GQA Level 6 NVQ Diploma in Construction Contracting Operations Management v2

Qualification Reference Number 610/3746/1

Personal Competence Summary

Name		Company/Centre	
			2
Job Title		GQA Registration Number	

Qualification Mandatory Units					
Unit Number	**Unit Title**	**Level**	**Credit Value**	**Assessor Signature**	**Date**
H/651/0232	Maintaining construction health, safety and welfare systems in the workplace	6	10		
J/651/0233	Managing the performance of teams and individuals in the workplace	6	19		
K/651/0234	Leading meetings and taking decisions in the workplace	6	10		
L/651/0235	Developing and maintaining working relationships in the workplace	6	13		
M/651/0236	Managing your own personal development in the workplace	6	9		
Qualification Optional Units - Minimum of 4 required					

RELIABLE EVIDENCE: The forms of evidence available include (mark as appropriate)

Observation in the workplace	☐	Assessment of knowledge	☐
Records of prior experience	☐	Witness statement(s)	☐
Testimonial(s)	☐	Photographic evidence	☐
Work records	☐	External testing	☐

Passport Style Candidate Photo (Mandatory)

COMPETENCE COMPLETION SIGNATURES

By signing here, the Candidate and Assessor confirm that evidence presented is authentic and that the assessments took place in accordance with the relevant assessment strategy. Details of the assessments and evidence must be recorded in the assessment decision record/summaries at the end of each unit.

	Name	Signature	Date
Candidate			
Lead Assessor			
Internal Verifier			
EQA			

Introduction to the Qualification

Who is this Qualification for?

This Level 6 qualification has been developed to enable individuals to demonstrate their skills, knowledge and understanding in Construction Contracting Operations Management within the Construction Industry.

Achievement of this qualification enables individuals to demonstrate competence in a real workplace environment.

Individuals will learn practical skills and knowledge in areas such as:

- Maintaining Health, Safety and Welfare
- Planning, allocating and monitoring work in their area of responsibility
- Chair meetings and take decisions in construction contracting operations management
- Develop and maintain working relationships and personal development in Construction Contracting Operations Management

What is required from candidates?

Candidates should achieve all the mandatory units listed below as well as a minimum of 4 Optional Units.

Candidates should prove that they can achieve all the statements listed from each element. Guidance on the evidence that will be acceptable is contained in the introduction to each unit.

No	Title	Level	Credit
Qualification Mandatory Units			
H/651/0232	Maintaining construction health, safety and welfare systems in the workplace	6	10
J/651/0233	Managing the performance of teams and individuals in the workplace	6	19
K/651/0234	Leading meetings and taking decisions in the workplace	6	10
L/651/0235	Developing and maintaining working relationships in the workplace	6	13
M/651/0236	Managing your own personal development in the workplace	6	9
Optional Units - Minimum of 4 required			
R/651/0237	Planning surveys in the workplace	6	14
T/651/0238	Establishing the condition of property in the workplace	6	15
Y/651/0239	Identifying, assessing and evaluating project requirements in the workplace	6	19
F/651/0240	Coordinating project designs in the workplace	6	18
H/651/0241	Specifying production document requirements and ensuring the control and maintenance of project information in the workplace	6	18
J/651/0242	Developing a programme of works and a procurement programme in the workplace	6	18

K/651/0243	Implementing strategic and integrated supply chain management and sourcing partnerships in the workplace	6	18
L/651/0244	Obtaining tenders and appointing contractors in the workplace	6	15
M/651/0245	Evaluating enquiries and submitting tenders in the workplace	6	14
R/651/0246	Evaluating work methods and developing a programme of works in the workplace	6	13
T/651/0247	Developing a procurement plan and optimising supplier and service provider performance in the workplace	6	13
Y/651/0248	Controlling contract work in the workplace	6	17
A/651/0249	Optimising contract progress and controlling costs in the workplace	6	15
H/651/0250	Preparing and agreeing interim valuations, entitlements and final accounts in the workplace	6	17

Assessment Guidance

Evidence should show that the candidate can cover the scope of performance outlined for each relevant unit consistently over an appropriate period.

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.

Potential sources of evidence:

The main source of evidence for each unit will be observation of performance. This can be supplemented by the following types of physical or documentary evidence:

- Accident book
- Correspondence/discussion with customer
- Customer feedback
- Damage and defect reports
- Delivery records
- Equipment used
- Inspection reports
- Notes and memos

- Audio/photographic/video
- Safety records
- Telephone logs
- Installation activity
- Witness testimony
- Simulation of accident or emergency
- Organisational reporting systems

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. This document complements the appropriate SSC Assessment Strategy linked to this qualification.

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 EQA national 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 two significant CPD activities in both occupational areas and assessment and verification. Reflective CPD records must be maintained and made available to GQA EQAs 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 centre's 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 one 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 decide 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 anyone, 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 required. GQA recommend holistic assessment.

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

- is authentic – i.e., 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 decides about the candidate's competence, he or she examines all the evidence available to determine:

- if the evidence 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 decide

Consistency means that the individual is likely to achieve the standard in their work role, in the different activities defined

5. Performance Evidence

Performance evidence can be what the individual 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.

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 several 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 several 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 not acceptable

The exceptions this are:

- Dealing with emergencies
- Dealing with accidents
- Certain pre-approved real time simulators
- 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 EV 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 regarding the company's/centre's Equal Opportunities Policy.

Candidate signature…………………………………………………………………………………

Date…………..……………..………………………………………………………………………..

Maintaining Construction Health, Safety and Welfare Systems in the Workplace							
GQA Ref	CCOMO01v1	**Regulatory Ref**	H/651/0232	**Level**	6	**Credit Value**	10

Aims

This unit is about establishing, implementing and maintaining a culture of health, safety, welfare and wellbeing.

To ensure personnel undertake their responsibilities through planning, managing and monitoring; developing, implementing and reviewing the site in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements. Ensuring hazards are identified and where necessary, risk assessments completed.

This unit is for people working in the occupational area of Construction Contracting Operations Management and can be used by Supervisors and Managers

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed..

Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	**2**	**3**
1 Establish a culture of health, safety, welfare and wellbeing in the workplace and identify and implement opportunities for improvements	1.1 Establish a culture of health, safety, welfare and wellbeing in the workplace			
	1.2 Identify opportunities for improvements to health, safety, welfare and wellbeing in the workplace			
	1.3 Implement identified opportunities for improvement to health, safety, welfare and wellbeing in the workplace			
	1.4 Explain the methods used to promote a culture of health, safety, welfare and wellbeing in the workplace			
	1.5 Describe how to identify opportunities to improve health, safety, welfare and wellbeing in the workplace			
	1.6 Explain how identified opportunities for improvements were implemented			
2 Ensure that an organisational system or procedure is implemented for the selection of personnel and those selected are competent for the role	2.1 Demonstrate the organisational system or procedure implemented for the selection of personnel			
	2.2 Demonstrate that those selected for the role are competent			

	2.3 Explain the organisational system or procedure for the selection of personnel			
	2.4 Explain how the competence of those selected for the role is checked			
3 Implement systems which meet organisational and statutory requirement for identifying hazards, reporting accidents and emergencies and preventing reoccurrence	3.1 Implement systems for identifying hazards, reporting accidents and emergencies and preventing reoccurrence			
	3.2 Explain the systems used for identifying hazards, reporting accidents and emergencies and preventing reoccurrence			
4 Check health, safety and welfare systems regularly, in accordance with organisation and statutory requirements to identify and record any special workplace conditions and situations which do not comply and take appropriate action	4.1 Implement a system to check health, safety and welfare systems regularly			
	4.2 Identify and record any special workplace conditions and situations which do not comply with organisational and statutory requirements			
	4.3 Explain why a system to check health, safety and welfare systems regularly is required			
	4.4 Explain how to identify and record any special workplace conditions and situations which do not comply with organisational and statutory requirements			
	4.5 Give an example of any identified special workplace conditions and situations which would not comply with organisational and statutory requirements			
	4.6 Explain what appropriate actions could be taken for any identified special workplace conditions and situations which do not comply with organisational and statutory requirements			
5 Make recommendations for improving the work environment clearly and promptly to the appropriate people	5.1 Demonstrate recommendations made for improving the work environment to the appropriate people			
	5.2 Explain how recommendations were made for improving the work environment to the appropriate people			
	5.3 Explain why it is important to make recommendations for improving the work environment to the appropriate people			
6 Identify hazards and assess risks in the workplace arising from construction work products, processes and equipment	6.1 Demonstrate how hazards are identified in the workplace			
	6.2 Explain how hazards are identified in the workplace			
	6.3 Assess the significance of identified hazards and any relating factors			

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	6.4 Explain how and why to obtain and review information on any factors relating to hazards			
	6.5 Identify and assess risks associated with hazards			
	6.6 Explain the process followed for assessing risks associated with the hazards			14
	6.7 Apply the principles of prevention and protection			
	6.8 Explain the principles of prevention and protection			
	6.9 Record the finding of the risk assessment process			
	6.10 Explain why the risk assessment process must be recorded			
7 Identify and implement methods and procedures to reduce risk	7.1 Identify the requirements of the appropriate health and safety plan			
	7.2 Explain how to identify the requirements of the appropriate health and safety plan			
	7.3 Identify the resources and activities required to implement the risk reduction methods			
	7.4 Implement and maintain risk reduction methods and procedures			
	7.5 Explain how to implement and maintain risk reduction methods and procedures			
	7.6 Record the risk reduction methods and procedures in the appropriate information systems			
	7.7 Communicate the risk reduction methods to the appropriate people			
	7.8 Explain how to identify the resources and activities required to implement the risk reduction methods			
	7.9 Identify the residual risks			
	7.10 Explain how to review the risk reduction methods for residual risks			
	7.11 Check that resulting information on significant residual risks is provided to the appropriate people			
	7.12 Explain how to communicate the risk reduction methods to the appropriate people			

Assessor Comments/Feedback

Managing the Performance of Teams and Individuals in the Workplace								
GQA Ref	CCOMO02v1	**Regulatory Ref**	J/651/0233	**Level**	6	**Credit Value**	19

Aims

This unit is about allocating work to teams and individuals, agreeing work plans, monitoring performance and providing feedback in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements.

This unit is for people working in the occupational area of Construction Contracting Operations Management and can be used by operatives, supervisors and managers.

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed..

Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	2	3
1 Allocate work to teams and individuals	1.1 Identify team objectives in line with aims, policies and values of the organisation			
	1.2 Explain how and why to identify team objectives in line with the aims, policies and values of the organisation			
	1.3 Give opportunities for team members to collaborate on the allocation of work within the team			
	1.4 Explain how and why it is important to give opportunities for team members to collaborate on the allocation of work within the team			
	1.5 Allocate work, making the best use of team resources and abilities			
	1.6 Explain how and why to allocate work to make the best use of team resources and abilities			
	1.7 Allocate work which provides teams members with suitable learning opportunities			
	1.8 Explain how and why to allocate work which provides team members with suitable learning opportunities			
	1.9 Clearly define team responsibilities and limits of authority			

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	1.10 Explain how and why to clearly define team responsibilities and limit of authority			
	1.11 Provide sufficient information to the team when allocating work in accordance with organisational requirements			
	1.12 Explain how and why to provide sufficient information to the team when allocating work in accordance with organisational requirements			
	1.13 Confirm understanding of work allocations with team members at appropriate intervals			
	1.14 Explain how and why to confirm understanding of work allocations with team members at appropriate intervals			
	1.15 Agree with stakeholders on the prioritisation of objectives and reallocation of resources where they are insufficient			
	1.16 Explain how and why to agree with stakeholders on the prioritisation of objectives and reallocation of resources where team resources are insufficient			
	1.17 Inform team of changes to work allocations in a way which minimises the impact on time, cost and efficiency			
	1.18 Explain how and why to inform team of changes to work allocations in a way which minimises the impact on time, cost and efficiency			
2 Agree work plans with teams and individuals	2.1 Give opportunities for team members to collaborate in defining their work plans			
	2.2 Explain how and why to give opportunities for team members to collaborate in defining their work plans			
	2.3 Develop work plans which are consistent with team objectives and organisational aims and agree these with team members			
	2.4 Explain how and why to develop work plans which are consistent with team objectives and organisational aims and agree these with team members			
	2.5 Ensure objectives and work plans are set within organisational requirements			
	2.6 Explain how and why to ensure objectives and work plans are set within organisational requirements			

	2.7 Ensure the objectives and work plans take account of team members capabilities and development needs			
	2.8 Explain how and why to ensure objectives and work plans take account of team members capabilities and development needs			
	2.9 Provide support, information, advice and guidance to teams and individuals to enable delivery of their work plans			
	2.10 Explain how and why to provide support, information, advice and guidance to teams and individuals to enable delivery of their work plans			
	2.11 Review and update the work plans as appropriate to take account of individual, team and organisational changes			
	2.12 Explain how and why to review and update the work plans as appropriate to take account of individual, team and organisational changes			
3 Assess the performance of teams and individuals and provide feedback	3.1 Clearly explain the purpose of monitoring performance to those involved			
	3.2 Explain how and why the monitoring of performance is carried out			
	3.3 Give opportunities to teams and individuals to monitor their own performance against objectives and work plans			
	3.4 Explain how and why to give opportunities to teams and individuals to monitor their own performance against objectives and work plans			
	3.5 Monitor the performance of teams and individuals based on sufficient, valid and reliable information			
	3.6 Explain how and why to monitor the performance of teams and individuals based on sufficient, valid and reliable information			
	3.7 Explain how and why to take account of individual circumstances and organisational constraints when monitoring performance			
	3.8 Provide constructive feedback in a manner that encourages team members to improve their performance			

	3.9 Explain how and why to provide constructive feedback in a manner that encourages team members to improve their performance			
	3.10 Provide feedback in a way which shows respect for the individuals and the need for confidentiality			19
	3.11 Explain how and why to provide feedback in a way which shows respect for the individuals and the need for confidentiality			
	3.12 Give opportunities for teams and individuals to respond to and discuss feedback received			
	3.13 Explain how and why to give opportunities for teams and individuals to respond to and discuss feedback received			

Assessor Comments/Feedback

Leading Meetings and Taking Decisions in the Workplace							
GQA Ref	CCOMO03v1	**Regulatory Ref**	K/651/0234	**Level**	6	**Credit Value**	10

Aims

This unit is about organising and leading meetings, facilitating discussion and making decisions in construction contracting operations management.

This unit is for people working in the occupational area of Construction Contracting Operations Management and can be used by supervisors and managers

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed..

Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	**2**	**3**
1 Organise and prepare meetings	1.1 Determine the objectives of the meeting and the stakeholders able to contribute to achieving the objectives			
	1.2 Explain how and why to determine the objectives of the meeting and the stakeholders able to contribute to achieving the objectives			
	1.3 Plan the meeting content and create the agenda			
	1.4 Explain how and why to plan the meeting content and create the agenda			
	1.5 Allocate discussion time to agenda items consistent with their importance, urgency and complexity			
	1.6 Explain how and why to allocate discussion time to agenda items consistent with their importance, urgency and complexity			
	1.7 Invite identified stakeholders, giving sufficient notice and information to allow them to contribute effectively			
	1.8 Explain how and why to invite identified stakeholders, giving sufficient notice and information to allow them to contribute effectively			

	1.9 Request 'Any Other Business' from invitees in advance to enable preparation and inclusion for discussion			
	1.10 Explain how and why to request 'Any Other Business' from invitees in advance to enable preparation and inclusion for discussion			
	1.11 Distribute the meeting agenda in a timely manner			
	1.12 Explain how and why to distribute the meeting agenda in a timely manner			
2 Lead meetings	2.1 Conduct meeting preliminary induction to establish and explain the meeting conduct rules and authority			
	2.2 Explain how and why to conduct meeting preliminary induction to establish and explain the meeting conduct rules and authority			
	2.3 Manage the meeting in a way that facilitates discussion, allowing attendees to make valid contributions whilst discouraging digressions			
	2.4 Explain how to manage the meeting in a way that facilitates discussion, allowing attendees to make valid contributions whilst discouraging digression			
	2.5 Present information and provide summaries clearly at appropriate points during the meeting			
	2.6 Explain how and why to present information and provide summaries clearly at appropriate points during the meeting			
	2.7 Ensure that meetings achieve their objectives within the allocated time			
	2.8 Explain how and why to ensure that meetings achieve their objectives within the allocated time			
3 Take decisions and process actions	3.1 Ensure that agreed decisions and recommendations fall within the meetings authority			
	3.2 Explain how and why to ensure that agreed decisions and recommendations fall within the meetings authority			
	3.3 Create and distribute appropriate records of the meeting decisions and actions to stakeholders			
	3.4 Explain how and why to create and distribute appropriate records of the meeting decisions and actions to stakeholders			

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	3.5 Seek feedback from attendees to improve the effectiveness of future meetings			
	3.6 Explain how and why to seek feedback from attendees to improve the effectiveness of future meetings			

Assessor Comments/Feedback

Developing and Maintaining Working Relationships in the Workplace							
GQA Ref	CCOMO04v1	**Regulatory Ref**	L/651/0235	**Level**	6	**Credit Value**	13

Aims

This unit is about developing and maintaining working relationships in construction contracting operations management, gaining the trust and support of colleagues, those to whom you report and people who benefit from your work.

It is also about ensuring that all contracts are legal and conform to ethical and social standards of behaviour and good practice.

This unit is for people working in the occupational area of Construction Contracting Operations Management and can be used by operatives, supervisors and managers

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed..

Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	2	3
1 Develop and maintain working relationships	1.1 Develop and maintain working relationships with people which promote goodwill and trust			
	1.2 Explain how and why to maintain working relationships with people which promote goodwill and trust			
	1.3 Provide people with sufficient information and appropriate time to complete work activities to an appropriate level of detail and degree of urgency			
	1.4 Explain how and why to provide people with sufficient information and appropriate time to complete work activities to an appropriate level of detail and with an appropriate degree of urgency			
	1.5 Resolve conflicts and differences of opinion in ways which minimise offence and maintain goodwill, trust and respect			
	1.6 Explain how and why to minimise offence, and maintain goodwill, trust and respect when resolving conflicts and differences of opinion			

	1.7 Provide guidance and help to people about work activities with sensitivity and encourage questions, requests for clarification and comments			
	1.8 Explain how and why to provide guidance and help to people about work activities with sensitivity and encourage questions, requests for clarification and comments			
	1.9 Present proposals for action clearly to people at an appropriate time and with the right level of detail for the degree of change, expenditure and risk involved			
	1.10 Explain how to present proposals for action to people at an appropriate time and with the right level of detail for the degree of change, expenditure and risk involved			
	1.11 Acknowledge objections to proposals and suggest, consider and agree alternative proposals			
	1.12 Explain how and why to acknowledge objections to proposals and suggest, consider and agree alternative proposals			
2 Practice in an ethical manner	2.1 Take clear responsibility for your own decisions and ownership of the decisions by others in your organisation			
	2.2 Explain how to take clear responsibility for your own decisions and the decisions of others in your organisation			
	2.3 Establish a system of communication to report instances of unethical behaviour which encourages responsibility and empowerment at all levels			
	2.4 Explain how and why to establish a system of communication to report instances of unethical behaviour which encourages responsibility and empowerment at all levels			
	2.5 Recognise the limits of your competence and authority and work within them			
	2.6 Explain how and why to recognise the limits of your competence and authority and work within them			
	2.7 Distribute information obtained from stakeholders only to those who have a legitimate right to receive it			
	2.8 Explain how and why to distribute information obtained from stakeholders only to those who have a legitimate right to receive it			

	2.9 Confirm that formal and informal contracts and agreements conform to legal requirements, ethical standards, social procedures and industry approved guidance in relation to: • identifying areas of non-compliance with legal, regulatory, ethical and social procedures • examining reasons for non-compliance with procedures • making recommendations for corrections to ensure compliance with procedures			
	2.10 Explain how to check that formal and informal contracts and agreements for advisory and problem-solving services conform to legal requirements, ethical standards and recognised good practice and that service providers adhere to relevant conditions			
	2.11 Communicate with stakeholders in a style and manner which maintains professional independence and maximises goodwill and trust			
	2.12 Explain how to communicate with stakeholders in a style and manner which maintains professional independence and maximises goodwill and trust			
	2.13 Manage systems to indemnify parties where the advice given results in loss or damage			
	2.14 Explain how to manage systems to protect individuals and the interests of society and to indemnify clients where the advice given results in loss or damage to the client			
	2.15 Promote a culture of honesty and equity with people, identify areas of weakness and recommend or implement improvements			
	2.16 Explain how to promote a culture of honesty and equity with people, identify areas of weakness and recommend or implement improvements			

Assessor Comments/Feedback

Managing your own Personal Development in the Workplace							
GQA Ref	COSVR740v2	**Regulatory Ref**	M/651/0236	**Level**	6	**Credit Value**	9

Aims

This unit must be assessed in a work environment and in accordance with the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment.

Workplace evidence of skills cannot be simulated.

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed..

Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	**2**	**3**
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: • 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 there is a 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: • 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: • 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			
	2.3 Give reasons why you need to access the following recognised standards for you to undertake personal development: • 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: • 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: • 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: • Job Descriptions • Professional Institution Requirements • National Occupational Standards • Industry Recognised Standards			
	4.3 Explain how to measure achievement of the following identified personal development needs: • Maintenance of existing competence • Improvements to existing skills • Improvements to existing knowledge • 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: • Maintenance of existing competence • Improvements to existing skills • Improvements to 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			
	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** • 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** • 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			

Assessor Comments/Feedback

Planning surveys in the Workplace							
GQA Ref	CCOMO05v1	**Regulatory Ref**	R/651/0237	**Level**	6	**Credit Value**	14

Aims

This unit is about planning surveys. It is about identifying what investigations are required, choosing appropriate survey methods and selecting people to carry out the survey work.

It is also about identifying, collecting, and collating the survey data and analysing, evaluating and recording it in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements

This unit is for people working in the occupational area of Construction Contracting Operations Management and can be used by operatives, supervisors and managers.

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed..

Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	2	3
1 Identify investigation requirements	1.1 Identify aspects for investigation that may be significant for the planned project by identifying customer requirements, examining documents, setting up and facilitating discussions and meetings			
	1.2 Explain how and why to identify aspects for investigation that may be significant for the planned project by identifying customer requirements, examining documents, setting up and facilitating discussions and meetings			
	1.3 Select and prioritise the critical aspects of the project that require investigation			
	1.4 Explain how and why to select the critical aspects of the project that require investigation			
	1.5 Explain how and why to prioritise the critical aspects of the project that require investigation			
	1.6 Estimate the time and costs involved and summarise both the priorities and estimates in an investigation brief			
	1.7 Explain how and why to estimate the time and costs involved and summarise both the priorities and estimates in an investigation brief			

	1.8 Obtain any permissions that will be needed to carry out the investigation and confirm they are valid			
	1.9 Explain how and why to obtain any permissions that will be needed to carry out the investigation and confirm they are valid			
	1.10 Contact people and organisations who will be affected by the investigation, provide them with clear and accurate information and seek their cooperation			
	1.11 Explain how and why to contact people and organisations who will be affected by the investigation, provide them with clear and accurate information and seek their cooperation			
2 Identify survey requirements	2.1 Analyse and assess how accurate, up to date and complete the existing information is, and determine what additional information is needed			
	2.2 Explain how and why to analyse and assess how accurate, up to date and complete the existing information is			
	2.3 Explain how and why to identify and determine what additional information is required			
	2.4 Identify what survey information is needed, how accurate it needs to be and what information outputs are required from the survey			
	2.5 Explain how and why to identify what survey information is needed, how accurate it needs to be and what information outputs are required from the survey			
	2.6 Make a preliminary investigation to identify any access problems and equipment which will be needed and assess the implications for the survey			
	2.7 Explain how and why to make a preliminary investigation to identify any access problems and equipment which will be needed, and assess the implications for the survey			
	2.8 Choose survey methods which are suitable for the type of survey and the project			
	2.9 Explain how and why to choose survey methods which are suitable for the type of survey and the project			
	2.10 Commission surveys by selecting people and organisations that are competent to do the work			

	2.11 Explain how to determine that those people and organisations commissioned are competent to do the work			
3 Select survey processes and operations	3.1 Assess any constraints which may need incorporating in the planning of the survey			
	3.2 Explain how and why to assess any constraints which may need incorporating into the planning of the survey			
	3.3 Consult with experts for advice where additional specialist information is needed			
	3.4 Explain how and why to consult with experts for advice where additional specialist information is needed			
	3.5 Ask for and obtain permissions to carry out the survey from stakeholders who will be affected and from any legal authorities which must be notified			
	3.6 How and why to ask for and obtain permission to carry out the survey from stakeholders who will be affected and from any legal authorities which must be notified			
	3.7 Estimate and gain approval for the cost of the survey			
	3.8 Explain how and why to estimate and gain approval for the cost of the survey			
	3.9 Plan the surveys which will be needed and schedule them to meet the requirements of the project			
	3.10 Explain how and why to plan the surveys which will be needed and schedule them to meet the requirements of the project			
	3.11 Review and authorise risk control procedures prior to the survey being conducted			
	3.12 Explain how and why to review and authorise risk control procedures prior to the survey being conducted			
	3.13 Identify and implement safety, environmental and quality assurance standards to meet organisational requirements			
	3.14 Explain how and why to identify and implement safety, environmental and quality assurance standards to meet organisational requirements			

	3.15 Check relevant insurances are in place for the location and survey to be carried out			
	3.16 Explain how and why to check relevant insurances are in place for the location and survey to be carried out			
4 Investigate and evaluate specific project factors	4.1 Choose methods and techniques for the survey which are valid, reliable and consistent with organisational requirements and which recognise concerns raised by the stakeholders			
	4.2 Explain how and why to choose methods and techniques for the survey which are valid, reliable and consistent with legal requirements and which recognise concerns raised by the stakeholders			
	4.3 Identify survey sources and collect and collate relevant information			
	4.4 Explain how and why to identify survey sources and collect and collate relevant information			
	4.5 Analyse and evaluate the survey information which has been collected about significant factors affecting the project			
	4.6 Explain how and why to analyse and evaluate the survey information which has been collected about significant factors affecting the project			
	4.7 Consult with experts on specific issues or concerns relevant to the survey			
	4.8 Explain how and why to consult with experts on specific issues or concerns relevant to the survey			
	4.9 Identify and record the opportunities and constraints for resolving specific issues or concerns			
	4.10 Explain how and why to identify and record the opportunities and constraints for resolving specific issues or concerns			
	4.11 Identify and assess previous solutions which are similar to current circumstances to ascertain whether they are relevant and useful			
	4.12 Explain how and why to identify and assess previous solutions which are similar to current circumstances to ascertain whether they are relevant and useful			

Assessor Comments/Feedback

Establishing the condition of property in the workplace								
GQA Ref	CCOMO06v1	**Regulatory Ref**	T/651/0238	**Level**	6	**Credit Value**	15	

Aims

This unit is about evaluating and approving a condition survey process, inspecting the condition of property within the built environment, compiling records and reports and presenting resultant findings to relevant stakeholders, in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements.

This unit is for people working in the occupational area of Construction Contracting Operations Management and can be used by operatives, supervisors and managers.

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed..

Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	2	3
1 Recommend and agree a condition survey process	1.1 Collate information and identify the objectives and purpose of the condition survey			
	1.2 Explain what to identify as the objectives and purpose of the condition survey			
	1.3 Explain how to collate available information			
	1.4 Evaluate relevant information to identify significant factors which may influence the condition survey			
	1.5 Explain how and why to select valid, accurate and relevant information for the condition survey process			
	1.6 Identify the advice which may be needed and ensure clear and accurate summaries of information are provided to stakeholders			
	1.7 Explain what to identify as the levels and types of additional advice which may be needed			
	1.8 Explain how brief advisers with clear and accurate summaries of the information available			

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	1.9 Determine a condition survey process and inform relevant stakeholders in a manner which promotes goodwill and trust			
	1.10 Explain how and why to evaluate relevant information and advice to identify significant factors which may influence the condition survey			
	1.11 Confirm methods and techniques for the condition survey process			
	1.12 Explain how and why to select methods and techniques for the condition survey process			
	1.13 Explain how and why to recommend a condition process			
	1.14 Explain how and why to assess the validity of the opinions of stakeholders which are included in the recommendation			
	1.15 Explain how to present and explain the condition survey before work starts			
	1.16 Confirm the instructions and agreements for the condition survey before work starts			
	1.17 Explain how and why to agree and confirm instructions for the condition survey before work starts			
2 Survey property for condition	2.1 Confirm the purpose of the survey, review available information and obtain the equipment and resources and specialist advice that will be needed			
	2.2 Explain how to confirm the purpose of the condition survey			
	2.3 Explain how and why to review available information			
	2.4 Explain how to obtain the equipment, resources and any specialist advice that will be needed			
	2.5 Identify gaps in information and obtain additional information needed about the property and its use			
	2.6 Explain what to identify as gaps in available information			
	2.7 Explain how to obtain additional information needed about the property and its use			
	2.8 Prior to starting the condition survey check that all relevant attendances, permits, permission and access arrangements are confirmed			

	2.9 Explain how and why to check and confirm relevant attendances, permits, permissions and access arrangements before starting the condition survey			
	2.10 Take accurate observations and measurements which are necessary for the condition survey using correct formats and conventions			
	2.11 Explain how to take and record accurate observations and measurements which are necessary for the condition survey using current formats and conventions			
	2.12 Make further investigations when results of the condition survey are inconsistent with expected findings and accurately identify the cause(s) of any inconsistencies			
	2.13 Explain how and why to make further investigations when observations are inconsistent with existing information and expected findings to identify the cause(s) of any inconsistencies			
	2.14 Describe what to identify as parts of the property that do not confirm to statutory requirements			
	2.15 Examine actual and potential causes of failure, deterioration and decay			
	2.16 Explain how and why to examine actual and potential causes of failure, deterioration and decay			
	2.17 Identify and record parts of the property which do not confirm to statutory requirements and circulate the findings of stakeholders			
	2.18 Explain how to record those parts of the property which do not conform to statutory requirements and circulate findings to stakeholders			
3 Prepare and present condition survey reports and records	3.1 Collate the results of the condition survey			
	3.2 Explain how to collate the results of condition survey			
	3.3 Ensure selected evidence is accurate, complete and relevant to the requirement of the condition survey process			
	3.4 Explain how and why to select evidence from the results of the condition survey which are accurate, complete and relevant			
	3.5 Analyse selected evidence using appropriate methods and techniques and make an assessment of condition and identify causes of failure, deterioration and decay			

	3.6 Explain how and why to analyse selected evidence using appropriate methods and techniques to assess the condition of property and identify causes of failure, deterioration and decay			
	3.7 Prepare a condition report which is accurate, complete, meets relevant codes of practice and organisational standards			
	3.8 Explain how to prepare a condition survey report including recommendations for remedial work and that meets relevant codes of practice and organisational standards			
	3.9 Clearly identify the condition of the property and recommend any necessary remedial work			
	3.10 Clearly identify where and accurate survey and measurement has not been possible and explain why			
	3.11 Explain how and why to identify where accurate survey results have not been possible			
	3.12 Present the condition survey report to stakeholders			
	3.13 Explain how to present the condition survey to stakeholders			
	3.14 Clarify stakeholder queries about the condition survey report and respond appropriately			
	3.15 Explain how to clarify stakeholder queries about the condition survey and respond appropriately			
	3.16 Maintain records which are clear, accurate and complete and conform to organisation requirements			
	3.17 Explain how to maintain records which are clear, accurate and complete and conform to relevant codes of practice and organisational standards			

Assessor Comments/Feedback

Identifying, assessing and evaluating project requirements in the workplace							
GQA Ref	CCOMO07v1	**Regulatory Ref**	Y/651/0239	**Level**	6	**Credit Value**	19

Aims

This unit is about identifying, assessing, evaluating and agreeing project and resource requirements with stakeholders in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements.

This unit is for people working in the occupational area of Construction Contracting Operations Management and can be used by operatives, supervisors and managers.

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed..

Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	**2**	**3**
1 Identify, assess and agree project requirements and stakeholder preferences	1.1 Identify and agree with project stakeholders what their objectives and priorities are for the project			
	1.2 Explain who the relevant stakeholders are for the project			
	1.3 Explain how and why to identify and agree with stakeholders what the goals and priorities are for the project			
	1.4 Collate and review information relevant to the project requirements			
	1.5 Explain how to collate and review information relevant to the project requirements			
	1.6 Identify potential options, opportunities, and constraints and then assess the impact these might have on the practicability and efficiency of the project delivery			
	1.7 Explain how and why to identify potential options, opportunities and constraints and then assess the impact these might have on the practicability and efficiency of the project delivery			
	1.8 Evaluate the sustainability of the project lifecycle			

	1.9 Explain how and why to evaluate the sustainability of the project			
	1.10 Identify project requirements which are not achievable and inform stakeholders			
	1.11 Explain how and why to identify project requirements which are not achievable			
	1.12 Explain how to inform stakeholders in a manner that promotes goodwill and trust			
	1.13 Agree and confirm any variations necessary to achieve the project requirements with stakeholders			
	1.14 Explain how and why to agree and confirm any variations necessary to achieve the project requirements with stakeholders			
2 Identify, assess and evaluate resource procurement factors	2.1 Research the elements of the project where resources will be needed, plan a process to quantify those resources and identify where to obtain them			
	2.2 Explain how to research the elements of the project where resources will be needed			
	2.3 Explain how to plan a process to quantify those resources and identify where to obtain them			
	2.4 Agree realistic costs, programmes and a clear brief for the process with stakeholders			
	2.5 Explain how and why to agree realistic costs, programmes and a clear brief for the process with stakeholders			
	2.6 Identify and evaluate the factors which will influence the procurement and use of resources			
	2.7 Explain how and why to identify and evaluate the factors which will influence the procurement and use of resources			
	2.8 Evaluate the resources required and how these will affect both the budget and the project delivery			
	2.9 Explain how and why to evaluate the resources required and how these will affect both the budget and the project delivery			
	2.10 Present the evaluation to decision makers and record the feedback received			
	2.11 Explain how to present the evaluation to decision makers and record the feedback received in an appropriate format			

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	2.12 Produce a report on the procurement and use of resources which will enable a procurement strategy to be implemented			
	2.13 Explain how to produce a report on the procurement and use of resources which will enable a procurement strategy to be implemented			42

Assessor Comments/Feedback

Coordinating project designs in the workplace							
GQA Ref	CCOMO08v1	**Regulatory Ref**	F/651/0240	**Level**	6	**Credit Value**	18

Aims

This unit is about coordinating project designs in construction contracting operations management in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements.

This unit is for people working in the occupational area of Construction Contracting Operations Management and can be used by operatives, supervisors and managers

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed..

Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	2	3
1 Identify and coordinate the methods for preparing initial designs	1.1 Identify which parts of the project require a detailed design			
	1.2 Explain how, why and what to identify as parts of the overall project which require a detailed design			
	1.3 Identify potential conflicts between parts of the project design and agree solutions			
	1.4 Explain how, why and what to identify as potential conflicts between parts of the project design including but not limited to: • Visual and spatial aspects • Functional Performance • Technical Performance • Quality Standards • Relevant legislation and codes of practice • Obsolescence/design life • Health and safety • Environmental factors • Buildability/disassembly • Operation, maintenance and use			
	1.5 Assess the suitability of existing design solutions which may meet the project criteria			

	1.6 Explain how and why to assess the suitability of existing design solutions which may meet the project criteria			
	1.7 Confirm the construction and sustainability criteria which are significant to the overall design and what potential opportunities and constraints there might be in meeting them			
	1.8 Explain how to confirm the construction and sustainability criteria which are significant to the overall design and what potential opportunities and constraints there might be in meeting them			
	1.9 Confirm the methods for developing detailed designs and associated information in accordance with relevant codes of practice			
	1.10 Explain how and with whom to confirm the methods for developing detailed designs and associated information in accordance with relevant codes of practice			
	1.11 Confirm with stakeholders the agreed parameters for the project designs			
	1.12 Explain how to confirm with stakeholders, the agreed parameters for the project designs			
2 Select materials, components and systems	2.1 Research and assess the suitability of existing materials, components and systems which meet similar construction and sustainability criteria			
	2.2 Explain how and why to assess the suitability of existing materials, components and systems which meet similar construction and sustainability criteria in relation to: • Performance • Appearance • Availability • Buildability • Efficiency • Durability • Life Span • Cost			
	2.3 Select approved materials, components and systems that meet the design, construction and sustainability criteria which balance cost and quality			
	2.4 Explain how and why to select approved materials, components and systems that meet the design, construction and sustainability criteria which balance cost and quality			
	2.5 Confirm the materials, components and systems which meet the construction and sustainability criteria and record them			

	2.6 Explain how and why to confirm the materials, components and systems which meet the construction and sustainability criteria and record them			
3 Analyse, select and present detailed design solutions	3.1 Identify factors which are likely to influence design solutions			45

	Explain how, why and what to identify as factors which are likely to influence design solutions including but not limited to:
	
	• Physical conditions
	• Technical
	   - Performance
	   - Appearance
	   - Availability
	   - Buildability
	   - Efficiency
	   - Durability
	• Cost
	   - Capital
	   - Whole life
	• Health and safety
	• Sustainability
	• Environmental
	• Resources
	   - Human
	   - Materials
	   - Equipment
	   - Time
	   - Finance
	   - Logistical
	• Agreed design information from previous stage			

	3.3 Analyse and prioritise the factors which will influence the design solution and resolve any conflicts between them			
	3.4 Explain how to analyse and prioritise the factors which will influence the design solution and resolve any conflicts between them			
	3.5 Agree and apply criteria for selecting solutions			
	3.6 Explain how to agree and apply criteria for selecting solutions			
	3.7 Analyse and test the design solutions against all relevant factors			

	3.8 Explain how to analyse and test the design solutions against all relevant factors including but not limited to:
	• Physical conditions
	• Technical
	  - Performance
	  - Appearance
	  - Availability
	  - Buildability
	  - Efficiency
	  - Durability
	• Cost
	  - Capital
	  - Whole life
	• Health and safety
	• Sustainability
	• Environmental
	• Resources
	  - Human
	  - Materials
	  - Equipment
	  - Time
	  - Finance
	  - Logistical
	• Agreed design information from previous stage			

	3.9 Record investigations and analysis including supporting information and pass them on for approval by an authorised person			
	3.10 Explain how to record investigations and analysis including supporting information and pass them on for approval by an authorised person			
	3.11 Select the preferred design and present it appropriately to stakeholders			
	3.12 Explain how to present the preferred design appropriately to stakeholders			
	3.13 Confirm with stakeholders the estimated cost and construction time for the selected design			
	3.14 Explain how to confirm with stakeholders the estimated cost and construction time for the selected design			
	3.15 Confirm and record agreement on the design solution with decision makers which allows the project to progress to the next stage			
	3.16 Explain how to confirm and record agreement on the design solution with decision makers which allows the project to progress to the next stage			

Assessor Comments/Feedback

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Specifying production document requirements and ensuring the control and maintenance of project information in the Workplace							
GQA Ref	CCOMO09v1	**Regulatory Ref**	H/651/0241	**Level**	6	**Credit Value**	18

Aims

This unit is about specifying production document requirements, monitoring and controlling the preparation of prescriptive specifications and controlling and maintaining project information in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements.

This unit is for people working in the occupational area of Construction Contracting Operations Management and can be used by operatives, supervisors and managers.

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed..

Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	**2**	**3**
1 Specify production document requirements	1.1 Select controlling requirements for the project information and document programme which are suitable for the project stages and the resources available			
	1.2 Explain how and why to select controlling requirements for the project information and document programme which are suitable for the project stages and the resources available			
	1.3 Specify the purpose and scope of information and documentation and the controlling requirements they need to meet and who will produce the documents			
	1.4 Explain how and why to specify the purpose and scope of information and documents and the controlling requirements they need to meet and who will produce the documents			
	1.5 Develop a production programme which meets agreed controlling requirements, to produce all the required information and documentation in a feasible sequence of production			
	1.6 Explain how and why to develop a production programme which meets agreed controlling requirements, to produce all the required information and documentation in a feasible sequence of production			

	1.7 Ensure sufficient resources and realistic individual targets are present to complete the information and documentation which meet the agreed document production programme			
	1.8 Explain how and why to ensure sufficient resources and realistic individual targets are present to complete the information which meet the agreed document production programme			
	1.9 Ensure that registers, records and systems for monitoring and controlling the production of information and documentation which maintain project compliance are implemented			
	1.10 Explain how and why to ensure that registers, records and systems for monitoring and controlling the production of information and documentation which maintain project compliance are implemented			
	1.11 Ensure specified individual production instructions are accurate, clear and complete			
	1.12 Explain how and why to ensure individual production instructions which are specified are accurate, clear and complete			
	1.13 Identify criteria for the evaluation of the project information and documentation, agree the criteria with decision makers and ensure they are circulated to the document production team			
	1.14 Explain how and why to identify criteria for the evaluation of the project information and documentation			
	1.15 Explain how and why to agree the criteria for the evaluation of the project information and documentation with decision makers			
	1.16 Explain how to circulate the criteria for the evaluation of the project information and documentation to the production team			
	1.17 Develop and agree systems for checking, approving and integrating information and documentation			
	1.18 Explain how and why to develop and agree systems for checking, approving and integrating information and documentation			
	1.19 Develop and agree procedures, which are appropriate to the requirements of the project and the contract conditions, for dealing with discrepancies, inconsistencies, delays and revisions to project information and documentation			

	1.20 Explain how and why to develop procedures, which are appropriate to the requirements of the project and the contract conditions, for dealing with discrepancies and inconsistencies, delays and revisions to project information and documentation			
	1.21 Develop arrangements for reporting progress against the production programme			
	1.22 Explain how and why to develop arrangements for reporting progress against the production programme			
	1.23 Ensure that procedures are in place to deal with production information and documentation issues			
	1.24 Explain how to manage information and document production issues			
2 Monitor and control the preparation of prescriptive specifications	2.1 Ensure that the type of specification document is suitable for the purpose and the project stage			
	2.2 Explain how and why to ensure that the type of specification document is suitable for the purpose and the project stage			
	2.3 Ensure that the specification is consistent with the current designs and related documents, the source information is valid and separate documents do not include duplicate and contradictory information			
	2.4 Explain how to ensure that the specification is consistent with the current designs and related documents, the source information is valid and separate documents do not include duplicate and contradictory information			
	2.5 Explain how to update the system promptly when the design changes			
	2.6 Confirm technical clauses from standard sources, which define the quality, type and standard of the materials, components and finished work			
	2.7 Explain how and why to confirm technical clauses from standard sources, which define the quality, type and standard of the materials, components and finished work			
3 Control and maintain project information	3.1 Confirm with key stakeholders the information required for decision making and asset management throughout the project stages			
	3.2 Explain how to confirm with key stakeholders the information required for decision making and asset management throughout the project stages			
	3.3 Identify and confirm protocols, data formats and standards for information exchange between all			

	relevant project stakeholders that maintains confidentiality			
	3.4 Explain how and why to identify and confirm protocols, data formats and standards for information exchange between all relevant project stakeholders that maintains confidentiality			
	3.5 Confirm the requirements of the stakeholders for controlling and storing information and documentation that maintains confidentiality			
	3.6 Explain how to confirm the requirements of the stakeholders for controlling and storing information and documentation that maintains confidentiality			
	3.7 Confirm the status of the information on design parameters and ensure it is passed on to those who need it for project information and document production, indicating any special considerations and limitations on its use			
	3.8 Explain how and why to confirm the status of the information on design parameters			
	3.9 Explain how to ensure the status of the information on design parameters is passed on to those who need it for project information and document production, indicating any special considerations and limitations on its use			
	3.10 Ensure that information and documentation are collated when they have been produced			
	3.11 Explain how and why to ensure that information and documentation are collated when they have been produced			
	3.12 Identify any discrepancies and inconsistencies in the information and documentation and refer any problems back to the originators for clarification and resolution			
	3.13 Explain how and why to identify any discrepancies and inconsistencies in the information and documentation and refer any problems back to the originators for clarification and resolution			
	3.14 Ensure any discrepancies and inconsistencies between project information, documents and specifications are resolved and agreed amendments circulated			
	3.15 Explain how and why to ensure any discrepancies and inconsistencies between project information, documents and specifications are resolved and agreed amendments circulated			

	3.16 Ensure up-to-date and accurate information on progress is produced and issue it to the people who need the information to meet project requirements			
	3.17 Explain how and why to ensure up-to-date and accurate information on progress is produced and issued to the people who need the information to meet project requirements			52
	3.18 Ensure that accurate and complete registers, records, information and documentation are maintained in compliance with current regulations			
	3.19 Explain how and why to ensure that accurate and complete registers, records, information and documentation are maintained in compliance with current regulations			
	3.20 Explain why it is important to keep accurate and up to date registers, records, information and documentation			

Assessor Comments/Feedback

Developing a programme of works and a procurement programme in the workplace							
GQA Ref	CCOMO10v1	**Regulatory Ref**	J/651/0242	**Level**	6	**Credit Value**	18

Aims

This unit is about reviewing a detailed schedule of works that contain the project needs and range of services required in order to develop a programme of works and procurement programme for the project. It is about estimating, planning, drafting and presenting work and procurement programmes in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements.

This unit is for people working in the occupational area of Construction Contracting Operations Management and can be used by operatives, supervisors and managers.

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed..

Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	**2**	**3**
1 Develop a programme of works	1.1 Review the detailed schedule of works which contains a complete statement of the project needs and the services which will be required for completeness			
	1.2 Explain how to review a detailed schedule of works which contains a complete statement of the project needs and the services which will be required for completeness			
	1.3 Identify key dates and critical programme requirements			
	1.4 Explain how and why to identify key dates and critical programme requirements			
	1.5 Agree a format for the programme of works which is appropriate to the form of contract, type of work and scope			
	1.6 Explain how and why to agree a format for the programme of works which is appropriate to the form of contract, type of work and scope			
	1.7 Estimate the work content and durations			
	1.8 Explain how and why to estimate the work content and durations and where information may be sourced			

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	1.9 Incorporate appropriate and realistic allowances to meet anticipated eventualities			
	1.10 Explain how to identify realistic allowances to meet anticipated eventualities			
	1.11 Develop the programme of works and confirm it is achievable to meet the project needs			
	1.12 Explain how and why to develop the programme of works and confirm it is achievable to meet the project needs			
	1.13 Conduct necessary checks and obtain approvals for the content and presentation of programmes			
	1.14 Explain how and why to obtain necessary checks and approvals for the content and presentation of programmes			
	1.15 Use agreed methods for production and record keeping of programmes which are consistent with project quality assurance procedures			
	1.16 Explain how and why to use agreed methods for the production and record keeping of programmes which are consistent with project quality assurance procedures			
	1.17 Present the programme of works to stakeholders, resolve any conflicts and make agreed adjustments			
	1.18 Explain how to present the programme of works to stakeholders, resolve any conflicts and make agreed adjustments			
	1.19 Present information clearly and accurately and reach agreement using a style and approach which maintains goodwill and trust			
	1.20 Explain how and why to present information clearly and accurately and reach agreement using a style and approach which maintains goodwill and trust			
	1.21 Ensure registers and records are maintained which are complete, accurate, up-to date and copies are retained			
	1.22 Explain how and why to ensure registers and records are maintained which are complete, accurate, up-to-date and copies are retained			
2 Develop a procurement programme	2.1 Confirm the areas of work for which resources will need to be procured and identify potential sources for obtaining them			

	2.2 Explain how and why to confirm the areas of work for which resources will need to be procured and identify potential sources for obtaining them			
	2.3 Identify lead times for ordering and receiving essential resources to meet the programme of works			
	2.4 Explain how and why to identify lead times for ordering and receiving essential resources to meet to the programme of works			
	2.5 Analyse the critical path for the procurement and use of resources, building in sufficient float to optimise the programme of works			
	2.6 Explain how and why to analyse the critical path for the procurement and use of resources, building in sufficient float to optimise the programme of works			
	2.7 Develop a detailed procurement programme in an agreed format which meets project requirements			
	2.8 Explain how and why to develop a detailed procurement programme in an agreed format which meets project requirements			
	2.9 Identify any conflicts in the procurement programme, recommend feasible alternative programme logic and make agreed adjustments			
	2.10 Explain how and why to identify any conflicts in the procurement programme			
	2.11 Explain how and why to recommend feasible alternative programme logic and make agreed adjustments			
	2.12 Confirm the procurement programme is consistent with the requirements of the overall project programme and relevant stakeholders			
	2.13 Explain how and why to confirm the procurement programme is consistent with the requirements of the overall project programme and relevant stakeholders			
	2.14 Present information clearly and accurately and reach agreement using a style and approach which maintains goodwill and trust			
	2.15 Explain how and why to present information clearly and accurately and reach agreement using a style and approach which maintains goodwill and trust			

Assessor Comments/Feedback

Implementing strategic and integrated supply chain management and sourcing partnerships in the workplace							
GQA Ref	CCOMO11v1	**Regulatory Ref**	K/651/0243	**Level**	6	**Credit Value**	18

Aims

This unit is about implementing strategic and integrated supply chain management and sourcing partnerships. It is about selecting criteria to evaluate the benefits of strategic sourcing, specifying and agreeing how the supply chain and systems will be managed and aligned and monitoring the performance of the supply chain in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements.

This unit is for people working in the occupational area of Construction Contracting Operations Management and can be used by operatives, supervisors and managers.

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed..

Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	**2**	**3**
1 Evaluate and agree the benefits and risks of strategic sourcing	1.1 Select relevant criteria to use in making evaluations and decisions			
	1.2 Explain how and why to select relevant criteria to use in making evaluations and decisions			
	1.3 Evaluate the effect of strategic sourcing, compare the evaluation with existing arrangements and assess the advantages and disadvantages			
	1.4 Explain how and why to evaluate the effect of strategic sourcing			
	1.5 Explain how and why to compare the evaluation with existing arrangements			
	1.6 Explain how to assess the advantages and disadvantages of strategic sourcing			
	1.7 Evaluate the impact of changing to new suppliers			
	1.8 Explain how and why to evaluate the impact of changing to new suppliers			
	1.9 Recommend changes using evidence of evaluation and the strategic implications on the supply of resources			

	1.10 Explain how to identify the strategic implications on the supply of resources			
	1.11 Explain how and why to recommend changes using evidence of evaluation and the strategic implications on the supply of resources			
	1.12 Negotiate and agree recommendations with decision makers and relevant stakeholders			
	1.13 Explain how and why to negotiate and agree recommendations with decision makers and relevant stakeholders			
2 Agree and implement alignment of systems	2.1 Specify and agree with the supply chain the ways in which systems will be established and aligned			
	2.2 Explain how and why to specify and agree with the supply chain the ways in which systems will be established and aligned			
	2.3 Identify and agree, with relevant stakeholders, changes required to the current systems to meet technical and quality requirements			
	2.4 Explain how and why to identify and agree with relevant stakeholders, changes required to current systems to meet technical and quality requirements			
	2.5 Devise and carry out appropriate trials, review the results and make appropriate modifications prior to full implementation			
	2.6 Explain how and why to devise and carry out appropriate trials			
	2.7 Explain how and why to review the results of the trials and make appropriate modifications prior to full implementation			
	2.8 Check that the alignment of systems conforms to the requirements of current data protection legislation			
	2.9 Explain how and why to check that the alignment of systems conforms to the requirements of current data protection legislation			
	2.10 Negotiate and agree formal contractual arrangements that set out the requirements for the implementation and operation of strategic sourcing partnerships in a manner that promotes goodwill and trust			
	2.11 Explain how and why to negotiate and agree formal contractual arrangements that set out the requirements for implementation and operation of strategic sourcing partnerships in a manner that promotes goodwill and trust			

3 Monitor and control supply chain arrangements	3.1 Review the terms of contract periodically and assess whether there are continued mutual benefits to the supply of resources			
	3.2 Explain how and why to review the terms of contract periodically and assess whether there are continued mutual benefits to the supply of resources			
	3.3 Monitor the performance of the supply chain against the requirements of the contract and quantify any variations in performance			
	3.4 Explain how and why to monitor the performance of the supply chain against the requirements of the contract			
	3.5 Explain how to quantify any variations in performance			
	3.6 Inform the supply chain about variations in performance from contract terms, and negotiate and agree the changes needed and the time allowed to make the changes			
	3.7 Explain how to inform the supply chain about variations in performance from contract terms in a way that promotes goodwill and trust			
	3.8 Explain how and why to negotiate and agree the changes needed and the time allowed to make the changes			
	3.9 Explain how and why to investigate recurring variations in performance and significant issues to identify likely causes			
	3.10 Keep relevant stakeholders informed on the performance of supply chain arrangements			
	3.11 Explain how and why to keep relevant stakeholders informed on the performance of supply chain arrangements			
	3.12 Periodically review the existing sourcing arrangements to ensure the mutual benefits of the existing arrangements are maintained			
	3.13 Explain how and why to periodically review the existing sourcing arrangements to ensure the mutual benefits of the existing arrangements are maintained			

Assessor Comments/Feedback

Obtaining tenders and appointing contractors in the workplace							
GQA Ref	CCOMO12v1	**Regulatory Ref**	L/651/0244	**Level**	6	**Credit Value**	15

Aims

This unit is about shortlisting tenderers, selecting documentation, obtaining, and evaluating tenders and appointing contractors in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements.

This unit is for people working in the occupational area of Construction Contracting Operations Management and can be used by operatives, supervisors and managers.

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed..

Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	**2**	**3**
1 Shortlist Tenders	1.1 Select a tender process for the procurement of supplies and services for the project which meet the contract conditions			
	1.2 Explain how and why to select a tender process for the procurement of supplies and services for the project which meet the contract conditions			
	1.3 Decide how many tenderers to invite			
	1.4 Explain how and why to decide how many tenderers to invite			
	1.5 Explain what factors to consider when deciding how many tenderers to invite			
	1.6 Identify and select criteria to ensure a fair and consistent pre-qualification and tender process			
	1.7 Explain how and why to identify and select criteria to ensure a fair and consistent pre-qualification and tender process in accordance with organisational requirements			
	1.8 Send pre-qualification enquiries to potential tenderers			
	1.9 Explain how and why to send pre-qualification enquiries to potential tenderers			

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	1.10 Explain what action to take if insufficient response is received in accordance with organisational requirements			
	1.11 Evaluate submissions received against the selection criteria			
	1.12 Explain how and why to evaluate submissions received against the selection criteria			
	1.13 Prepare a list of potential tenderers based on the selection criteria, submit to decision makers and modify the tender list to reflect any agreed changes			
	1.14 Explain how and why to prepare a list of potential tenderers based on the selection criteria, submit to decision makers and modify the tender list to reflect any agreed changes			
2 Select Documents	2.1 Identify documents which are suitable for the type of procurement			
	2.2 Explain how and why to identify documentation which is suitable for the type of procurement			
	2.3 Evaluate and select valid options for documentation, discuss and agree them with relevant stakeholders			
	2.4 Explain how and why to evaluate and select valid options for documentation			
	2.5 Explain how and why to discuss and agree valid options with relevant stakeholders in a way that promotes goodwill and trust			
	2.6 Prepare documentation and descriptions including any identified changes, clarifications or corrections			
	2.7 Explain how and why to prepare the documentation and descriptions including any identified changes, clarifications and corrections			
	2.8 Ensure any prime costs, provisional sums and contingencies are included in the documentation			
	2.9 Explain how to obtain the forecast of the prime costs, provisional sums and contingencies			
	2.10 Explain why to ensure any prime costs, provisional sums and contingencies are included in the documentation			
	2.11 Obtain necessary checks and approvals to confirm documentation complies with organisational procedures			

	2.12 Explain how and why to obtain necessary checks and approvals to confirm documentation complies with organisational procedures			
	2.13 Compile the invitation to tender			
	2.14 Explain how and why to compile the invitation to tender			
3 Obtain Tenders	3.1 Issue the invitation to tender to selected tenderers			
	3.2 Explain how and why to issue the invitation to tender to selected tenderers			
	3.3 Record and investigate any queries, ambiguities, errors or omissions which are reported by tenderers			
	3.4 Explain how and why to record and investigate any queries, ambiguities, errors or omissions which are reported by tenderers			
	3.5 Ensure that any queries, ambiguities, errors, or omissions and responses are shared with all tenderers			
	3.6 Explain how and why to ensure that any queries, ambiguities, errors, or omissions and responses are shared with all tenderers			
	3.7 Amend the tender documentation to include any changes and ensure that contract addendums are updated			
	3.8 Explain how and why to amend the tender documentation to include any changes and ensure that contract addendums are updated			
	3.9 Ensure accurate records are kept of documents issued and responses received			
	3.10 Explain how and why to ensure accurate records are kept of documents issued and responses received			
	3.11 Explain how and why to agree and implement any necessary action if tenderers withdraw from the process			
	3.12 Acknowledge receipt and check compliance of the tenders received			
	3.13 Explain how and why to acknowledge receipt and check compliance of the tenders received			
4 Evaluate tenders and appoint contractors	4.1 Evaluate the tenders received against the agreed criteria			

	4.2 Explain how and why to evaluate the tenders received against the agreed criteria			
	4.3 Check with tenderers regarding any discrepancies, omissions or errors that are found in the tenders, and make any amendments which tenderers authorise			
	4.4 Explain how and why to check with tenderers regarding any discrepancies, omissions or errors that are found in the tenders, and make any amendments which tenderers authorise			
	4.5 Choose the preferred tender which meets the criteria and presents the best value			
	4.6 Explain how and why to choose the preferred tender which meets the criteria and presents the best value			
	4.7 Negotiate and agree any variations, adjustments and corrections with the most preferred tenderer and confirm them in writing, subject to contract			
	4.8 Explain how and why to negotiate and agree any variations, adjustments and corrections with the preferred tenderer and confirm them in writing, subject to contract			
	4.9 Formally appoint the successful tenderer in accordance with organisational requirements			
	4.10 Explain how and why to formally appoint the successful tenderer in accordance with organisational requirements			
	4.11 Notify tenderers who have been unsuccessful and provide appropriate feedback			
	4.12 Explain how and why to notify tenderers who have been unsuccessful and provide appropriate feedback			

Assessor Comments/Feedback

Evaluating enquiries and submitting tenders in the workplace							
GQA Ref	CCOMO13v1	**Regulatory Ref**	M/651/0245	**Level**	6	**Credit Value**	14

Aims

This unit is about evaluating tender enquiries and submitting tenders in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements.

This unit is for people working in the occupational area of Construction Contracting Operations Management and can be used by operatives, supervisors and managers.

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed..

Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	**2**	**3**
1 Evaluate tender enquiry documentation	1.1 Conduct an initial review to identify any points of conflict with organisational requirements in tender enquiry documents			
	1.2 Explain how and why to conduct an initial review to identify any points of conflict with organisational requirements in tender enquiry documents			
	1.3 Identify the criteria against which to evaluate tender enquiries			
	1.4 Explain how and why to identify the criteria against which to evaluate tender enquiries			
	1.5 Evaluate tender enquiry documents against the agreed criteria			
	1.6 Explain how and why to identify the criteria against which to evaluate tender enquiries			
	1.7 Request for clarification on any queries, ambiguities, errors or omissions identified			
	1.8 Explain how and why to request clarification on any queries, ambiguities, errors or omissions identified			
	1.9 Identify and assess any contractual or legal conflicts with organisational requirements which might affect the decision to tender			

	1.10 Explain how and why to Identify and assess any contractual or legal conflicts with organisational requirements which might affect the decision to tender			
	1.11 Explain how and why to protect information regarding tender enquiries and only share with those authorised to receive it			
	1.12 Decide, or recommend to decision makers, whether to submit a tender			
	1.13 Explain how and why to decide, or recommend to decision makers, whether to submit a tender			
	1.14 Explain the rationale on the decision or recommendation whether to submit a tender			
2 Finalise and submit a tender	2.1 Identify and evaluate the risks and opportunities involved in the tender			
	2.2 Explain how to evaluate the risks and opportunities involved in the tender including but not limited to: • Environmental • Market Fluctuations • Social and Political • Technical • Health and Safety • Reputation competence of people • Time and resources • Financial Status			
	2.3 Identify and review opportunities for any alternatives or qualifications to optimise the tender			
	2.4 Explain how and why to identify and review opportunities for alternatives or qualifications to optimise the tender			
	2.5 Review factors which may affect the cost projections and incorporate any appropriate allowances			
	2.6 Explain how and why to review factors which may affect the cost projections and incorporate any appropriate allowances			
	2.7 Recommend a margin to decision makers			
	2.8 Explain how and why to recommend a margin to decision makers			
	2.9 Conduct a full review of the tender in accordance with organisational requirements			

	2.10 Explain how and why to conduct a full review of the tender in accordance with organisational requirements			
	2.11 Check that the tender submission is complete and conforms to organisational requirements			67
	2.12 Explain how and why to check that the tender submission is complete and conforms to organisational requirements			
	2.13 Submit the tender and associated information in accordance with procurement requirements			
	2.14 Explain how and why to submit the tender and associated information in accordance with procurement requirements			

Assessor Comments/Feedback

Evaluating work methods and developing a programme of works in the workplace							
GQA Ref	CCOMO14v1	**Regulatory Ref**	R/651/0246	**Level**	6	**Credit Value**	13

Aims

This unit is about evaluating and selecting work methods to meet the project requirements. It is about sequencing activities, preparing a programme of works to meet the project needs and monitoring progress against programme, in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements.

This unit is for people working in the occupational area of Construction Contracting Operations Management and can be used by operatives, supervisors and managers.

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed..

Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	2	3
1 Evaluate and select work methods	1.1 Analyse the available project information and summarise it to enable decisions on work methods to be made			
	1.2 Explain how and why to analyse the available project information and summarise it to enable decisions on work methods to be made			
	1.3 Explain how and why to obtain additional information in cases where the available project information is insufficient			
	1.4 Identify and evaluate possible work methods against relevant technical and project criteria and select those which best meet the criteria			
	1.5 Explain how and why to identify and evaluate possible work methods against relevant technical and project criteria and select those which best meet the criteria			
	1.6 Quantify the activities of the selected work methods			
	1.7 Explain how and why to quantify the activities of the selected work methods			
	1.8 Propose the selected methods to decision makers and those affected by the work			

	1.9 Explain how and why to propose the selected methods to decision makers and those affected by the work			
	1.10 Review feedback, resolve any conflicts and make agreed adjustments			
	1.11 Explain how and why to review feedback, resolve any conflicts and make agreed adjustments in a manner that promotes goodwill and trust			
2 Develop a programme of works	2.1 Identify and evaluate activities, calculate the resources needed and prepare a programme of works			
	2.2 Explain how and why to identify and evaluate activities, calculate the resources needed and prepare a programme of works			
	2.3 Evaluate alternative sequences and resources to select the optimum solution to meet project requirements			
	2.4 Explain how and why to evaluate alternative sequences and resources to select the optimum solution to meet project requirements			
	2.5 Confirm the availability of the required resources			
	2.6 Explain how and why to confirm the availability of the required resources			
	2.7 Check that the programme of works meets the project requirements			
	2.8 Explain how and why to check that the programme of works meets the project requirements			
	2.9 Submit the programme of works for acceptance			
	2.10 Explain how and why to submit the programme of works for acceptance			
	2.11 Develop and implement a system for monitoring and recording progress against the programme of works and use the results to improve future production and planning			
	2.12 Explain how and why to develop and implement a system for monitoring and recording progress against the programme of works and use the results to improve future production and planning			
	2.13 Explain how and why to use the results to improve future production and planning			
	2.14 Prepare alterations to the programme of works due to changed circumstances or which offer benefits			

	2.15 Explain how and why to prepare alterations to the programme of works due to changed circumstances or which offer benefits			
	2.16 Quantify the overall impacts of any alterations and justify them to decision makers			70
	2.17 Explain how and why to quantify the overall impact of any alterations and justify them to decision makers			

Assessor Comments/Feedback

Developing a procurement plan and optimising supplier and service provider performance in the Workplace							
GQA Ref	CCOMO15v1	**Regulatory Ref**	T/651/0247	**Level**	6	**Credit Value**	13

Aims

This unit is about analysing project information to develop a procurement plan which meets the project requirements. It is also about monitoring and optimising supplier and service provider performance in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements.

This unit is for people working in the occupational area of Construction Contracting Operations Management and can be used by operatives, supervisors and managers.

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed..

Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	**2**	**3**
1 Analyse supply requirements, develop and monitor a procurement plan	1.1 Analyse the available project information, user feedback and capabilities of suppliers and summarise to enable decisions on procurement to be made			
	1.2 Explain how and why to analyse the available project information, user feedback and capabilities of suppliers and summarise to enable decisions on procurement to be made			
	1.3 Confirm what materials, plant, equipment and services will be needed to meet project requirements			
	1.4 Explain how and why to confirm what materials, plant, equipment and services will be needed to meet project requirements			
	1.5 Research lead times and schedules for the delivery of materials, plant, equipment and services			
	1.6 Explain how and why to research lead times and schedules for the delivery of materials, plant, equipment and services			
	1.7 Identify opportunities to rationalise and standardise the procurement of materials, plant, equipment and services			

	1.8 Explain how and why to identify opportunities for rationalising the procurement of materials, plant, equipment and services			
	1.9 Develop a procurement plan			
	1.10 Explain how and why to develop a procurement plan			
	1.11 Develop and implement systems for monitoring the procurement plan to ensure it meets project requirements			
	1.12 Explain how and why to develop and implement systems for monitoring the procurement plan to ensure it meets project requirements			
	1.13 Modify the procurement plan to accommodate changing circumstances to meet project requirements and inform relevant stakeholders			
	1.14 Explain how and why to modify the procurement plan to accommodate changing circumstances to meet project requirements			
	1.15 Explain how, why and which stakeholders to inform of modifications to the procurement plan			
2 Optimise supplier and service provider performance	2.1 Evaluate the performance of suppliers and service providers against agreements			
	2.2 Explain how and why to evaluate the performance of suppliers and service providers against agreements			
	2.3 Identify issues with supplier and service provider performance, record them, raise the issues and agree remedial actions with them			
	2.4 Explain how and why to identify issues with supplier and service provider performance			
	2.5 Explain how and why to record any issues with supplier and service provider performance and raise the issues with them			
	2.6 Explain how and why to negotiate and agree remedial action in a manner which maintains their goodwill and trust			
	2.7 Collaborate with suppliers and service providers to improve combined performance, agree changes and incorporate agreed actions into ongoing supplier development programmes			

	2.8 Explain how and why to collaborate with suppliers and service providers to improve combined performance, agree changes and incorporate agreed actions into ongoing supplier development programmes			
	2.9 Conduct negotiations and meetings with suppliers and service providers in a manner which maintains goodwill and trust			
	2.10 Explain how and why to conduct negotiations and meetings with suppliers in a manner which maintains their goodwill and trust			

Assessor Comments/Feedback

Controlling contract work in the Workplace							
GQA Ref	CCOMO16v1	**Regulatory Ref**	Y/651/0248	**Level**	6	**Credit Value**	17

Aims

This unit is about ensuring work is compliant with quality and contractual requirements and that stakeholders are compliant with their obligations in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements.

This unit is for people working in the occupational area of Construction Contracting Operations Management and can be used by operatives, supervisors and managers.

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed..

Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	**2**	**3**
1 Control contract work against agreed contract quality standards and guidance	1.1 Identify any specifications that conflict with statutory and contractual requirements and refer them to decision makers for modification			
	1.2 Explain how and why to identify any specifications that conflict with statutory and contractual requirement and refer them to decision makers for modification			
	1.3 Agree amendments to the contract quality requirements and record them accurately			
	1.4 Explain how and why to agree amendments to the contract quality requirements and record them accurately			
	1.5 Confirm the specified quality standards and guidance for the contract work			
	1.6 Explain how and why to confirm the specified quality standards and guidance for the contract work			
	1.7 Allocate responsibilities for ensuring the quality of work meets contract requirements			
	1.8 Explain how and why to allocate responsibilities for ensuring the quality of work meets the contract requirements			

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	1.9 Ensure quality requirements are communicated to those carrying out the work before commencement			
	1.10 Explain how and why to ensure the quality requirements are communicated to those carrying out the work before commencement			
	1.11 Establish a quality control system for the work			
	1.12 Explain how and why to establish a quality control system for the work			
	1.13 Implement the quality control system and maintain records			
	1.14 Explain how and why to implement the quality control system and maintain records			
	1.15 Identify work which does not conform to quality requirements and record it			
	1.16 Explain how and why to identify work which does not conform to quality requirements			
	1.17 Explain how, why and when to record non-conformities			
	1.18 Investigate non-conformities to establish root causes and identify actions to prevent reoccurrence			
	1.19 Explain how and why to investigate non-conformities to establish root causes and identify actions to prevent reoccurrence			
	1.20 Resolve non-conformities with those responsible for quality standards in a manner that promotes goodwill and trust			
	1.21 Explain how and why to resolve non-conformities with those responsible for quality standards in a manner that promotes goodwill and trust			
2 Maintain contract and statutory compliance	2.1 Identify statutory and contractual requirements from available information and clarify any ambiguities			
	2.2 Explain how and why to identify statutory and contractual requirements from available information and clarify any ambiguities			
	2.3 Ensure relevant stakeholders are aware of their statutory and contractual obligations			
	2.4 Explain how and why to ensure relevant stakeholders are aware of their statutory and contractual responsibilities			
	2.5 Implement and maintain contract monitoring and recording systems			

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	2.6 Explain how and why to implement and maintain contract monitoring and recording systems			
	2.7 Identify any non-compliance with statutory, organisational or contractual requirements			
	2.8 Explain how and why to identify non-compliance with statutory, organisational or contractual requirements			
	2.9 Investigate and resolve any non-compliance in a manner that promotes goodwill and trust			
	2.10 Explain how and why to investigate and resolve any non-compliance in a manner that promotes goodwill and trust			
	2.1 Explain how and why to identify any new statutory or contractual requirements which may have an impact on the project			
	2.12 Explain how and why to carry out an impact assessment of any new statutory and contractual requirements			
	2.13 Explain what action to take following the impact assessment			

Assessor Comments/Feedback

Optimising contract progress and controlling costs in the Workplace							
GQA Ref	CCOMO17v1	**Regulatory Ref**	A/651/0249	**Level**	6	**Credit Value**	15

Aims

This unit is about optimising contract progress and controlling contract costs by developing systems to monitor and record progress and costs to identify, agree and implement corrective actions in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements.

This unit is for people working in the occupational area of Construction Contracting Operations Management and can be used by operatives, supervisors and managers.

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed..

Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	2	3
1 Optimise contract progress	1.1 Identify and agree systems to monitor and record contract progress			
	1.2 Explain how and why to identify and agree systems to monitor and record contract progress			
	1.3 Review and optimise use of resources			
	1.4 Explain how and why to review and optimise use of resources			
	1.5 Identify and investigate any deviations from contract progress			
	1.6 Explain how to identify any deviations from contract progress			
	1.7 Explain how and why to investigate any deviations from contract progress			
	1.8 Inform decision makers about the results of the investigation and propose possible corrective actions			
	1.9 Explain how and why to inform decision makers about the results of the investigation			
	1.10 Explain how to identify relevant corrective actions			

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	1.11 Implement agreed corrective actions			
	1.12 Explain how and why to implement agreed corrective actions			
	1.13 Identify further improvements from feedback received and recommend them to decision makers			
	1.14 Explain how and why to identify further improvements to decision makers			
	1.15 Explain how and why to recommend identified improvements to decision makers			
2 Contractual costs	2.1 Identify and agree cost recording and control systems that can provide early warning of potential issues			
	2.2 Explain how and why to identify and agree cost recording and cost control systems that can provide early warning of potential issues			
	2.3 Explain how cost recording and cost control systems can be used to provide early warning of potential issues			
	2.4 Analyse data collected on resource usage and costs, presenting in a format that will assist decision makers			
	2.5 Explain how and why to analyse data collected on resource usage and costs, presenting in a format that will assist decision makers			
	2.6 Identify variations and trends in resource usage and cost data and identify and quantify commercial opportunities for cost data			
	2.7 Explain how and why to identify variations and trends in resource and usage and cost data			
	2.8 Investigate variations and trends in resource usage and cost data			
	2.9 Explain how and why to investigate any variations and trends in resource usage and cost data			
	2.10 Identify and agree corrective actions with decision makers and implement them			
	2.11 Explain how to identify relevant corrective actions			
	2.12 Explain how and why to agree and implement appropriate corrective actions with decision makers			

Assessor Comments/Feedback

Preparing and agreeing interim valuations, entitlements and final accounts in the Workplace							
GQA Ref	CCOMO18v1	**Regulatory Ref**	H/651/0250	**Level**	6	**Credit Value**	17

Aims

This unit is about valuing work in progress, assessing and processing valid entitlements, preparing and submitting final accounts in accordance with current organisational or specific contract requirements which are equal to or exceed current statutory and legislative requirements.

This unit is for people working in the occupational area of Construction Contracting Operations Management and can be used by operatives, supervisors and managers.

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed..

Assessment of this unit must be carried out in accordance with GQA's Qualification Implementation Guidance.

Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	**2**	**3**
1 Prepare and agree interim valuations and final accounts	1.1 Value work in progress and agree the calculations with nominated representatives			
	1.2 Explain how and why to value work in progress			
	1.3 Explain how and why to agree the calculations with nominated representatives			
	1.4 Explain how and why to price and reference the quantities used in valuations and accounts so that they meet contract provisions			
	1.5 Value variations and items which do not have an agreed contract rate including agreeing justifiable non-standard rates			
	1.6 Explain how and why to value variations and items which, do not have an agreed contract rate, including agreeing justifiable non-standard rates			
	1.7 Estimate the cost of re-work and any additional work			
	1.8 Explain how and why to estimate the cost of re-work and any additional work			
	1.9 Identify the liability for the cost of re-work and any additional work			

	1.10 Explain how and why to identify the liability for the cost of re-work and any additional work			
	1.11 Agree the liability with the parties involved in the contract in a way that promotes goodwill and trust			
	1.12 Explain how and why to agree the liability with the parties involved in the contract in a way that promotes goodwill and trust			
	1.13 Record the agreements and estimates in accordance with organisational and contractual requirements			
	1.14 Explain how and why to record the agreements and estimates in accordance with organisational and contractual requirements			
	1.15 Prepare and submit final valuations and accounts			
	1.16 Explain how and why to prepare and submit accurate valuations and accounts which contain relevant background information to clarify and justify areas of potential disagreement			
	1.17 Record and store documents, back-up information and calculations securely			
	1.18 Explain how and why to record documents, back-up information and calculations securely			
2 Process entitlements for reimbursement for loss and expense	2.1 Assess the basis of entitlement and criteria for recovery against the contract			
	2.2 Explain how and why to assess the basis of entitlement and criteria for recovery against the contract			
	2.3 Calculate entitlements accurately from relevant and verifiable information sources			
	2.4 Explain how and why to calculate entitlement from relevant and verifiable information sources			
	2.5 Analyse the opposing grounds for the claimed entitlements, structure the entitlements clearly and present them			
	2.6 Explain how and why to analyse the opposing grounds for the entitlement			
	2.7 Explain how and why to structure the entitlements clearly and present them			
	2.8 Negotiate and agree amendments to the claimed entitlements with the parties involved in the contract in a manner which promotes goodwill and trust			

	2.9 Explain how and why to negotiate and agree amendments to the claimed entitlements with the parties involved in the contract in a manner which promotes goodwill and trust			
	2.10 Process agreed final entitlements			
	2.11 Explain how to substantiate and process agreed final entitlements			
	2.12 Record and store documents, back-up information and calculations securely			
	2.13 Explain how and why to record and store documents, back-up information and calculations securely			

Assessor Comments/Feedback

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