ul style="list-style-type: none"> – investigative – reactive – proactive. 			
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H/650/3131	Providing customer services in the construction workplace (Continued)	Level 6	9 Credits
719v2			

		4.3 Explain what checks can be undertaken to ensure that customers are satisfied with actions taken.			
5	Solve problems within existing systems or procedures that may affect customers before the customer becomes aware of them.	5.1 Investigate and collate information on the current customer procedures and systems to identify potential problems			
		5.2 Apply rectification measures to procedures and systems to eliminate or reduce identified potential customer problems before the customer becomes aware of them.			
		5.3 Describe how to identify problems within existing systems or procedures that may affect customers, including but not limited to: <ul style="list-style-type: none"> – current legislation – official guidance – organisational procedures – specifications – drawings – instructions and variations – feedback processes. 			
		5.4 Explain how to ensure problems in systems or procedures are resolved before customers become aware of them.			
6	Confirm that the service given meets the customer's needs and expectations.	6.1 Establish the level of service expected by the customers and confirm it with them from the outset.			
		6.2 Regularly communicate with customers to check that the service given has met their needs and expectations and record the outcomes.			
		6.3 Explain ways of communicating with the customers to confirm that they are satisfied with the given level of service and that it meets their needs and expectations.			
7	Inform and record any changes to customer service systems or procedures to those people responsible.	7.1 Inform and record any changes to customer service systems or procedures that will reduce the chance of problems being repeated to at least two of the following people responsible:			

	<ul style="list-style-type: none"> – client, customer or their representative – contractors – consultants – sub-contractors – suppliers – workforce 			
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H/650/3131	Providing customer services in the construction workplace (Continued)	Level 6	9 Credits
719v2			

	7.2 Describe how to identify recurring problems in customer service systems and procedures.			
	7.3 Explain how to report on customer service systems and procedures to reduce the chance of problems being repeated.			
	7.4 Describe how best to inform the following about changes to customer service systems and procedures: <ul style="list-style-type: none"> – client, customer or their representative – contractors – consultants – sub-contractors – suppliers – workforce 			
8 Share information to maintain and improve standards of service delivery.	8.1 Share and record information to maintain and improve standards of service delivery with those people responsible.			
	8.2 Explain how to improve and maintain standards of service delivery.			
	8.3 Describe how to share information in order to maintain and improve standards of service with the following: <ul style="list-style-type: none"> – client, customer or their representative – contractors – consultants – sub-contractors – suppliers – workforce 			
9 Inform the people responsible about changes to customer service systems or procedures that will reduce the chance of problems being repeated.	9.1 Inspect repeat problems in customer service and amend customer service systems or procedures to minimise the chances of problems being repeated. Keep records of the changes that were made.			
	9.2 Communicate with at least two of the following people responsible to inform them that systems or procedures have been amended in order to reduce the chance of problems being repeated:			

	<ul style="list-style-type: none">- the client, the customer or their representative- contractors- consultants- sub-contractors- suppliers- workforce- internal management.			
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H/650/3131	Providing customer services in the construction workplace (Continued)	Level 6	9 Credits
719v2			

	9.3 Explain the measures that could be taken to identify repeat problems with customer service.			
	9.4 Evaluate available methods that allow changes to customer service systems or procedures which can reduce the chance of problems being repeated.			
	9.5 Explain how to effectively report to people responsible about amendments to systems or procedures.			
10 Share and record information with people responsible to maintain and improve standards of service delivery	10. 1 Share the findings of the collated information and subsequent review to maintain and improve standards of service delivery with the following: <ul style="list-style-type: none"> – client, customer or their representative – contractors and sub-contractors – consultants – workforce – internal management 			
	10.2 Compare various ways that standards of service <u>delivery</u> can be maintained and improved.			
	10.3 Explain how information can be effectively shared with the people responsible in order to maintain and improve the standards of service delivery.			
<i>Assessor Comments/Feedback</i>				

K/650/3133	Planning activities to traditional and heritage buildings and structures in the workplace	Level 5	12 Credits
720v3			

The aim of this unit is to ensure the individual has the skills and knowledge required to confirm project requirements against the information supplied and prepare project plans, identify, record and review the potential impact of a range of factors relating to the work, reviewing and recording information sourced from guidance materials.

More specifically the candidate needs to demonstrate they are competent to Identify, review and record the impacts of at least three of the following heritage issues on the planning of work activities:

- fire safety
- hot works
- archaeology
- legislation and official guidance relating to built heritage
- wildlife and ecology
- condition of existing buildings and structures
- specialist investigations
- performance of traditional materials and construction methods
- protection of heritage features

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1 Confirm the project requirements against the information supplied when planning activities for traditional and heritage buildings.	<p>1.1 Confirm and record project requirements for at least two of the following activities for traditional and heritage buildings using at least five of the following information sources:</p> <p>Activities:</p> <ul style="list-style-type: none"> – repair – maintenance – conservation – alteration – adaption – energy efficiency retrofit – installation or replacement of building services <p>Information sources:</p> <ul style="list-style-type: none"> – survey reports, drawings, schedules, specifications and programmes – sub-contractor arrangements – records of industry certification, registration cards, competency schemes, qualifications and training of people – risk assessments, method statements, health, safety and environmental plans – asbestos surveys – statutory consents – manufacturers’ technical information and product data sheets – hot works permit – legislation and official guidance relating to built conservation management plans – heritage impact statements – written scheme of investigation of archaeology – specialist investigations 			

K/650/3133	Planning activities to traditional and heritage buildings and structures in the workplace (Continued)	Level 5	12 Credits
720v3			

	<p>1.2 Explain how to confirm and record project requirements for traditional and heritage buildings for the following activities:</p> <ul style="list-style-type: none"> – repair – maintenance – conservation – alteration – adaption – energy efficiency retrofit – installation or replacement of building services. 			
	<p>1.3 Explain how to identify and use a range of information sources for traditional and heritage building project requirements including but not limited to:</p> <ul style="list-style-type: none"> – survey reports, drawings, schedules, specifications and programmes – sub-contractor arrangements – records of industry certification, registration cards, competency schemes, qualifications and training of people – risk assessments and method statements, health, safety and environmental plans – asbestos surveys – statutory consents – manufacturers technical information and product data sheets – hot works permit – legislation and official guidance relating to built heritage (Listed Building Consent, Planning Permission, Scheduled Monument Consent, Conservation Area Consent, Ecclesiastical Exemption) – conservation management plans – heritage impact statements – written scheme of investigation for archaeology (WSI) – specialist surveys and investigations to understand the existing buildings and structures and inform proposed works including but not limited to: <ul style="list-style-type: none"> a) heritage issues and significance b) construction materials and methods c) condition and behaviour d) the range of diagnostic investigations 			
	<p>1.4 Explain who needs to be consulted when confirming project requirements for traditional and heritage buildings.</p>			

K/650/3133	Planning activities to traditional and heritage buildings and structures in the workplace (Continued)	Level 5	12 Credits
720v3			

	1.5 Explain why information from a range of sources must be used when planning activities to traditional and heritage building project requirements.			
2 Identify, review and record the potential impact of a range of factors.	2.1 Identify, review and record the impact of at least three of the following factors on planning work activities to traditional and heritage buildings: <ul style="list-style-type: none"> – current organisational requirements – contractual requirements – statutory requirements – resource allocation – working requirements – working in and around occupied or tenanted buildings – environmental considerations – weather conditions – sustainability – sequencing of trades – temporary works. 			
	2.2 Explain how to identify, review and record the impacts of a range of factors on the planning of work activities including but not limited to: <ul style="list-style-type: none"> – current organisational requirements – contractual requirements – statutory requirements – resource allocation – working requirements – working in and around occupied and tenanted buildings – environmental considerations – weather conditions – sustainability – sequencing of trades – temporary works. 			
	2.3 Give reasons why the impacts on the planning of work activities from a range of factors need to be identified, reviewed and recorded.			
3 Review the impacts of heritage issues on the planning of work activities	3.1 Identify, review and record the impacts of at least three of the following heritage issues on the planning of work activities: <ul style="list-style-type: none"> – fire safety – hot works – archaeology – legislation and official guidance relating to built heritage – wildlife and ecology 			

K/650/3133	Planning activities to traditional and heritage buildings and structures in the workplace (Continued)	Level 5	12 Credits
720v3			

	<ul style="list-style-type: none"> - condition of existing buildings and structures - specialist investigations - performance of traditional materials and construction methods - protection of heritage features 			
	<p>3.2 Explain how to identify, review and record the impacts of heritage issues on the planning of work activities including but not limited to:</p> <ul style="list-style-type: none"> - sustainability - fire safety - hot works - archaeology - wildlife and ecology - condition of existing buildings and structures - performance of traditional materials and construction methods - sequencing of trades - protection of heritage features - temporary works - conservation management plans - heritage impact statements - legislation and official guidance relating to built heritage - specialist surveys and investigations to understand the existing buildings and structures and inform proposed works including but not limited to: <ul style="list-style-type: none"> a) heritage issues and significance b) construction materials and methods c) condition and behaviour d) the range of diagnostic investigations 			
	<p>3.3 Explain why you need to identify, review and record the impacts of heritage issues on the planning of work activities.</p>			
	<p>3.4 Examine how to apply the following key terms and concepts when planning work activities:</p> <ul style="list-style-type: none"> - heritage values - significance - principles of conservation - sustainable development and management 			
	<p>3.5 Compare the differences in performance characteristics between traditional and modern materials and construction methods.</p>			
	<p>3.6 Explain how to recognise and determine when specialist skills and knowledge are required and report accordingly to those responsible.</p>			

K/650/3133	Planning activities to traditional and heritage buildings and structures in the workplace (Continued)	Level 5	12 Credits		
720v3					

4	Review and record information sourced from guidance materials.	4.1 Identify, review and record the information sourced from at least two of the following guidance materials: <ul style="list-style-type: none"> – owner’s manuals – log books – maintenance schedules and manuals – practice guides and specifications – current legislation and official guidance – health and safety file 			
		4.2 Evaluate your findings of the review and judge the impact on the planned activities.			
		4.3 Explain how to identify, review and record the information sourced from the following guidance materials: <ul style="list-style-type: none"> – owner’s manuals – log books – maintenance schedules and manuals – practice guides and specifications – current legislation and official guidance – health and safety file 			
		4.4 Explain why it is important to review and record influencing factors against information sourced from the guidance materials.			
5	Prioritise activities by assessing and accounting for a range of heritage issues.	5.1 Prioritise activities by assessing and accounting for a range of heritage issues and record the outcomes of your findings.			
		5.2 Explain methods that can be used to assess and account for a range of heritage issues in order to prioritise and plan activities and record outcomes.			
		5.3 Give reasons why activities for traditional and heritage buildings and structures should be prioritised.			
6	Review priorities; make recommendations and record the decisions made when circumstances change.	6.1 Review priorities, make recommendations and record the decisions made taking into account at least four of the following changing circumstances: <ul style="list-style-type: none"> – susceptibility to damage – safety requirements – condition of existing buildings and structures – compromised operational effectiveness – environmental conditions – use or change of use – meeting current legislation 			

K/650/3133	Planning activities to traditional and heritage buildings and structures in the workplace (Continued)	Level 5	12 Credits
720v3			

	<ul style="list-style-type: none"> - resources - security threats - discovery of architectural or archaeological features during the works - wildlife and ecology - temporary works. 			
	<p>6.2 Explain how to review priorities, make recommendations and record decisions made to take account of the following changing circumstances:</p> <ul style="list-style-type: none"> - susceptibility to damage - safety requirements - condition of existing buildings and structures - compromised operational effectiveness - environmental conditions - use or change of use - meeting current legislation - resources - security threats - discovery of architectural or archaeological features during the works - wildlife and ecology - temporary works. 			
	<p>6.3 Explain why you need to review priorities, make recommendations and record the decisions made to take account of changing circumstances.</p>			
7 Prepare plans or programmes and negotiate and agree them with stakeholders.	<p>7.1 Prepare and record plans or programmes for at least two of the following activities for traditional and heritage buildings:</p> <ul style="list-style-type: none"> - repair - maintenance - conservation - alteration - adaption - energy efficiency retrofit - installation or replacement of building services. 			
	<p>7.2 Negotiate and agree with stakeholders the prepared plans or programmes for traditional and heritage buildings.</p>			
	<p>7.3 Explain how to prepare and record plans or programmes for the following activities on traditional and heritage buildings:</p> <ul style="list-style-type: none"> - repair - maintenance - conservation - alteration - adaption - energy efficiency retrofit 			

	- installation or replacement of building services.			
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K/650/3133	Planning activities to traditional and heritage buildings and structures in the workplace (Continued)	Level 5	12 Credits	
720v3				

	7.4 Explain methods and techniques of negotiating and agreeing plans and programmes for traditional and heritage buildings and structures with stakeholders.			
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Assessor Comments/Feedback

R/650/3127	Supervising activities to traditional and heritage buildings and structures in the workplace	Level 5	16 Credits
721v2			

The aim of this unit is to ensure the individual has the skills and knowledge required to carry out supervision activities which will minimise disruption and maintain optimum performance, observe organisational requirements appropriate to protect the workforce, check the validity of team member's documentation and keep accurate records of work progress, faults, problems and corrective action taken.

Furthermore, the candidate will need to prove competence to identify and assess any defective works, faults or other issues and recommend and implement corrective action, which conforms to safe working methods and practices, for at least three of the following:

- construction errors
- identification of further utilities
- non-compliance with legislation and official guidance relating to built heritage
- environmental concerns
- previous incorrect maintenance
- previous selection of inappropriate materials and construction methods
- identification of hazardous materials
- breaches of security
- poor workmanship
- faults caused by incorrect sequencing of trades
- discovery of architectural or archaeological features during the works
- condition of existing buildings and structures
- limitations of design choices

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1. Carry out supervision activities which will minimise disruption and maintain optimum performance.	1.1 Undertake supervision duties for at least two of the following programmed work activities on traditional and heritage buildings and structures: <ul style="list-style-type: none"> – repair – maintenance – conservation – alteration – adaption – energy efficiency retrofit – installation or replacement of building services. 			
	1.2 Explain how to supervise programmed work activities to traditional and heritage buildings and structures for the following: <ul style="list-style-type: none"> – repair – maintenance – conservation – alteration – adaption – energy efficiency retrofit – installation or replacement of building services. 			

R/650/3127	Supervising activities to traditional and heritage buildings and structures in the workplace (Continued)	Level 5	16 Credits
721v2			

	<p>1.3 Explain how to minimise disruption to the following:</p> <ul style="list-style-type: none"> – workforce – sub-contractors – suppliers – consultants – visitors – general public – other works 			
	<p>1.4 Examine what current legislation and official guidance applies to work for traditional and heritage buildings and structures.</p>			
	<p>1.5 Evaluate a range of heritage issues that can affect the supervising of programmed work activities including but not limited to:</p> <ul style="list-style-type: none"> – sustainability – fire safety – hot works – archaeology – wildlife and ecology – condition of existing buildings and structures – performance of traditional materials and construction methods – sequencing of trades – protection of heritage features – temporary works – conservation management plans – heritage impact statements – legislation and official guidance relating to built heritage – Specialist survey and investigations to understand the existing buildings and structures and inform proposed works including but not limited to: <ul style="list-style-type: none"> a) heritage issues and significance b) construction materials and methods c) condition and behaviour d) the range of diagnostic investigations 			
	<p>1.6 Explain the following key terms and concepts relevant to traditional and historic buildings and structures including but not limited to:</p> <ul style="list-style-type: none"> – heritage values – significance – principles of conservation – sustainable development and management. 			
	<p>1.7 Compare the differences in performance characteristics between traditional and modern materials and construction methods.</p>			

R/650/3127	Supervising activities to traditional and heritage buildings and structures in the workplace (Continued)	Level 5	16 Credits
721v2			

2	Observe organisational requirements appropriate to the protection of the workforce.	2.1 Observe organisational requirements appropriate for the protection of the workforce, visitors and the environment by the application of information relating to at least three of the following: <ul style="list-style-type: none"> – methods of work – risk assessment – safe use and storage of tools – safe use and storage of materials – traffic management – emergency plans – fire safety – hot works – environmental factors. 			
		2.2 Describe the current legislation and official guidance that applies directly to the protection of the workforce, visitors and the environment in relation to the following: <ul style="list-style-type: none"> – methods of work – risk assessment – safe use and storage of tools – safe use and storage of materials – traffic management – emergency plans – fire safety – hot works – environmental factors. 			
3	Check the validity of team members documentation.	3.1 Check the validity of team members by verifying the following documentation: <ul style="list-style-type: none"> – industry certification cards – competence schemes – qualifications – certificates and training 			
		3.2 Describe how to check the validity of team members' industry certification cards, competence schemes, qualifications, certificates and training.			
		3.3 Explain why it is necessary to check the validity of documentation before the team members enter the site to commence work.			
4	Identify and assess defects, faults and issues, recommend and implement corrective action which conforms to safe working methods and practices.	4.1 Identify and assess any defective works, faults or other issues and recommend and implement corrective action, which conforms to safe working methods and practices, for at least three of the following: <ul style="list-style-type: none"> – construction errors – identification of further utilities 			

R/650/3127	Supervising activities to traditional and heritage buildings and structures in the workplace (Continued)	Level 5	16 Credits
721v2			

	<ul style="list-style-type: none"> – non-compliance with legislation and official guidance relating to built heritage – environmental concerns – previous incorrect maintenance – previous selection of inappropriate materials and construction methods – identification of hazardous materials – breaches of security – poor workmanship – faults caused by incorrect sequencing of trades – discovery of architectural or archaeological features during the works – condition of existing buildings and structures– limitations of design choices. 			
	<p>4.2 Describe how to identify and assess defects, faults and other issues for traditional and heritage buildings and structures including but not limited to:</p> <ul style="list-style-type: none"> – construction errors – identification of further utilities – non-compliance with legislation and official guidance relating to built heritage (listed building consent, planning permission, scheduled monument consent, conservation area consent, ecclesiastical exemption) – environmental concerns – previous incorrect maintenance – previous selection of inappropriate materials and construction methods – identification of hazardous materials – breaches of security – poor workmanship – faults caused by incorrect sequencing of trades – discovery of architectural or archaeological features during the works – condition of existing buildings and structures – limitations of design choices. 			
	<p>4.3 Explain why it is important to identify and assess defects, faults and issues.</p>			
	<p>4.4 Explain how to recommend to stakeholders about corrective actions and changes made to the programme.</p>			
5	<p>Keep accurate records of work progress checks, defects, problems, corrective action and quantities involved.</p>	<p>5.1 Implement recording systems following organisational procedures that keeps accurate records of work progress by conducting checks for defective works, problems, faults and other issues and record the decisions and corrective action taken with the quantities involved.</p>		

R/650/3127	Supervising activities to traditional and heritage buildings and structures in the workplace (Continued)	Level 5	16 Credits
721v2			

	5.2 Describe how to keep accurate records of work progress checks by conducting checks for defects, problems and other issues and any decisions and corrective action taken.			
	5.3 Explain how to keep accurate records of quantities of the following resources used: <ul style="list-style-type: none"> – people – plant – equipment or machinery – materials and components – sub-contractors – information – work area and facilities – waste management – utility providers 			
	5.4 Give reasons why accurate records should be kept.			
6 Identify, assess and record the necessary resources for work activities for traditional and heritage buildings and structures.	6.1 Identify, assess and record the acquisition and maintain at least four of the following resources for work activities for traditional and heritage buildings and structures: <ul style="list-style-type: none"> – people – plant – equipment or machinery – materials and components – sub-contractors – information – work area and facilities – waste management – utility providers. 			
	6.2 Examine how to identify, assess and record the acquisition of the resources for work activities to traditional and heritage buildings and structures.			
	6.3 Explain how resources are maintained for work activities to traditional and heritage buildings and structures.			
	6.4 Explain how to recognise and determine when specialist skills and knowledge are required and report accordingly.			
<i>Assessor Comments/Feedback</i>				

L/650/3134	Planning demolition activities in the workplace	Level 7	12 Credits
722v2			

The aim of this unit is to ensure the individual has the skills and knowledge required to identify, prepare plans and schedules and agree with stakeholders, review and record influencing factors and guidance materials, prioritise demolition activities by assessing, recoding and accounting for all influencing factors, amend priorities to take account of changing circumstances

More specifically the candidate will need to demonstrate competence to confirm and record at least two of the following demolition activities against at least five of the following information sources:

Demolition activities:

- soft strip
- mechanical demolition
- remote mechanical demolition
- explosive demolition
- selective demolition
- diamond drilling and sawing.
- **Information sources:**
- survey reports
- design
- Building Information Modelling (BIM)
- contractual
- statutory consents
- risk assessments and method statements
- programmes
- records about the competence of people
- sub-contractor arrangements
- health, safety and environmental plan
- asbestos surveys
- service disconnection certificates
- utilities survey report

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1 Confirm the work requirements when planning demolition activities against the information supplied.	<p>1.1 Confirm and record at least two of the following demolition activities against at least five of the following information sources:</p> <p>Demolition activities:</p> <ul style="list-style-type: none"> – soft strip – mechanical demolition – remote mechanical demolition – explosive demolition – selective demolition – diamond drilling and sawing. <p>Information sources:</p> <ul style="list-style-type: none"> – survey reports – design – Building Information Modelling (BIM) – contractual – statutory consents – risk assessments and method statements – programmes – records about the competence of people – sub-contractor arrangements 			

L/650/3134	Planning demolition activities in the workplace (Continued)	Level 7	12 Credits
722v2			

	<ul style="list-style-type: none"> – health, safety and environmental plan – asbestos surveys – service disconnection certificates – utilities survey report. 				
	<p>1.2 Explain how to confirm and record the work requirements for the following demolition activities against the following information sources:</p> <p>Demolition activities:</p> <ul style="list-style-type: none"> – soft strip – mechanical demolition – remote mechanical demolition – explosive demolition – selective demolition – diamond drilling and sawing. <p>Information sources:</p> <ul style="list-style-type: none"> – survey reports – design – Building Information Modelling (BIM) – contractual – statutory consents – risk assessments and method statements programmes – records about the competence of people – sub-contractor arrangements – health, safety and environmental plan – asbestos surveys – service disconnection certificates – utilities survey report. 				
	<p>1.3 Discuss why it is important to confirm the work requirements against the information sources.</p>				
	<p>1.4 Explain who needs to be consulted when confirming work requirements for demolition activities.</p>				
2	<p>Identify, review and record influencing factors and guidance materials in relation to the work environment.</p>	<p>2.1 Identify, review and record the findings from at least three of the following influencing factors and two of the following guidance materials in relation to the work environment when planning demolition activities:</p> <p>Influencing Factors:</p> <ul style="list-style-type: none"> – organisational requirements – contractual requirements – statutory requirements – resource allocation – Stakeholder requirements – environmental considerations 			

L/650/3134	Planning demolition activities in the workplace (Continued)	Level 7	12 Credits
722v2			

	<p>Guidance Materials:</p> <ul style="list-style-type: none"> - owner's manuals - log books - maintenance schedules and manuals - practice guides and specifications - organisational requirements 			
	<p>2.2 Explain how to identify and review the following influencing factors in relation to the work environment:</p> <ul style="list-style-type: none"> - organisational requirements - contractual requirements - statutory requirements - resource allocation - Stakeholder requirements - environmental considerations - temporary works. 			
	<p>2.3 Explain how to identify and review influencing factors against the following guidance materials:</p> <ul style="list-style-type: none"> - owner's manuals - log books - maintenance schedules and manuals - practice guides and specifications - organisational requirements. 			
	<p>2.4 Give reasons why influencing factors should be reviewed against guidance materials in relation to the work environment.</p>			
3	<p>Prioritise demolition activities by assessing, recording and accounting for all the influencing factors.</p>	<p>3.1 Assess, record and account for all the influencing factors whilst prioritising demolition activities.</p>		
		<p>3.2 Explain how to assess and account for the following influencing factors:</p> <ul style="list-style-type: none"> - organisational requirements - contractual requirements - statutory requirements - resource allocation - working requirements - environmental considerations 		
		<p>3.3 Explain how to prioritise the following demolition activities:</p> <ul style="list-style-type: none"> - soft strip - mechanical demolition - remote mechanical demolition - explosive demolition - selective demolition - diamond drilling and sawing - temporary works 		

L/650/3134	Planning demolition activities in the workplace (Continued)	Level 7	12 Credits
722v2			

	3.4 Give reasons why demolition activities should be prioritised.			
4 Amend priorities to take account of changing circumstances whilst maintaining consistency with the influencing factors.	4.1 Amend and record pre-determined demolition activity priorities to take account of the following changing circumstances: <ul style="list-style-type: none"> – susceptibility to damage – safety requirements – compromised operational effectiveness – environmental considerations – meeting current legislation – resources – security threats – temporary works. 			
	4.2 Explain how to amend priorities when reviewing the following influencing factors: <ul style="list-style-type: none"> – organisational requirements – contractual requirements – statutory requirements – resource allocation – stakeholders’ requirements – environmental considerations. 			
	4.3 Explain how the following changing circumstances can be accounted for when planning demolition activities: <ul style="list-style-type: none"> – susceptibility to damage – safety requirements – compromised operational effectiveness – environmental considerations – meeting current legislation – resources – security threats. 			
5 Prepare plans or schedules and negotiate and agree them with decision makers.	5.1 Prepare and record plans or schedules for at least three of the following demolition activities: <ul style="list-style-type: none"> – soft strip – mechanical demolition – remote mechanical demolition – explosive demolition – selective demolition – diamond drilling and sawing – temporary works installation or removal 			
	5.2 Negotiate and agree the prepared plans or schedules with decision makers and record the outcomes.			

L/650/3134	Planning demolition activities in the workplace (Continued)	Level 7	12 Credits
722v2			

	<p>5.3 Describe how to prepare plans and schedules for the following demolition activities:</p> <ul style="list-style-type: none"> – soft strip – mechanical demolition – remote mechanical demolition – explosive demolition – selective demolition – diamond drilling and sawing <p>temporary works.</p>			
	<p>5.4 Explain how best to negotiate with decision makers in order to agree proposed plans and schedules.</p>			
	<p>5.5 Judge the potential risks of works impacting on the cultural significance of the historic environment.</p>			
	<p>5.6 Evaluate the specific requirements for buildings and structures of traditional (pre 1919) construction and architectural, historical or archaeological significance.</p>			

Assessor Comments/Feedback

M/650/3135	Supervising demolition activities in the workplace	Level 5	9 Credits
723v2			

The aim of this unit is to ensure the individual has the skills and knowledge required to observe organisational requirements for the protection of everyone, conduct pre-work demolition checks to maintain safe working practices, keep accurate records of work progress, faults, problems and corrective actions carried out, identify, assess and maintain the necessary resources for the demolition activity.

More specifically, the candidate needs to demonstrate competence to undertake supervision duties for at least two of the following programmed demolition activities which will minimise disruption and maintain optimum performance:

- soft strip
- mechanical demolition
- remote mechanical demolition
- explosive demolition
- selective demolition
- diamond drilling and sawing.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1 Supervise demolition site activities which will minimise disruption and maintain optimum performance.	1.1 Undertake supervision duties for at least two of the following programmed demolition activities which will minimise disruption and maintain optimum performance: <ul style="list-style-type: none"> – soft strip – mechanical demolition – remote mechanical demolition – explosive demolition – selective demolition – diamond drilling and sawing. 			
	1.2 Explain how programmed demolition activities should be supervised and carried out for the following programmed demolition activities: <ul style="list-style-type: none"> – soft strip – mechanical demolition – remote mechanical demolition – explosive demolition – selective demolition – diamond drilling and sawing. 			
	1.3 Explain how to minimise disruption to the following during programmed demolition activities: <ul style="list-style-type: none"> – the workforce – other personnel on site – members of the public 			

M/650/3135	Supervising demolition activities in the workplace (Continued)	Level 5	9 Credits
723v2			

	<ul style="list-style-type: none"> – occupiers – site visitors – people affected by on-site operations – other works 			
	1.4 Evaluate different methods to apply in order to optimise work performance during demolition activities.			
2 Observe organisational requirements appropriate to the work environment for the protection of everyone.	2.1 Protect the workforce, the general public, visitors and the environment by observing organisational requirements and by the application of information sourced from at least three of the following: <ul style="list-style-type: none"> – methods of work – risk assessment – safe use and storage of tools and equipment – safe use and storage of materials – traffic management – emergency plans. 			
	2.2 List and describe the current organisational requirements that apply directly to demolition activities for the protection of the workforce, the general public, visitors and the environment.			
3 Identify and assess faults and problems and recommend and implement corrective action which conforms to safe working methods and practices.	3.1 Observe and evaluate preparation and work activities against given requirements and methods of work to identify demolition faults and problems.			
	3.2 Identify and assess at least three of the following faults and problems and recommend and implement corrective action which conforms to safe working methods and practices: <ul style="list-style-type: none"> – limitations of design choices – construction errors – identification of further utilities – archaeological and heritage concerns – environmental concerns – incorrect maintenance – identification of hazardous materials – breaches of security. 			
	3.3 Describe common demolition faults and problems.			

M/650/3135	Supervising demolition activities in the workplace (Continued)	Level 5	9 Credits
723v2			

	<p>3.4 Explain methods that can be used to assess the following faults and problems:</p> <ul style="list-style-type: none"> – limitations of design choices – construction errors – identification of further utilities – archaeological and heritage concerns – environmental concerns – incorrect maintenance – identification of hazardous materials – breaches of security – temporary works. 				
	<p>3.5 Describe how to make recommendations and implement the following corrective actions to rectify the faults and problems found:</p> <ul style="list-style-type: none"> – redesign – reconfigure – restrict – reposition – repair – replace – clean 				
	<p>3.6 Explain techniques and methods that allow recommendations to be made and corrective actions applied on identified demolition faults and problems.</p>				
4	<p>Conduct pre-work demolition checks to meet organisational requirements and maintain safe working methods and practices.</p>	<p>4.1 Conduct and record the following pre-work demolition checks to meet organisational requirements and maintain safe working methods and practices:</p> <ul style="list-style-type: none"> – condition – fit for purpose – health and safety, wellbeing and welfare. 			
		<p>4.2 Explain how to conduct the following pre-work demolition checks to meet organisational requirements of testing, examination inspection and certification to maintain safe working methods and practices:</p> <ul style="list-style-type: none"> – condition – fit for purpose – health, safety, wellbeing and welfare 			
		<p>4.3 Explain how to record pre-work checks for demolition activities.</p>			
		<p>4.4 Give reasons why pre-work demolition checks must be carried out.</p>			

M/650/3135	Supervising demolition activities in the workplace (Continued)	Level 5	9 Credits
723v2			

5	Keep accurate records of work progress checks, faults, problems, corrective action and quantities involved.	5.1 Implement recording systems following organisational procedures that identifies work progress checks, faults, problems, corrective actions and quantities involved.			
		5.2 Ensure that accurate records of work progress checks, faults, problems, corrective actions and quantities involved are kept and maintained.			
		5.3 Explain how to keep accurate records of work progress, demolition checks including faults, problems, corrective actions and quantities involved.			
		5.4 Give reasons why accurate records of work progress checks, faults, problems, corrective actions and quantities involved are needed.			
6	Identify, assess and maintain the necessary resources for demolition activities.	6.1 Identify and assess at least three of the following resources for at least two of the following demolition activities: Resources: <ul style="list-style-type: none"> – people – plant, equipment or machinery – materials and components – sub-contractors – information – work and facilities – waste management – utility providers Demolition activities: <ul style="list-style-type: none"> – soft strip – mechanical demolition – remote mechanical demolition – explosive demolition – selective demolition – diamond drilling and sawing. 			
		6.2 Explain how to identify and assess the following resources required for the following demolition activities: Resources: <ul style="list-style-type: none"> – people – plant, equipment or machinery – materials and components – sub-contractors – information – work and facilities – waste management – utility providers 			

M/650/3135	Supervising demolition activities in the workplace (Continued)	Level 5	9 Credits
723v2			

	Demolition activities: <ul style="list-style-type: none"> - soft strip - mechanical demolition - remote mechanical demolition - explosive demolition - selective demolition - diamond drilling and sawing - temporary works. 			
	6.3 Describe how resources can be assessed for quality of resources for demolition activities and drilling and sawing activities.			
	6.4 Explain how to maintain the resources for demolition activities and drilling and sawing activities.			

Assessor Comments/Feedback

R/650/3136	Supervising tunnelling activities in the workplace	Level 6	15 Credits
724v2			

The aim of this unit is to ensure the individual has the skills and knowledge required to observe current legislation, regulations and organisational procedures to ensure the safety of everyone, keep accurate records of work progress, checks and quantities involved, identify, assess and record the acquisition and maintenance for the necessary resources for tunnelling activities, comply with given contract information when supervising tunnelling activities

More specifically the candidate will need to demonstrate competence to undertake supervision duties and provide input into the programmes, plans or schedules which will minimise disruption and maintain optimum performance for at least two of the following tunnelling activities:

- mobile plant and machinery operations
- back up services installation
- operation, maintenance or removal
- spoil removal
- access equipment erection, maintenance or removal
- pipejacking operations
- micro tunnelling operations
- excavation and installation of supports
- shaft and tunnel construction
- tunnel transport
- spraying concrete lining
- operating separation plant
- temporary works
lifting loads.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1 Supervise tunnelling activities and provide input into the programmes, plans or schedules which will minimise disruption and maintain optimum performance.	1.1 Undertake supervision duties and provide input into the programmes, plans or schedules which will minimise disruption and maintain optimum performance for at least two of the following tunnelling activities: <ul style="list-style-type: none"> – mobile plant and machinery operations – back up services installation – operation, maintenance or removal – spoil removal – access equipment erection, maintenance or removal – pipejacking operations – micro tunnelling operations – excavation and installation of supports – shaft and tunnel construction – tunnel transport – spraying concrete lining – operating separation plant – temporary works – lifting loads. 			
	1.2 Explain how to supervise and provide input into programmes, plans or schedules for at least six of the following tunnelling activities: <ul style="list-style-type: none"> – mobile plant and machinery operations – back up services installation – operation, maintenance or removal 			

	– spoil removal			
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R/650/3136	Supervising tunnelling activities in the workplace (Continued)	Level 6	15 Credits
724v2			

	<ul style="list-style-type: none"> – access equipment erection, maintenance or removal – pipejacking operations – micro tunnelling operations – excavation and installation of supports – shaft and tunnel construction – tunnel transport – spraying concrete lining – operating separation plant – temporary works – lifting loads. 				
	<p>1.3 Explain how to minimise disruption during tunnelling activities to:</p> <ul style="list-style-type: none"> – other works – the workforce – other personnel on site – members of the public – occupiers – site visitors – people affected by on-site operations. 				
	<p>1.4 Explain possible methods to optimise and maintain work performance during tunnelling activities.</p>				
2	<p>Observe current legislation, regulations and official guidance appropriate to the work environment for protection and safety of everyone.</p>	<p>2.1 Ensure compliance to current legislation, regulations and official guidance appropriate to the work environment to ensure the protection and the safety of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following:</p> <ul style="list-style-type: none"> – methods of work – tunnel access arrangements – risk assessments – safe use and storage of tools – safe use and storage of materials – traffic management – emergency plans – fire safety – hot works – environmental factors. 			
	<p>2.2 Explain what current legislation, regulations and official guidance applies directly to tunnelling activities appropriate to the work environment to ensure protection and safety of the workforce, the general public, visitors and the environment.</p>				

R/650/3136	Supervising tunnelling activities in the workplace (Continued)	Level 6	15 Credits
724v2			

	2.3 Describe how to use current legislation and official guidance appropriate to the work environment for the protection of the workforce, the general public, visitors and the environment by applying the following information sources: <ul style="list-style-type: none"> – methods of work – tunnel access arrangements – risk assessments – safe use and storage of tools – safe use and storage of materials – traffic management – emergency plans – fire safety – hot works – environmental factors. 			
3 Identify and assess common tunnelling defects and problems and recommend and implement corrective action which conforms to safe working methods and practices.	3.1 Observe and evaluate the preparation and work activities against given requirements and methods of work to identify tunnelling defects and problems.			
	3.2 Identify and assess common tunnelling defects and problems, recommend and implement corrective actions to be taken which conform to safe working methods and practices to at least three of the following: <ul style="list-style-type: none"> – limitations of design choices – construction errors – identification of further utilities – archaeology and heritage concerns – environmental concerns – incorrect maintenance – identification of hazardous materials – breaches of security – changes in ground conditions. 			
	3.3 Describe how to identify and assess the following common tunnelling defects and problems: <ul style="list-style-type: none"> – limitations of design choices – construction errors – identification of further utilities – archaeological and heritage concerns – environmental concerns – incorrect maintenance – identification of hazardous materials – breaches of security – changes in ground conditions 			

	3.4 Explain methods that can be used to assess and identify potential tunnelling defects and problems.			
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R/650/3136	Supervising tunnelling activities in the workplace (Continued)	Level 6	15 Credits
724v2			

	3.5 Explain how to make recommendations and implement the required corrective actions, in accordance with safe working methods and practices, to rectify tunnelling defects and problems.			
4	Keep accurate records of work progress checks and quantities involved.	4.1 Set up recording systems, following organisational requirements, that detail work progress checks and the tunnelling defects and problems, corrective action taken and quantities involved of the following resources: <ul style="list-style-type: none"> – people – plant, equipment or machinery – materials and components – sub-contractors – information – work area and facilities – waste management – utilities 		
		4.2 Explain how to keep accurate records of work progress by conducting checks for tunnelling defects and problems, corrective actions taken, and quantities involved for the following resources: <ul style="list-style-type: none"> – people – plant, equipment or machinery – materials and components – sub-contractors – information – work area and facilities – waste management – utilities. 		
		4.3 Explain why accurate records of work progress checks, defects, problems, corrective actions taken, and quantities involved are needed.		
5	Identify, assess and record the acquisition and maintenance for the necessary resources for tunnelling activities.	5.1 Identify, assess and record the acquisition and maintenance of at least four of the following resources for at least three of the following tunnelling activities: Resources: <ul style="list-style-type: none"> – people – plant, equipment or machinery – materials and components – sub-contractors – information – work area and facilities 		

	<ul style="list-style-type: none">- waste management- utility providers.			
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R/650/3136	Supervising tunnelling activities in the workplace (Continued)	Level 6	15 Credits
724v2			

	<p>Tunnelling activities:</p> <ul style="list-style-type: none"> – mobile plant and machinery operations – back up services installation, operation, maintenance or removal – spoil removal – access equipment erection, maintenance or removal – pipejacking operations – micro tunnelling operations – excavation and installation of supports – shaft and tunnel construction – tunnel transport – spraying concrete lining – operating separation plant – temporary works – lifting loads. 			
	<p>5.2 Explain how to identify, assess and record the acquisition and maintenance of the necessary resources for tunnelling activities:</p> <p>Resources:</p> <ul style="list-style-type: none"> – people – plant, equipment or machinery – materials and components – sub-contractors – information – work area and facilities – waste management – utility providers. <p>Tunnelling activities:</p> <ul style="list-style-type: none"> – mobile plant and machinery operations – back up services installation, operation, maintenance or removal – spoil removal – access equipment erection, maintenance or removal – pipejacking operations – micro tunnelling operations – excavation and installation of supports – shaft and tunnel construction – tunnel transport – spraying concrete lining – operating separation plant – temporary works – lifting loads. 			
	<p>5.3 Explain how resources can be assessed for quality and how to maintain the necessary resources for tunnelling activities.</p>			

R/650/3136	Supervising tunnelling activities in the workplace (Continued)	Level 6	15 Credits
724v2			

6. Comply with the given contract information when supervising tunnelling activities to carry out the work efficiently to the required specification.	<p>6.1 Undertake supervision duties, complying with the given contract information, of the work activities to form tunnels ensuring the that the work is carried out efficiently to the required specification in at least one of the following occupational areas:</p> <ul style="list-style-type: none"> – hand miner – shaft miner – tunnelling machine operator – machine tunnelling operative – spoil removal equipment operative – tunnel services operative – tunnel transport operator – tunnel fitter’s mate – tunnel electrician’s mate – sprayed concrete lining tunnelling operative – pipejacking operative – micro-tunnelling operative – separation plant operative – specialist tunnelling occupations. 			
	<p>6.2 Explain how to comply with the given contract information to supervise activities to form tunnels ensuring the work is carried out sufficiently to the required specification in the following occupational areas:</p> <ul style="list-style-type: none"> – hand miner – shaft miner – tunnelling machine operator – machine tunnelling operative – spoil removal equipment operative – tunnel services operative – tunnel transport operator – tunnel fitter’s mate – tunnel electrician’s mate – sprayed concrete lining tunnelling operative – pipejacking operative – micro-tunnelling operative – separation plant operative – specialist tunnelling occupations. 			
	<p>6.3 Describe how to apply safe work practices, procedures and skills, relating to the supervision of the following methods of work and materials used to meet the specification:</p> <ul style="list-style-type: none"> – booking in and out of tunnels – setting out lines and templates for shaft and tunnel excavations – excavation of tunnels using different methods (by hand, machines, segments, sprayed concrete lining and by pipejacking) 			

R/650/3136	Supervising tunnelling activities in the workplace (Continued)	Level 6	15 Credits
724v2			

	<ul style="list-style-type: none"> – installing, using and moving permanent tunnel support and service systems – installing, using, moving and removing temporary tunnel support and service systems – installing, moving and removing spoil removal systems – dealing with ground water and de-watering methods – signalling the movement of loads, vehicles and machinery – working with tunnel and shaft transport systems – using hand tools, power tools and equipment – working at height – using access equipment – team work and communication – needs of other occupations associated with tunnelling. 			
	6.4 Explain why it is important to carry out the work efficiently to the required specification.			

Assessor Comments/Feedback

J/650/3123	Supervising the installation, maintenance, monitoring and removal of temporary works in the workplace	Level 4	9 Credits
725v1			

The aim of this unit is to ensure the individual has the skills and knowledge required for identifying, assessing, and maintaining resources to carry out the temporary work, confirming all materials and equipment are correct before starting work, supervising the installation and removal of the temporary work, keeping accurate records of the work completed and the handover process to follow.

More specifically the candidate must demonstrate competence in observing current legislation and official guidance to ensure the safety and protection of the workforce, **for at least 4** of the following:

- methods of work
- risk assessment
- safe use and storage of tools
- safe use of access equipment
- traffic management
- emergency plans
- fire safety
- hot works
- environmental factors.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1 Interpret and confirm the relevance of the information in relation to the installation, maintenance and removal of temporary works.	1.1 Interpret and confirm the relevance of the following information in relation to the supervision of installing, maintaining and removal of temporary works: <ul style="list-style-type: none"> – drawings – check certificates – hold points – permits to work – specifications – schedules – method statements – risk assessments – manufacturers' information. 			
	1.2 Explain how to interpret the given design information relating to the work and resources to confirm its accuracy, completeness and relevance to the building type and construction and record and report issues in relation to the following: <ul style="list-style-type: none"> – drawings – check certificates – hold points – permits to work – specifications – schedules – method statements – risk assessments – manufacturers' information. 			

J/650/3123	Supervising the installation, maintenance, monitoring and removal of temporary works in the workplace (Continued)	Level 4	9 Credits
725v1			

	<p>1.3 Examine the characteristics, uses and limitations of the following temporary works including but not limited to:</p> <ul style="list-style-type: none"> – pedestrian and vehicular access – Earthworks: trenches, excavations, temporary slopes and stockpiles. – Structures: formwork, falsework, propping, façade retention, needling, shoring, edge protection, scaffolding, temporary bridges, site hoarding and signage, site fencing, cofferdams. – Equipment/plant foundations: tower crane bases, supports, anchors and ties for construction hoists and mast climbing work platforms, groundworks to provide suitable locations for plant erection – dewatering – non-permanent vehicle restraint systems – traffic management. 				
	<p>1.4 Explain how to identify the correct sequence of work for installation, maintenance and removal of temporary works.</p>				
	<p>1.5 Explain how to implement organisational requirements to report inappropriate:</p> <ul style="list-style-type: none"> – drawings – specifications – schedules – method statements – risk assessments – electronic data – written and verbal instructions – permits – manufacturers’ information – official guidance associated with installation, maintenance, monitoring and removal of temporary works. 				
	<p>1.6 Explain the organisational requirements to solve problems with the information given and why it is important to follow them.</p>				
2	<p>Observe current legislation and official guidance to the work environment to ensure protection and safety of the workforce.</p>	<p>2.1 Observe current legislation and official guidance to the work environment to ensure protection and safety of the workplace, the general public, visitors and the environment by the application of information relating to at least three of the following:</p> <ul style="list-style-type: none"> – methods of work – risk assessment – safe use and storage of tools 			

J/650/3123	Supervising the installation, maintenance, monitoring and removal of temporary works in the workplace (Continued)	Level 4	9 Credits
725v1			

	<ul style="list-style-type: none"> - safe use of access equipment - traffic management - emergency plans - fire safety - hot works - environmental factors. 			
	<p>2.2 Explain how to comply with relevant, current legislation and official guidance and how it is applied to install and maintain safe, healthy and environmentally responsible work practices including:</p> <ul style="list-style-type: none"> - communicate and coordinate with the responsible person - methods of work - safe use of health and safety control equipment - safe use of access equipment - safe use, storage and handling of materials, tools and equipment - specific risks to health. 			
	<p>2.3 Explain why communication and coordination with the responsible person as denoted by industry standards is required.</p>			
	<p>2.4 Describe the organisational requirements for the security of temporary works.</p>			
	<p>2.5 Explain why it is important to follow the correct sequence of work when installing and removing temporary works installations.</p>			
3	<p>Identify, assess and maintain resources for temporary works.</p> <p>3.1 Identify, assess and maintain the following resources for temporary works:</p> <ul style="list-style-type: none"> - people - plant - equipment or machinery - materials and components - sub-contractors - information - waste management - utilities (power, water, lighting). 			
	<p>3.2 Explain how to identify, assess and record the acquisition of the following resources:</p> <ul style="list-style-type: none"> - people - plant - equipment or machinery - materials and components - sub-contractors - information - work and facilities - waste management 			

	– utilities (power, water, lighting).			
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J/650/3123	Supervising the installation, maintenance, monitoring and removal of temporary works in the workplace (Continued)	Level 4	9 Credits
725v1			

	3.3 Appraise the quality of the resources.			
	3.4 Establish how to maintain the resources for work activities.			
	3.5 Explain how any problems and defects associated with the resources are reported.			
	3.6 Examine the hazards associated with temporary works for the following: <ul style="list-style-type: none"> – materials – supports – components – fittings and fixings – hand tools – portable power tools and equipment – methods of installation. 			
	3.7 Apply project and organisational requirements to obtain a permit to load from the relevant responsible person as denoted by industry standards.			
4	Confirm that all materials, equipment and tooling is correct prior to installation.	4.1 Check and confirm that all materials, equipment and tooling is correct prior to installation.		
		4.2 Implement organisational procedures, to report inappropriate; materials, machinery and equipment associated with the installation, maintenance, monitoring and removal of temporary works.		
		4.3 Explain why it is important to report inappropriate materials, machinery and equipment associated with the installation, maintenance, monitoring and removal of temporary works.		
5	Supervise the installation of the temporary works in accordance with the programme of works.	5.1 Supervise the installation of the temporary works in accordance with the programme of works to meet the needs of the organisational and other stakeholder procedures.		
		5.2 Keep and maintain accurate records of work progress through the conducting of regular checks of the temporary works.		
		5.3 Explain why accurate records, to maintain and monitor the progress of the temporary works, are required and how to do this.		

	5.4 Explain how and to whom to communicate and suggest corrective actions and changes to the programme.			
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J/650/3123	Supervising the installation, maintenance, monitoring and removal of temporary works in the workplace (Continued)	Level 4	9 Credits
725v1			

6	Keep accurate records of work progress checks completed.	6.1 Keep accurate records of work progress checks, faults, problems, corrective actions, quantities involved and maintain safe working methods and practices.			
		6.2 Describe how the installation of the works, in accordance with the programme and schedule, is to be carried out to meet the needs of the organisation and other stakeholders.			
		6.3 Distinguish the hazards associated with temporary works materials, supports, components, fittings, fixings and tooling in relation to the installation of temporary works.			
		6.4 Explain why deadlines should be kept in the installation and removal of temporary works structures.			
7	Handover the temporary works in accordance with organisational procedures.	7.1 Handover the temporary works in accordance with organisational procedures.			
		7.2 Explain why handover of temporary works to the responsible person in compliance with organisational procedures is required.			
		7.3 Confirm how to identify the responsible person for temporary works.			
		7.4 Explain methods to obtain certificates of sign-off works from the responsible person.			
8	Supervise the removal of the temporary works in accordance with the programme of works.	8.1 Supervise the removal of the temporary works in accordance with the programme of works to meet the needs of organisational and other stakeholder requirements.			
		8.2 Define how the removal of the works in accordance with the programme and schedule is to be carried out to meet the needs of the organisation and other stakeholders.			
		8.3 Determine the hazards associated with temporary works materials, supports, components, fittings, fixings and tooling in relation to the removal of temporary works.			
		8.4 Outline the project and organisational procedures to obtain permission to remove the temporary works from the responsible person.			

J/650/3123	Supervising the installation, maintenance, monitoring and removal of temporary works in the workplace (Continued)	Level 4	9 Credits
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	8.5 Clarify how to comply with organisational procedures to remove temporary works.			
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Assessor Comments/Feedback

T/650/3128	Managing your personal development in the workplace	Level 6	9 Credits
740v2			

The aim of this unit is to ensure the individual has the skills and knowledge required for identifying their current level of performance and identifying any development needs they have, identifying sources of support to identify recognised standards to meet, develop a plan for undertaking relevant personal development.

More specifically, the candidate must demonstrate their competence in undertaking relevant CPD and obtaining feedback on their performance in the workplace.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
1 Define your aims and objectives for undertaking personal development.	1.1 Analyse, determine and record personal aims and objectives to meet work requirements.			
	1.2 Explain how to define your aims and objectives based on the following for undertaking development: <ul style="list-style-type: none"> – preparation for new assignment – intellectual challenge – continued professional development (CPD) – professional competence – compliance with employer – professional body membership requirements – promotion and role change – awareness of personal strengths and areas of focus 			
	1.3 Give reasons why to need to define aims and objectives.			
2 Contact sources of support and guidance to identify recognised standards for you to manage your personal development.	2.1 Access at least three of the following sources of support and guidance to identify recognised standards to manage your personal development: <ul style="list-style-type: none"> – national organisations – industry organisations and associations – professional institutions – further education organisations – training providers – in-house resources – line manager – colleagues – trade periodicals and journals – social media – online resources – certification bodies 			
	2.2 Explain how to access the following sources of support and guidance to identify recognised standards: <ul style="list-style-type: none"> – national organisations – industry organisations and associations – professional institutions – further education organisations 			

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T/650/3128	Managing your personal development in the workplace (Continued)	Level 6	9 Credits	
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		<ul style="list-style-type: none"> - training providers - in-house resources - line manager - colleagues - trade periodicals and journals - social media - online resources <p>certification bodies.</p>			
		<p>2.3 Give reasons why you need to access the following recognised standards for you to undertake personal development:</p> <ul style="list-style-type: none"> - job descriptions - professional institution requirements - national occupational standards - industry recognised standards. 			
3	Analyse the current level of your knowledge and performance.	3.1 Examine the current level of your knowledge and work performance and compare against selected and recognised standards.			
		3.2 Describe how to analyse current personal levels of knowledge and performance against the following selected and recognised standards: <ul style="list-style-type: none"> - job descriptions - professional institution requirements - national occupational standards - industry recognised standards. 			
		3.3 Explain how to develop a profile of your personal development needs based on the following: <ul style="list-style-type: none"> - maintenance of existing competence - improvements to existing skills - improvements to existing knowledge - development of new skills and knowledge - commitment to professional excellence. 			
		3.4 Give reasons why you need a profile of your personal development needs.			
4	Develop a profile of your competence and personal development needs.	4.1 Determine a profile of your competence and personal development needs and record the outcomes.			
		4.2 Explain how to develop a profile of your knowledge and competence against the following identified recognised standards: <ul style="list-style-type: none"> - job descriptions - professional institution requirements - national occupational standards 			

	- industry recognised standards.			
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T/650/3128	Managing your personal development in the workplace (Continued)	Level 6	9 Credits
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	4.3 Explain how to measure achievement of the following identified personal development needs: <ul style="list-style-type: none"> – maintenance of existing competence – improvements to existing skills – improvements to existing knowledge – improvement to existing competence – development of new skills and knowledge – commitment to professional excellence. 			
5 Prepare a development plan for achieving identified development needs.	5.1 Prepare and record a personal development plan based on identified development needs.			
	5.2 Describe how to prepare a personal development plan based on the following: <ul style="list-style-type: none"> – maintenance of existing competence – improvements of existing skills – improvements of existing knowledge – development of new skills and knowledge – commitment to professional excellence. 			
	5.3 Explain why a personal development plan needs to be prepared.			
6 Undertake development activities aimed at achieving identified development needs, reviewing the effectiveness of the activities.	6.1 Engage in development activities aimed at meeting personal development needs.			
	6.2 Establish and/or use processes that can review development progress.			
	6.3 Review and record the effectiveness of the development activities undertaken.			
	6.4 Explain different ways to undertake development activities to achieve personal development needs.			
	6.5 Explain how to review and record progress and evaluate effectiveness of activities undertaken.			
7 Obtain, accept and record feedback from people who can judge your performance.	7.1 Obtain feedback from people who can judge your performance and provide objective, valid feedback.			
	7.2 Accept and record the feedback provided to aid in future development.			

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	7.3 Explain how to obtain, accept and record feedback from people who can judge your performance and provide objective, valid feedback.			
	7.4 Explain why you need to obtain and accept feedback provided.			
8 Review the cycle of personal development aims and objectives to revise and update aims and objectives to suit changing circumstances.	8.1 Conduct regular reviews on personal aims and objectives and record the outcomes.			
	8.2 Measure and update personal development plans that meet changing work circumstances.			
	8.3 Explain how to review the cycle of the following personal development aims and objectives: Personal Development <ul style="list-style-type: none"> – maintenance of existing competence – improvements to existing skills – improvements to existing knowledge – development of new knowledge and skills – commitment to professional excellence Aims and Objectives <ul style="list-style-type: none"> – preparation for new assignment – intellectual challenge – continued professional development (CPD) – professional competence – compliance with employer – professional body membership requirements – promotion and role change – awareness of personal strengths and weaknesses 			
	8.4 Explain how to revise and update aims and objectives to suit changing circumstances.			
	8.5 Give reasons why personal development plans should be reviewed, revised and updated.			
<i>Assessor Comments/Feedback</i>				

Notes

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