



Level 6 NVQ Diploma in Construction Contracting Operations Management

Qualification Specification

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Introduction

The ProQual Level 6 NVQ Diploma in Construction Contracting Operations Management (QCF) qualification provides a nationally recognised qualifications for candidates working in a management role in the construction industry. Candidates follow one of five pathways depending on their job role: Estimating, Buying, Planning, Surveying and General.

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

This qualification has been accredited onto the Qualifications and Credit Framework (QCF) and is endorsed by the sector body for construction - CSkills. This qualification provides a progression route to discipline related qualifications.

Qualifications and Credit Framework (QCF)

The key features of the QCF are that all qualifications consist of a combination of one or more units, each of which has a level and a credit value. Achievement of units of QCF credit can be banked in a national database and may count towards more than one qualification according to rules of combination.

The level of a qualification is determined by the level of the majority of credit in the units that make it up.

A credit is equivalent to 10 notional learning hours. A unit may be worth any whole number of credits. A qualification is called an Award if it includes up to 12 credits, a Certificate if it includes 13 - 36 credits and a Diploma if it includes 37 credits or more.

The terms Award, Certificate and Diploma refer only to size of qualification, and have no bearing on the level or contents of the qualification.

Each unit is allocated a number of Guided Learning Hours (GLH) which gives an indication of the approximate number of hours when a trainer/tutor/teacher/assessor is available to give specific guidance towards the learning aim being met.

Qualification Profile

Level 6 NVQ Diploma in Construction Contracting Operations Management

Qualification title	ProQual Level 6 NVQ Diploma in Construction Contracting Operations Management (QCF)
Ofqual qualification number	601/2055/1
Level	6
Credit value	82
Guided learning hours	210-260
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	1/12/14
Qualification end date	

Entry Requirements

There are no formal entry requirements for this qualification.

Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

Rules of Combination

To achieve the qualification candidates must achieve a minimum of **82 credits**:

- **36 credits** must be achieved by completing the **Mandatory Units**; plus,
- a minimum of **46 credits** from one of the pathways

Mandatory Units				
Unit Reference Number	Unit Title	Unit Level	Credit Value	GLH
F/600/7432	Maintain health, safety and welfare systems in construction	6	10	40
L/600/7434	Manage the performance of teams and individuals in construction	6	10	30
H/600/7441	Chair meetings and take decisions in construction	5	8	20
M/600/7443	Enhance working relationships in construction	5	8	20

Group B Pathways – candidates must complete 1 pathway

Pathway 1: Estimating

Pathway 2: Buying

Pathway 3: Planning

Pathway 4: Surveying

Pathway 5: General

Pathway 1 : Estimating

Pathway 1 : Estimating				
Mandatory units – complete all units				
Unit Reference Number	Unit Title	Unit Level	Credit Value	GLH
F/600/7446	Identify, assess and evaluate project requirements in construction	6	18	50
L/600/7465	Obtain tenders and appoint successful contractors in construction	6	12	30
R/600/7466	Evaluate enquiries and submit tenders in construction	6	12	30
Pathway 1 : Estimating				
Optional units – achieve a minimum of 10 credits				
A/600/7431	Plan measured surveys in construction	6	14	40
A/600/7445	Ascertain the condition of property in construction	6	12	30
R/600/7449	Develop and agree detailed project designs in construction	6	20	50
K/600/7456	Specify and control production documents in construction	6	18	50
M/600/7457	Prepare procurement schedules and programmes of work in construction	6	18	50
M/600/7460	Implement strategic and integrated supply chain management and sourcing partnerships in construction	6	18	50
D/600/7468	Evaluate and confirm work methods and programme in construction	6	12	30
H/600/7469	Analyse, monitor and optimise materials, plant and services in construction	6	12	20
Y/600/7470	Control contract work in construction	5	10	20
D/600/7471	Optimise and control contract progress and costs in construction	6	12	30
H/600/7472	Prepare and agree contract accounts and claims in construction	6	12	30

Pathway 2 : Buying

Pathway 2 : Buying				
Mandatory units – complete all units				
Unit Reference Number	Unit Title	Unit Level	Credit Value	GLH
F/600/7446	Identify, assess and evaluate project requirements in construction	6	18	50
M/600/7460	Implement strategic and integrated supply chain management and sourcing partnerships in construction	6	18	50
H/600/7469	Analyse, monitor and optimise materials, plant and services in construction	6	12	20
Pathway 2 : Buying				
Optional units – achieve a minimum of 10 credits				
A/600/7431	Plan measured surveys in construction	6	14	40
A/600/7445	Ascertain the condition of property in construction	6	12	30
R/600/7449	Develop and agree detailed project designs in construction	6	20	50
K/600/7456	Specify and control production documents in construction	6	18	50
M/600/7457	Prepare procurement schedules and programmes of work in construction	6	18	50
L/600/7465	Obtain tenders and appoint successful contractors in construction	6	12	30
R/600/7466	Evaluate enquiries and submit tenders in construction	6	12	30
Y/600/7470	Control contract work in construction	5	10	20
D/600/7471	Optimise and control contract progress and costs in construction	6	12	30
H/600/7472	Prepare and agree contract accounts and claims in construction	6	12	30

Pathway 3 : Planning

Pathway 3 : Planning				
Mandatory units – complete all units				
Unit Reference Number	Unit Title	Unit Level	Credit Value	GLH
F/600/7446	Identify, assess and evaluate project requirements in construction	6	18	50
M/600/7457	Prepare procurement schedules and programmes of work in construction	6	18	50
D/600/7468	Evaluate and confirm work methods and programme in construction	6	12	30
Pathway 3 : Planning				
Optional units – achieve a minimum of 10 credits				
A/600/7431	Plan measured surveys in construction	6	14	40
A/600/7445	Ascertain the condition of property in construction	6	12	30
R/600/7449	Develop and agree detailed project designs in construction	6	20	50
K/600/7456	Specify and control production documents in construction	6	18	50
M/600/7460	Implement strategic and integrated supply chain management and sourcing partnerships in construction	6	18	50
L/600/7465	Obtain tenders and appoint successful contractors in construction	6	12	30
R/600/7466	Evaluate enquiries and submit tenders in construction	6	12	30
H/600/7469	Analyse, monitor and optimise materials, plant and services in construction	6	12	20
Y/600/7470	Control contract work in construction	5	10	20
D/600/7471	Optimise and control contract progress and costs in construction	6	12	30
H/600/7472	Prepare and agree contract accounts and claims in construction	6	12	30

Pathway 4 : Surveying

Pathway 4 : Surveying				
Mandatory units – complete all units				
Unit Reference Number	Unit Title	Unit Level	Credit Value	GLH
K/600/7456	Specify and control production documents in construction	6	18	50
D/600/7471	Optimise and control contract progress and costs in construction	6	12	30
H/600/7472	Prepare and agree contract accounts and claims in construction	6	12	30
Pathway 4 : Surveying				
Optional units – achieve a minimum of 10 credits				
F/600/7446	Identify, assess and evaluate project requirements in construction	6	18	50
M/600/7457	Prepare procurement schedules and programmes of work in construction	6	18	50
D/600/7468	Evaluate and confirm work methods and programme in construction	6	12	30
A/600/7431	Plan measured surveys in construction	6	14	40
A/600/7445	Ascertain the condition of property in construction	6	12	30
R/600/7449	Develop and agree detailed project designs in construction	6	20	50
M/600/7460	Implement strategic and integrated supply chain management and sourcing partnerships in construction	6	18	50
L/600/7465	Obtain tenders and appoint successful contractors in construction	6	12	30
R/600/7466	Evaluate enquiries and submit tenders in construction	6	12	30
H/600/7469	Analyse, monitor and optimise materials, plant and services in construction	6	12	20
Y/600/7470	Control contract work in construction	5	10	20

Pathway 5 : General

Pathway 5 : General Achieve a minimum of 46 credits				
Unit Reference Number	Unit Title	Unit Level	Credit Value	GLH
K/600/7456	Specify and control production documents in construction	6	18	50
D/600/7471	Optimise and control contract progress and costs in construction	6	12	30
H/600/7472	Prepare and agree contract accounts and claims in construction	6	12	30
F/600/7446	Identify, assess and evaluate project requirements in construction	6	18	50
M/600/7457	Prepare procurement schedules and programmes of work in construction	6	18	50
D/600/7468	Evaluate and confirm work methods and programme in construction	6	12	30
A/600/7431	Plan measured surveys in construction	6	14	40
A/600/7445	Ascertain the condition of property in construction	6	12	30
R/600/7449	Develop and agree detailed project designs in construction	6	20	50
M/600/7460	Implement strategic and integrated supply chain management and sourcing partnerships in construction	6	18	50
L/600/7465	Obtain tenders and appoint successful contractors in construction	6	12	30
R/600/7466	Evaluate enquiries and submit tenders in construction	6	12	30
H/600/7469	Analyse, monitor and optimise materials, plant and services in construction	6	12	20
Y/600/7470	Control contract work in construction	5	10	20

Credit Transfer / Exemptions / Recognition of Prior Learning

The QCF offers the opportunity for learners to **transfer credit** between qualifications and awarding organisations. All awarding organisations in the QCF accept the credit offered by all other QCF awarding organisations.

The conditions under which credit may be transferred between qualifications are set by the **rules of combination** for that qualification. If a unit falls within the rules of combination for a qualification, then a learner can count credit achieved through that unit toward the qualification, irrespective of the awarding organisation that entered the credit in the learner record.

Candidates with certificated achievements outside the QCF can claim **exemption** from units in QCF qualifications that are of equal value. Exemptions can be planned by awarding organisations and included in the rules of combination, or requested individually by candidates.

Candidates may also request credit for non-certificated skills, knowledge or understanding that they already possess, to avoid repetition. This is called '**recognition of prior learning**' and is the process to follow if learners can demonstrate they meet the assessment criteria of that particular unit.

Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

Staff

Staff delivering this qualification must be appropriately qualified and/or occupationally competent.

Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal verifier who are suitably qualified for the specific occupational area. Assessors and internal verifiers for competence-based units or qualifications will normally need to hold appropriate QCF assessor or verifier qualifications, such as:

- Award in Assessing Competence in the Work Environment (QCF)
- Award in Assessing Vocationally Related Achievement (QCF)
- Certificate in Assessing Vocational Achievement (QCF)
- Award in the Internal Quality Assurance of Assessment Processes and Practices (QCF)
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices (QCF)

Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

Links to National Standards / NOS mapping

National Occupational Standards (NOS) are owned by a Sector Skills Council or Standard Setting Body and they describe the skills, knowledge and understanding needed to undertake a particular task or job at different levels of competence.

The structure and units of this qualification are based on NOS for the construction sector.

This qualification can be used to develop candidates' skills for Functional Skills qualifications.

Assessment

This suite of qualifications are competence-based, candidates must demonstrate the level of competence described in the units. Assessment is the process of measuring a candidate's skill, knowledge and understanding against the standards set in the qualification.

The qualifications must be assessed in line with the Construction Sector Qualifications Strategy and must be internally assessed by an appropriately experienced and qualified assessor.

Each candidate is required to produce a portfolio of evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit. **The QCF Qualifications Candidate Guide** gives guidance on putting together a portfolio of evidence and other information about completing their qualification.

- Evidence can include:
- observation report by assessor
 - assignments/projects/reports
 - professional discussion
 - witness testimony
 - candidate product
 - worksheets
 - record of oral and written questioning
 - Recognition of Prior Learning

Please refer to the **QCF Qualifications Candidate Guide** or the **Assessor Guide to Portfolios of Evidence** for more information.

Learning outcomes set out what a candidate is expected to know, understand or be able to do.

Assessment criteria specify the standard a candidate must meet to show the learning outcome has been achieved.

Learning outcomes and assessment criteria can be found from page 15.

Internal Quality Assurance

An internal verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Certification

Candidates who achieve the required credits for qualifications will be awarded:

- A certificate listing all units achieved with their related credit value, and
- A certificate giving the full qualification title -

ProQual Level 6 NVQ Diploma in Construction Contracting Operations Management (QCF)

Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the required number of credits for a qualification. All certificates will be issued to the centre for successful candidates.

Unit certificates

If a candidate does not achieve all of the units/credits required for a qualification, the centre may claim a unit certificate for the candidate which will list all of the units/credits achieved.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

Learning Outcomes and Assessment criteria

Unit F/600/7432

Maintain health, safety and welfare systems in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to maintain health, safety and welfare in the workplace	1.1 promote a culture of health, safety and welfare in the workplace and identify and recommend opportunities for improvements 1.2 ensure that induction has taken place and check the competence of people in the workplace 1.3 implement systems which meet statutory requirements for identifying and reducing hazards and reporting accidents and emergencies and preventing recurrences 1.4 check health, safety and welfare systems regularly, in accordance with statutory requirements, and identify and record any special workplace conditions and situations which do not comply 1.5 make recommendations for improving the work environment clearly and promptly to people
2 Understand how to maintain health, safety and welfare in the workplace	2.1 Propose how to promote a culture of health, safety and welfare in the workplace and identify and recommend opportunities for improvements 2.2 Explain how to ensure that induction has taken place and check the competence of people in the workplace 2.3 Explain how to implement systems which meet statutory requirements for identifying and reducing hazards and report accidents and emergencies and prevent recurrences 2.4 Explain how to check health, safety and welfare systems regularly, in accordance with statutory requirements, and identify and record any special workplace conditions and situations which do not comply 2.5 Propose how to make recommendations for improving the work environment clearly and promptly to people

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
3	Be able to identify hazards and assess risks in the workplace	3.1	identify the hazards in the workplace arising from work products, processes and equipment.
		3.2	obtain and review information on any factors relating to the hazards
		3.3	assess the significant risks
		3.4	apply the principles of prevention and protection
		3.5	identify the residual risks
		3.6	check that resulting information on significant residual risks is provided to the appropriate people
4	Understand how to identify hazards and assess risks in the workplace	4.1	Describe how to identify the hazards in the workplace arising from work products, processes and equipment.
		4.2	Explain how to obtain and review information on any factors relating to the hazards
		4.3	Examine how to assess the significant risks
		4.4	Explain how to apply the principles of prevention and protection
		4.5	Describe how to identify the residual risks
		4.6	Explain how to check that resulting information on significant residual risks is provided to the appropriate people
5	Be able to identify and implement methods and procedures to reduce risk	5.1	identify the requirements of the appropriate health and safety plan in the workplace
		5.2	identify the resources and activities that are necessary to implement the risk reduction methods
		5.3	implement and maintain risk reduction methods and procedures
		5.4	utilise opportunities to promote the implementation of the risk reduction methods

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- | | | | |
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| 6 | Understand how to identify and implement methods and procedures to reduce risk | 6.1 | Describe how to identify the requirements of the appropriate health and safety plan in the workplace |
| | | 6.2 | Describe how to identify the resources and activities that are necessary to implement the risk reduction methods |
| | | 6.3 | Explain how to implement and maintain risk reduction methods and procedures |
| | | 6.4 | Explain how to utilise opportunities to promote the implementation of the risk reduction methods |

Unit L/600/7434

Manage the performance of teams and individuals in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to allocate work to teams and individuals	<ul style="list-style-type: none"><li data-bbox="644 450 1417 568">1.1 give opportunities to your team members for recommending how you should allocate work within the team<li data-bbox="644 613 1331 687">1.2 allocate work, making the best use of your team's resources and the abilities of all its members<li data-bbox="644 732 1417 851">1.3 allocate work, provide your team members with suitable learning opportunities to meet their personal development objectives<li data-bbox="644 896 1390 1014">1.4 allocate work consistently with your team's objectives, and the objectives, policies and values of your organisation<li data-bbox="644 1059 1378 1133">1.5 clearly define the responsibilities of your team and its individual members, and the limits of their authority<li data-bbox="644 1178 1385 1296">1.6 provide sufficient information when allocate work in a manner and at a level and pace appropriate to the individuals concerned<li data-bbox="644 1341 1422 1415">1.7 confirm team and individual understanding of, and commitment to, work allocations at appropriate intervals<li data-bbox="644 1460 1394 1579">1.8 reach agreement with relevant people on the prioritisation of objectives or reallocation of resources, where team resources are insufficient<li data-bbox="644 1624 1417 1742">1.9 inform your team and its members of changes to work allocations in a way which minimises the impact on time, cost and inconvenience
2 Understand how to allocate work to teams and individuals	<ul style="list-style-type: none"><li data-bbox="644 1809 1417 1921">2.1 Explain how to give opportunities to your team members for recommending how you should allocate work within the team<li data-bbox="644 1966 1366 2004">2.2 Explain how to allocate work, making the best use of

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- your team's resources and the abilities of all its members
- 2.3 Explain how to allocate work, provide your team members with suitable learning opportunities to meet their personal development objectives
 - 2.4 Explain how to allocate work consistently with your team's objectives, and the objectives, policies and values of your organisation
 - 2.5 Evaluate how to clearly define the responsibilities of your team and its individual members, and the limits of their authority
 - 2.6 Explain how to provide sufficient information when allocate work in a manner and at a level and pace appropriate to the individuals concerned
 - 2.7 Explain how to confirm team and individual understanding of, and commitment to, work allocations at appropriate intervals
 - 2.8 Evaluate how to reach agreement with relevant people on the prioritisation of objectives or reallocation of resources, where team resources are insufficient
 - 2.9 Explain how to inform your team and its members of changes to work allocations in a way which minimises the impact on time, cost and inconvenience
- 3 Be able to agree objectives and work plans with teams and individuals
- 3.1 give opportunities to your team members to help in defining their own objectives and work plans
 - 3.2 develop objectives and work plans which are consistent with team and organisational objectives and agree these with all personnel in your area of responsibility
 - 3.3 ensure the objectives, work plans and schedules are realistic and achievable within organisational constraints
 - 3.4 ensure the objectives and work plans take account of

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- team members' abilities and development needs
- 3.5 explain the objectives and work plans in sufficient detail and at a level and pace appropriate to your individual team members
- 3.6 confirm team and individual understanding of, and commitment to, objectives and work plans at appropriate intervals
- 3.7 provide advice and guidance on how to achieve objectives in sufficient detail and at times appropriate to the needs of teams and individuals
- 3.8 update the objectives and work plans regularly and take account of any individual, team and organisational changes
- 4 Understand how to agree objectives and work plans with teams and individuals
- 4.1 Explain how to give opportunities to your team members to help in defining their own objectives and work plans
- 4.2 Propose how to develop objectives and work plans which are consistent with team and organisational objectives and agree these with all personnel in your area of responsibility
- 4.3 Explain how to ensure the objectives, work plans and schedules are realistic and achievable within organisational constraints
- 4.4 Explain how to ensure the objectives and work plans take account of team members' abilities and development needs
- 4.5 Explain how to explain the objectives and work plans in sufficient detail and at a level and pace appropriate to your individual team members
- 4.6 Explain how to confirm team and individual understanding of, and commitment to, objectives and work plans at appropriate intervals

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

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|---|-----|---|
| | 4.7 | Propose how to provide advice and guidance on how to achieve objectives in sufficient detail and at times appropriate to the needs of teams and individuals |
| | 4.8 | Explain how to update the objectives and work plans regularly and take account of any individual, team and organisational changes |
| 5 | | Be able to assess the performance of teams and individuals |
| | 5.1 | clearly explaining the purpose of monitor and assessment to all those involved |
| | 5.2 | give opportunities to teams and individuals to monitor and assess their own performance against objectives and work plans |
| | 5.3 | monitor the performance of teams and individuals at times most likely to maintain and improve effective performance |
| | 5.4 | assess the performance of teams and individuals based on sufficient, valid and reliable information |
| | 5.5 | carry out your assessments objectively against clear, agreed criteria |
| | 5.6 | ensure assessments take due account of the personal circumstances of team members and the organisational constraints on their work |
| 6 | | Understand how to assess the performance of teams and individuals |
| | 6.1 | Explain how to clearly explain the purpose of monitor and assessment to all those involved |
| | 6.2 | Explain how to give opportunities to teams and individuals to monitor and assess their own performance against objectives and work plans |
| | 6.3 | Examine how to monitor the performance of teams and individuals at times most likely to maintain and improve effective performance |
| | 6.4 | Examine how to assess the performance of teams and |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

		individuals based on sufficient, valid and reliable information
	6.5	Explain how to carry out your assessments objectively against clear, agreed criteria
	6.6	Explain how to ensure assessments take due account of the personal circumstances of team members and the organisational constraints on their work
7	Be able to provide feedback to teams and individuals on their performance	
	7.1	provide feedback to teams and individuals in a situation and in a form and manner most likely to maintain and improve their performance
	7.2	provide feedback which is clear and is based on your objective assessment of their performance against agreed objectives
	7.3	provide feedback which acknowledges your team member's achievements
	7.4	give feedback which provides your team members with constructive suggestions and encouragement for improving future performance against their work and development objectives
	7.5	provide feedback in a way which shows respect for individuals and the need for confidentiality
	7.6	give opportunities to teams and individuals to respond to feedback, and recommend how they could improve their performance in the future
8	Understand how to provide feedback to teams and individuals on their performance	
	8.1	Examine how to provide feedback to teams and individuals in a situation and in a form and manner most likely to maintain and improve their performance
	8.2	Propose how to provide feedback which is clear and is based on your objective assessment of their performance against agreed objectives

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- 8.3 Propose to provide feedback which acknowledges your team member's achievements
- 8.4 Propose how to give feedback which provides your team members with constructive suggestions and encouragement for improving future performance against their work and development objectives
- 8.5 Propose how to provide feedback in a way which shows respect for individuals and the need for confidentiality
- 8.6 Propose how to give opportunities to teams and individuals to respond to feedback, and recommend how they could improve their performance in the future

Unit H/600/7441

Chair meetings and take decisions in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to chair meetings	<p>1.1 give people, appropriate to the purpose of the meeting, sufficient notice and information to allow them to contribute effectively</p> <p>1.2 ensure that everyone attending the meeting agrees the objective of the meeting at the start</p> <p>1.3 allocate discussion time to topics consistently with their importance, urgency and complexity</p> <p>1.4 maintain a style of leadership which helps those attending the meeting to make useful contributions</p> <p>1.5 discourage unhelpful arguments and digressions</p> <p>1.6 present information and provide summaries clearly at appropriate points during the meeting</p> <p>1.7 ensure that meetings achieve their objectives within the allocated time</p> <p>1.8 ensure that agreed, decisions and recommendations fall within the groups authority</p> <p>1.9 give clear, accurate and concise information about decisions and recommendations to those who need it</p> <p>1.10 seek feedback from those attending and use this to improve the effectiveness of future meetings</p>
2 Understand how to chair meetings	<p>2.1 Explain how to give people, appropriate to the purpose of the meeting, sufficient notice and information to allow them to contribute effectively</p> <p>2.2 Explain how to ensure that everyone attending the meeting agrees the objective of the meeting at the start</p>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

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|---|------|--|
| | 2.3 | Explain how to allocate discussion time to topics consistently with their importance, urgency and complexity |
| | 2.4 | Explain how to maintain a style of leadership which helps those attending the meeting to make useful contributions |
| | 2.5 | Explain how to discourage unhelpful arguments and digressions |
| | 2.6 | Explain how to present information and provide summaries clearly at appropriate points during the meeting |
| | 2.7 | Explain how to ensure that meetings achieve their objectives within the allocated time |
| | 2.8 | Explain how to ensure that agreed, decisions and recommendations fall within the groups authority |
| | 2.9 | Explain how to give clear, accurate and concise information about decisions and recommendations to those who need it |
| | 2.10 | Explain how to seek feedback from those attending and use this to improve the effectiveness of future meetings |
| 3 | 3.1 | Be able to analyse information for decision making
identify objectives for your analysis which are clear and consistent with the decisions you need to make |
| | 3.2 | select information which is accurate, relevant to the objectives, and sufficient to arrive at reliable decisions |
| | 3.3 | use methods of analysis which are suitable to achieve the objectives |
| | 3.4 | analyse the information correctly, identify patterns and trends significant to the decisions you need to take |
| | 3.5 | develop clear conclusions which you support with |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- reasoned arguments and appropriate evidence
- 3.6 present the results of your analysis, differentiate clearly between fact and opinion
- 3.7 maintain records of your analysis which are sufficient to show the assumptions and decisions made at each stage
- 4 Understand how to analyse information for decision making
- 4.1 Describe how to identify objectives for your analysis which are clear and consistent with the decisions you need to make
- 4.2 Evaluate how to select information which is accurate, relevant to the objectives, and sufficient to arrive at reliable decisions
- 4.3 Explain how to use methods of analysis which are suitable to achieve the objectives
- 4.4 Examine how to analyse the information correctly, identify patterns and trends significant to the decisions you need to take
- 4.5 Propose how to develop clear conclusions which you support with reasoned arguments and appropriate evidence
- 4.6 Explain how to present the results of your analysis, differentiate clearly between fact and opinion
- 4.7 Explain how to maintain records of your analysis which are sufficient to show the assumptions and decisions made at each stage

Unit M/600/7443

Enhance working relationships in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to enhance relationships with people who benefit from one's work	1.1 develop and maintain working relationships with people which promote goodwill and trust 1.2 instruct people about work activities in an appropriate level of detail and with an appropriate degree of urgency 1.3 provide guidance and help to people about work activities with sensitivity and encourage questions, requests for clarification and comments 1.4 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 1.5 acknowledge objections to proposals and suggest alternative proposals 1.6 resolve conflicts and differences of opinion in ways which minimise offence and maintain goodwill, trust and respect
2 Understand how to enhance relationships with people who benefit from one's work	2.1 Propose how to develop and maintain working relationships with people which promote goodwill and trust 2.2 Explain how to instruct people about work activities in an appropriate level of detail and with an appropriate degree of urgency 2.3 Propose how to provide guidance and help to people about work activities with sensitivity and encourage questions, requests for clarification and comments 2.4 Explain how to 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 2.5 Explain how to acknowledge objections to proposals and suggest alternative proposals

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
3 Be able to undertake personal development in the occupational practice area	<p>2.6 Propose how to resolve conflicts and differences of opinion in ways which minimise offence and maintain goodwill, trust and respect</p> <p>3.1 define the personal aims and objectives for undertaking personal development</p> <p>3.2 identify and contact sources of support and guidance for undertaking personal development</p> <p>3.3 identify and select relevant benchmarks of competence against which personal development can be measured</p> <p>3.4 analyse the current personal level of performance against the identified benchmarks of competence and record a profile of present competence and personal development needs</p> <p>3.5 prepare a development plan for achieving identified development needs</p> <p>3.6 undertake development activities aimed at achieving identified development needs, review and record progress and the effectiveness of the activities</p> <p>3.7 measure achievement of identified development needs and record evidence of competence gained against the identified benchmarks of competence</p> <p>3.8 review the cycle of personal development aims and objectives and revise and update aims and objectives to suit changing circumstances</p>
4 Understand how to undertake personal development in the occupational practice area	<p>4.1 Evaluate how to define the personal aims and objectives for undertaking personal development</p> <p>4.2 Describe how to identify and contact sources of support and guidance for undertaking personal development</p> <p>4.3 Describe how to identify and select relevant benchmarks of competence against which personal development can be measured</p> <p>4.4 Examine how to analyse the current personal level of performance against the identified benchmarks of</p>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

competence and record a profile of present competence and personal development needs

- 4.5 Explain how to prepare a development plan for achieving identified development needs
- 4.6 Evaluate how to undertake development activities aimed at achieve identified development needs, review and record progress and the effectiveness of the activities
- 4.7 Explain how to measure achievement of identified development needs and record evidence of competence gained against the identified benchmarks of competence
- 4.8 Examine how to review the cycle of personal development aims and objectives and revise and update aims and objectives to suit changing circumstances

Unit F/600/7446

Identify, assess and evaluate project requirements in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to identify, assess and agree project requirements and stakeholder preferences	1.1 identify and agree with project stakeholders what their goals and priorities are both now and for the future 1.2 identify the function and performance requirements for the project 1.3 clarify the project stakeholder's requirements, the options available and the constraints and risks which might apply to the project 1.4 summarise and present the project requirements and stakeholders' preferences 1.5 challenge project requirements and stakeholders preferences which do not appear to be realistic, decide valid options and agree them in writing
2 Understand how to identify, assess and agree project requirements and stakeholder preferences	2.1 Describe how to identify and agree with project stakeholders what their goals and priorities are both now and for the future 2.2 Describe how to identify the function and performance requirements for the project 2.3 Explain how to clarify the project stakeholder's requirements, the options available and the constraints and risks which might apply to the project 2.4 Explain how to summarise and present the project requirements and stakeholders' preferences 2.5 Examine how to challenge project requirements and stakeholders preferences which do not appear to be realistic, decide valid options and agree them in writing
3 Be able to identify, assess and evaluate resource	3.1 identify the areas of the development where resources will be needed and plan an investigation to quantify the

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

procurement factors	resources and to decide where to obtain them
	3.2 agree realistic costs, programmes and clear statements of purpose for investigation with the stakeholders
	3.3 analyse the factors which will influence the procurement and use of resources, identify potential opportunities and constraints and assessing the impact these might have on the practicability and efficiency of the development process
	3.4 check that the resources that will be needed have been estimated, summarise potential opportunities and constraints and evaluate how these will affect both the financing and the programming of the project
	3.5 present the calculations and evaluation to decision makers, note their advice and amend the evaluation to reflect the feedback received
	3.6 produce a report on the procurement and use of resources which will enable a procurement strategy to be implemented
4 Understand how to identify, assess and evaluate resource procurement factors	4.1 Describe how to identify the areas of the development where resources will be needed and plan an investigation to quantify the resources and to decide where to obtain them
	4.2 Evaluate how to agree realistic costs, programmes and clear statements of purpose for investigation with the stakeholders
	4.3 Examine how to analyse the factors which will influence the procurement and use of resources, identify potential opportunities and constraints and assess the impact these might have on the practicability and efficiency of the development process
	4.4 Explain how to check that the resources that will be needed have been estimated, summarise potential

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

opportunities and constraints and evaluate how these will affect both the financing and the programming of the project

4.5 Explain how to present the calculations and evaluation to decision makers, note their advice and amend the evaluation to reflect the feedback received

4.6 Explain how to produce a report on the procurement and use of resources which will enable a procurement strategy to be implemented

Unit L/600/7465

Obtain tenders and appoint successful contractors in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to shortlist tenderers	1.1 develop a select list of potential tenderers able to meet the contract criteria and decide how many to invite.
	1.2 choose selection criteria which are suitable to weight and rate performance for the type of work described in the tender
	1.3 send pre-qualification tender enquiries to potential tenderers, for them to provide evidence about their experience, capability and availability to carry out the work.
	1.4 evaluate potential tenderers who respond to the prequalification enquiry against the selection criteria, in order to short list tenderers
	1.5 confirm that the selected tenderers are willing to bid and if necessary refer to the original longlist
2 Understand how to shortlist tenderers	2.1 Propose how to develop a select list of potential tenderers able to meet the contract criteria and decide how many to invite.
	2.2 Evaluate how to choose selection criteria which are suitable to weight and rate performance for the type of work described in the tender
	2.3 Explain how to send pre-qualification tender enquiries to potential tenderers, for them to provide evidence about their experience, capability and availability to carry out the work.
	2.4 Evaluate potential tenderers who respond to the prequalification enquiry against the selection criteria, in order to short list tenderers
	2.5 Explain how to confirm that the selected tenderers are willing to bid and if necessary refer to the original longlist
3 Be able to select bills of quantities	3.1 identify bills of quantities which are suitable for the type of procurement and evaluate the options against relevant criteria
	3.2 select valid options for bills of quantities, discuss them with

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

		the client and other people who have an interest and agree a form
	3.3	forecast the prime cost, provisional sums and contingencies so that they can be included in the bills of quantities
	3.4	prepare an accurate bill of preliminaries which describes the needs of the contractor and the client
	3.5	check the final drafts and approving those which are accurate for production and printing
4	Understand how to select bills of quantities	
	4.1	Describe how to identify bills of quantities which are suitable for the type of procurement and evaluate the options against relevant criteria
	4.2	Evaluate how to select valid options for bills of quantities, discuss them with the client and other people who have an interest and agree a form
	4.3	Examine how to forecast the prime cost, provisional sums and contingencies so that they can be included in the bills of quantities
	4.4	Explain how to prepare an accurate bill of preliminaries which describes the needs of the contractor and the client
	4.5	Explain how to check the final drafts and approve those which are accurate for production and printing
5	Be able to obtain tenders	
	5.1	select an appropriate type of tender
	5.2	review tender documents to ensure that they cover the scope of the works and contract requirements
	5.3	ensure that all required tender documents are issued in accordance with agreed procedures
	5.4	investigate any errors, omissions and ambiguities which are reported by tenderers and amend the tender documents to correct them and ensure that addendums are re-issued
	5.5	agree and implement action when tenderers withdraw from the process

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
6	Understand how to obtain tenders	6.1	Evaluate how to select an appropriate type of tender
		6.2	Examine how to review tender documents to ensure that they cover the scope of the works and contract requirements
		6.3	Explain how to ensure that all required tender documents are issued in accordance with agreed procedures
		6.4	Examine how to investigate any errors, omissions and ambiguities which are reported by tenderers and amend the tender documents to correct them and ensure that addendums are re-issued
		6.5	Evaluate how to agree and implement action when tenderers withdraw from the process
7	Be able to evaluate tenders and appoint contractors	7.1	acknowledge and evaluate the tenders received against the agreed criteria
		7.2	modify and repeat the tendering processes if too few tenders are received in order to show that there has been adequate competition
		7.3	check with tenderers if any discrepancies, omissions and errors are found in the tenders, and make any amendments which tenderers authorise
		7.4	choose the tender which best meets the criteria
		7.5	negotiate and agree any variations, adjustments and corrections with the most appropriate tenderer(s) and confirm them in writing, subject to contract
		7.6	appoint the successful tenderer formally and notify tenderers who have been unsuccessful, about the result
8	Understand how to evaluate tenders and appoint contractors	8.1	Explain how to acknowledge and evaluate the tenders received against the agreed criteria
		8.2	Explain how to modify and repeat the tendering processes if too few tenders are received in order to show that there has been adequate competition
		8.3	Explain how to check with tenderers if any discrepancies, omissions and errors are found in the tenders, and make any

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

amendments which tenderers authorise

- 8.4 Evaluate how to choose the tender which best meets the criteria
- 8.5 Propose how to negotiate and agree any variations, adjustments and corrections with the most appropriate tenderer(s) and confirm them in writing, subject to contract
- 8.6 Evaluate how to appoint the successful tenderer formally and notify tenderers who have been unsuccessful, about the result

Unit R/600/7466

Evaluate enquiries and submit tenders in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to evaluate tender enquiry documentation	1.1 evaluate the tender documents against the agreed criteria and assess whether the organisation is capable of meeting the tender requirements and has enough resources to do so 1.2 identify and resolve any points of concern in the tender 1.3 identify and assess any contractual and legal issues which might affect the project 1.4 investigate the tender documents within budgets and tender time limits 1.5 draw accurate conclusions about tender requirements within the limits of the tender information which is available, and which provide an objective basis for making a decision on whether to make a bid
2 Understand how to evaluate tender enquiry documentation	2.1 Evaluate how the tender documents against the agreed criteria and assess whether the organisation is capable of meeting the tender requirements and has enough resources to do so 2.2 Describe how to identify and resolve any points of concern in the tender 2.3 Describe how to identify and assess any contractual and legal issues which might affect the project 2.4 Examine how to investigate the tender documents within budgets and tender time limits 2.5 Evaluate how to draw accurate conclusions about tender requirements within the limits of the tender information which is available, and which provide an objective basis for making a decision on whether to make a bid
3 Be able to finalise and submit a tender	3.1 identify and evaluate, realistically, the risks and opportunities involved in a successful tender 3.2 identify and specify any alternatives and/or qualifications to the original tender requirements to optimise the tender

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

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| | 3.3 | modify the costs to take into account any external factors which may affect the cost projections |
| | 3.4 | recommend a profit margin and payment schedule which meets the objectives and strategy of the organisation |
| | 3.5 | check that the tender is complete and accurate and conforms to house style and make any necessary modifications |
| | 3.6 | present and support the tender in a manner which maximises its acceptability |
| | 3.7 | collate, arrange and submit tender information in accordance with procurement requirements |
| 4 | 4.1 | Understand how to finalise and submit a tender
Describe how to identify and evaluate, realistically, the risks and opportunities involved in a successful tender |
| | 4.2 | Describe how to identify and specify any alternatives and/or qualifications to the original tender requirements to optimise the tender |
| | 4.3 | Explain how to modify the costs to take into account any external factors which may affect the cost projections |
| | 4.4 | Propose how to recommend a profit margin and payment schedule which meets the objectives and strategy of the organisation |
| | 4.5 | Explain how to check that the tender is complete and accurate and conforms to house style and make any necessary modifications |
| | 4.6 | Explain how to present and support the tender in a manner which maximises its acceptability |
| | 4.7 | Explain how to collate, arrange and submit tender information in accordance with procurement requirements |

Unit A/600/7431

Plan measured surveys in construction

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
1	Be able to identify survey requirements	1.1	identify what data is needed, how detailed the data needs to be and what data outputs are required from the survey
		1.2	analyse and assess how accurate, up to date and complete the existing information is, and decide what additional information is needed
		1.3	make a preliminary investigation to identify any access problems and equipment which will be needed, and assess the implications for the survey
		1.4	choose survey methods which are suitable for the type of survey and the site
		1.5	commission surveys by selecting people and organisations who are competent to do the work
2	Understand how to identify survey requirements	2.1	Describe how to identify what data is needed, how detailed the data needs to be and what data outputs are required from the survey
		2.2	Examine how to analyse and assess how accurate, up to date and complete the exist information is, and decide what additional information is needed
		2.3	Examine how to make a preliminary investigation to identify any access problems and equipment which will be needed, and assess the implications for the survey
		2.4	Evaluate how to choose survey methods which are suitable for the type of survey and the site
		2.5	Evaluate how to commission surveys by selecting people and organisations who are competent to do the work
3	Be able to select survey processes and operations	3.1	assess any constraints which might affect the plan of the survey and limit the processes which are selected
		3.2	consult with experts for advice where additional, specialist information is needed
		3.3	ask for and obtain permission to carry out the survey from

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

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| | | owners of sites who will be affected and from any legal authorities which have to be notified |
| | 3.4 | estimate, accurately, and justify the cost of the survey |
| | 3.5 | develop a clear and concise method statement, a programme and a budget for the survey, and agree them with the stakeholders |
| | 3.6 | plan the surveys which will be needed and schedule them to meet the requirements of the project |
| | 3.7 | identify and implement quality assurance and safety standards which are suitable for the survey |
| 4 | Understand how to select survey processes and operations | |
| | 4.1 | Examine how to assess any constraints which might affect the plan of the survey and limit the processes which are selected |
| | 4.2 | Explain how to consult with experts for advice where additional, specialist information is needed |
| | 4.3 | Explain how to ask for and obtain permission to carry out the survey from owners of sites who will be affected and from any legal authorities which have to be notified |
| | 4.4 | Examine how to estimate, accurately, and justify the cost of the survey |
| | 4.5 | Propose how to develop a clear and concise method statement, a programme and a budget for the survey, and agree them with the stakeholders |
| | 4.6 | Propose how to plan the surveys which will be needed and schedule them to meet the requirements of the project |
| | 4.7 | Describe how to identify and implement quality assurance and safety standards which are suitable for the survey |
| 5 | Be able to identify investigation requirements | |
| | 5.1 | identify the factors for investigation that may be significant for the planned development by; examining documents, setting up and facilitating discussions and meetings |
| | 5.2 | select the critical aspects of both the site and the surrounding areas which require investigation and prioritise |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- them
- 5.3 agree the priorities for investigation, and accurate estimate of the time and costs involved, and summarise both the priorities and estimates in an investigation brief
 - 5.4 obtain any permission(s) that will be needed to carry out the investigation and confirm that they are valid before the investigation starts
 - 5.5 check and confirm that insurance has been taken out to provide full cover against accidents and negligence
 - 5.6 contact people and organisations who will be affected by the investigation, provide them with clear and accurate information and ask for their cooperation
 - 5.7 commission investigations by selecting people and organisations who are competent to do the work
- 6 Understand how to identify investigation requirements
- 6.1 Describe how to identify the factors for investigation that may be significant for the planned development by; examining documents, setting up and facilitating discussions and meetings
 - 6.2 Evaluate how to select the critical aspects of both the site and the surrounding areas which require investigation and prioritise them
 - 6.3 Evaluate how to agree the priorities for investigation, an accurate estimate of the time and costs involved, and summarise both the priorities and estimates in an investigation brief
 - 6.4 Explain how to obtain any permission(s) that will be needed to carry out the investigation and confirm that they are valid before the investigation starts
 - 6.5 Explain how to check and confirm that insurance has been taken out to provide full cover against accidents and negligence
 - 6.6 Explain how to contact people and organisations who will be affected by the investigation, provide them with clear and accurate information and ask for their cooperation

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
7 Be able to investigate and evaluate project factors	<p>6.7 Evaluate how to commission investigations by selecting people and organisations who are competent to do the work</p> <p>7.1 choose methods and techniques for the investigation which are valid, reliable, consistent with legal requirements and which recognise concerns raised by the public</p> <p>7.2 identify investigation sources and collect and collate relevant data</p> <p>7.3 analyse and evaluate the investigation data which has been collected about all of the significant factors affecting the project development</p> <p>7.4 consult with experts on specific problems which are relevant to the investigation by provide them with an accurate summary of the problems</p> <p>7.5 identify and accurately record the opportunities and constraints for project development options</p> <p>7.6 identify and assess previous solutions which are similar to the current circumstances to see whether they are relevant and useful</p> <p>7.7 present accurate findings which clearly describe all the important factors</p> <p>7.8 state clearly the authority for assumptions and projections used in the report</p> <p>7.9 assemble any supporting data which is relevant to the study, but which is not included in the report, store it safely and index it clearly for future reference</p>
8 Understand how to investigate and evaluate project factors	<p>8.1 Evaluate how to choose methods and techniques for the investigation which are valid, reliable, consistent with legal requirements and which recognise concerns raised by the public</p> <p>8.2 Describe how to identify investigation sources and collect and collate relevant data</p> <p>8.3 Examine how to analyse and evaluate the investigation data</p>

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

which has been collected about all of the significant factors affecting the project development

- 8.4 Explain how to consult with experts on specific problems which are relevant to the investigation by provide them with an accurate summary of the problems
- 8.5 Describe how to identify and accurately record the opportunities and constraints for project development options
- 8.6 Describe how to identify and assess previous solutions which are similar to the current circumstances to see whether they are relevant and useful
- 8.7 Explain how to present accurate findings which clearly describe all the important factors
- 8.8 Explain how to state clearly the authority for assumptions and projections used in the report
- 8.9 Explain how to assemble any support data which is relevant to the study, but which is not included in the report, store it safely and index it clearly for future reference

Unit A/600/7445

Ascertain the condition of property in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to recommend and agree a condition survey process	1.1 collate available information and documents and identify the objectives and purpose of the condition survey
	1.2 select valid, accurate and relevant information for the condition survey process
	1.3 identify the levels and types of professional support which will be needed and brief advisers with clear and accurate summaries of the information available
	1.4 select methods and techniques for the condition survey process which meet the requirements of relevant professional codes of practice
	1.5 evaluate relevant information and advice and identify significant factors which may influence the condition survey
	1.6 recommend a condition survey process which is justified by the evaluation, present it clearly and explain it to the client in a manner which promotes goodwill and trust
	1.7 assess the validity of the opinions of other people which are included in the recommendation
	1.8 agree and confirm the instructions and agreements for the condition survey before work starts
2 Understand how to recommend and agree a condition survey process	2.1 Explain how to collate available information and documents and identify the objectives and purpose of the condition survey
	2.2 Evaluate how to select valid, accurate and relevant information for the condition survey process
	2.3 Describe how to identify the levels and types of professional support which will be needed and brief advisers with clear and accurate summaries of the information available
	2.4 Evaluate how to select methods and techniques for the condition survey process which meet the requirements of relevant professional codes of practice

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

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| | 2.5 | Evaluate relevant information and advice and identify significant factors which may influence the condition survey |
| | 2.6 | Propose how to recommend a condition survey process which is justified by the evaluation, present it clearly and explain it to the client in a manner which promotes goodwill and trust |
| | 2.7 | Examine how to assess the validity of the opinions of other people which are included in the recommendation |
| | 2.8 | Evaluate how to agree and confirm the instructions and agreements for the condition survey before work starts |
| 3 | | Be able to investigate property for condition |
| | 3.1 | evaluate available data, identify the purpose of the inspection and obtaining the equipment and resources and specialist advice that will be needed |
| | 3.2 | check and confirm, before starting the condition inspection, that people who will be affected have given their permission |
| | 3.3 | take accurate observations and measurements which are necessary for the condition inspection and record them clearly, accurately and completely use agreed formats and conventions |
| | 3.4 | identify gaps in information and obtain additional data needed about the property and its use |
| | 3.5 | make further investigations when observations are inconsistent with existing data and expected findings, and accurately identify the cause of inconsistencies |
| | 3.6 | examine actual and potential causes of failure and deterioration |
| | 3.7 | identify and record parts of the property which do not conform to statutory requirements and circulate the findings to people who have an interest |
| 4 | | Understand how to investigate property for condition |
| | 4.1 | Evaluate available data, identify the purpose of the inspection and obtain the equipment and resources and specialist advice that will be needed |
| | 4.2 | Explain how to check and confirm, before starting the |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- condition inspection, that people who will be affected have given their permission
- 4.3 Explain how to take accurate observations and measurements which are necessary for the condition inspection and record them clearly, accurately and completely use agreed formats and conventions
- 4.4 Describe how to identify gaps in information and obtain additional data needed about the property and its use
- 4.5 Examine how to make further investigations when observations are inconsistent with exist data and expected finds, and accurately identify the cause of inconsistencies
- 4.6 Examine actual and potential causes of failure and deterioration
- 4.7 Describe how to identify and record parts of the property which do not conform to statutory requirements and circulate the findings to people who have an interest
- 5 Be able to prepare and present condition survey reports and records
- 5.1 assemble and collate information on the condition survey
- 5.2 select evaluation methods and techniques which are appropriate to the type of property and which meet the requirements of professional standards and codes of practice
- 5.3 select evidence for the assessment of condition which is accurate, complete and relevant to the requirements of the condition survey process
- 5.4 analyse all relevant evidence and information use appropriate methods and techniques and make a realistic assessment of condition
- 5.5 identify causes of failure and deterioration
- 5.6 prepare a condition survey report which is accurate, complete, meets relevant codes of practice and standards, clearly specifies the level of condition, recommends any necessary remedial work, and is qualified by any relevant factors
- 5.7 explain clearly where and why accurate inspection and

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

		measurement has not been possible
	5.8	answer the client's questions about the condition survey and give appropriate clarification
	5.9	maintain records which are clear, accurate and complete and conform to accepted professional and statutory requirements
6	Understand how to prepare and present condition survey reports and records	
	6.1	Explain how to assemble and collate information on the condition survey
	6.2	Evaluate how to select evaluation methods and techniques which are appropriate to the type of property and which meet the requirements of professional standards and codes of practice
	6.3	Evaluate how to select evidence for the assessment of condition which is accurate, complete and relevant to the requirements of the condition survey process
	6.4	Examine how to analyse all relevant evidence and information use appropriate methods and techniques and make a realistic assessment of condition
	6.5	Describe how to identify causes of failure and deterioration
	6.6	Explain how to prepare a condition survey report which is accurate, complete, meets relevant codes of practice and standards, clearly specifies the level of condition, recommends any necessary remedial work, and is qualified by any relevant factors
	6.7	Explain clearly where and why accurate inspection and measurement has not been possible
	6.8	Explain how to answer the client's questions about the condition survey and give appropriate clarification
	6.9	Explain how to maintain records which are clear, accurate and complete and conform to accepted professional and statutory requirements

Unit R/600/7449

Develop and agree detailed project designs in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to identify the methods for preparing detailed designs	1.1 identify which parts of the overall project require a detailed design
	1.2 choose a format for presenting the detailed design information which meets the requirements of the stakeholders
	1.3 identify and evaluate interfaces between parts of the project design
	1.4 choose methods for developing detailed designs and associated information and codes of practice
2 Understand how to identify the methods for preparing detailed designs	2.1 Describe how to identify which parts of the overall project require a detailed design
	2.2 Evaluate how to choose a format for presenting the detailed design information which meets the requirements of the stakeholders
	2.3 Describe how to identify and evaluate interfaces between parts of the project design
	2.4 Evaluate how to choose methods for developing detailed designs and associated information and codes of practice
3 Be able to select materials, components and systems	3.1 select and decide the relative importance of construction and installation requirements which are contained in the project brief
	3.2 investigate the construction and installation criteria which are significant to the overall design and what potential opportunities and constraints there might be in meeting them
	3.3 analyse the construction and installation criteria which are significant to the overall design, both individually and in combination with other project considerations
	3.4 select products which meet the identified construction and installation criteria and standards, and which balance cost

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

		and quality
		3.5 assess whether existing design solutions which contain similar construction and installation criteria might be relevant
		3.6 choose the solutions which best meet the significant construction and installation requirements, evaluate them against the requirements of the project brief and keep records of them for the project team
4	Understand how to select materials, components and systems	4.1 Evaluate how to select and decide the relative importance of construction and installation requirements which are contained in the project brief
		4.2 Examine how to investigate the construction and installation criteria which are significant to the overall design and what potential opportunities and constraints there might be in meeting them
		4.3 Examine how to analyse the construction and installation criteria which are significant to the overall design, both individually and in combination with other project considerations
		4.4 Evaluate how to select products which meet the identified construction and installation criteria and standards, and which balance cost and quality
		4.5 Examine how to assess whether existing design solutions which contain similar construction and installation criteria might be relevant
		4.6 Evaluate how to choose the solutions which best meet the significant construction and installation requirements, evaluate them against the requirements of the project brief and keep records of them for the project team
5	Be able to analyse detailed design solutions	5.1 identify and analyse relevant factors and data which are likely to influence the detailed design solution, assess their significance, prioritise them and resolve any conflicts between the different factors
		5.2 agree and apply criteria for selecting detailed design solutions

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

	5.3	calculate the relative effectiveness of different design solutions
	5.4	analyse and test the detailed design solutions against all relevant factors, and re-check the results
	5.5	record the data from calculations, investigations and analyse and pass them on for approval by others
	5.6	select the preferred designs and present them appropriately to stakeholders
	5.7	identify and record detailed design solutions which have not been selected but which might be useful in other projects
6	Understand how to analyse detailed design solutions	
	6.1	Explain how to identify and analyse relevant factors and data which are likely to influence the detailed design solution, assess their significance, prioritise them and resolve any conflicts between the different factors
	6.2	Evaluate how to agree and apply criteria for selecting detailed design solutions
	6.3	Explain how to calculate the relative effectiveness of different design solutions
	6.4	Examine how to analyse and test the detailed design solutions against all relevant factors, and re-check the results
	6.5	Explain how to record the data from calculations, investigations and analyse and pass them on for approval by others
	6.6	Evaluate how to select the preferred designs and present them appropriately to stakeholders
	6.7	Describe how to identify and record detailed design solutions which have not been selected but which might be useful in other projects
7	Be able to recommend and agree a detailed design	
	7.1	recommend the preferred designs to the project stakeholders and provide them with enough relevant and accurate information to agree a detailed design

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

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| | 7.2 | present and justify the features and benefits of the recommended detailed design solution |
| | 7.3 | compare the recommended detailed design with the requirements of the detailed design brief and justify its selection |
| | 7.4 | confirm with the stakeholders what the recommended detailed design solution will cost and how long it will take to implement |
| | 7.5 | reach an agreement on the detailed design solution which is acceptable to the stakeholders and which allows the project to progress to its next stage |
| 8 | | Understand how to recommend and agree a detailed design |
| | 8.1 | Propose how to recommend the preferred designs to the project stakeholders and provide them with enough relevant and accurate information to agree a detailed design |
| | 8.2 | Explain how to present and justify the features and benefits of the recommended detailed design solution |
| | 8.3 | Propose how to compare the recommended detailed design with the requirements of the detailed design brief and justify its selection |
| | 8.4 | Explain how to confirm with the stakeholders what the recommended detailed design solution will cost and how long it will take to implement |
| | 8.5 | Evaluate how to reach an agreement on the detailed design solution which is acceptable to the stakeholders and which allows the project to progress to its next stage |

Unit K/600/7456

Specify and control production documents in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to specify production document requirements	1.1 select controlling requirements for the project document programme which are suitable for the project and the resources available
	1.2 specify the purpose and scope of documents and the controlling requirements they need to meet
	1.3 develop a production programme, which meets agreed controlling requirements, to produce all the required documents in a feasible sequence of production
	1.4 specify enough resources and realistic individual targets to complete the document production programme
	1.5 set up registers, records and systems for monitoring and controlling the production of and issuing of documents which are capable of maintaining project compliance
	1.6 specify individual production instructions which are accurate, clear and complete
	1.7 develop and agree systems for checking, approving and integrating documents
	1.8 develop and agree procedures, which are appropriate to the requirements of the project and the contract conditions, for deal with discrepancies and inconsistencies in information, and delays and revisions to project information
	1.9 develop arrangements and contingency plans for reporting progress in meeting the programme requirements and to manage document production problems
2 Understand how to specify production document requirements	2.1 Evaluate how to select controlling requirements for the project document programme which are suitable for the project and the resources available
	2.2 Evaluate how to specify the purpose and scope of documents and the controlling requirements they need to meet
	2.3 Propose how to develop a production programme, which meets agreed controlling requirements, to produce all the

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

		required documents in a feasible sequence of production
	2.4	Evaluate how to specify enough resources and realistic individual targets to complete the document production programme
	2.5	Propose how to set up registers, records and systems for monitoring and controlling the production of and issuing of documents which are capable of maintaining project compliance
	2.6	Evaluate how to specify individual production instructions which are accurate, clear and complete
	2.7	Propose how to develop and agree systems for checking, approving and integrating documents
	2.8	Propose how to develop and agree procedures, which are appropriate to the requirements of the project and the contract conditions, for deal with discrepancies and inconsistencies in information, and delays and revisions to project information
	2.9	Evaluate how to develop arrangements and contingency plans for reporting progress in meeting the programme requirements and to manage document production problems
3	Be able to prepare prescriptive specifications	3.1 select a type of specification document which is suitable for the purpose
		3.2 check that the specification is consistent with the designs and related documents, where separate, and that it does not include duplicate and contradictory information
		3.3 collate the sections in the specification so that they are based on elements of a type appropriate to the circumstances and requirements
		3.4 produce a specification which is based on identified, applicable, current source information
		3.5 identify where the current source information is invalid and obtain accurate and valid supplementary information
		3.6 select, draft and amend technical clauses from standard

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

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| | | sources, which define the quality, type and standard of the materials, components and finished work |
| | 3.7 | structure the specification so that it is concise, referenced and cross-referenced accurately |
| | 3.8 | check that the specification is consistent with the current design and other design documentation, and updating it promptly and accurately when the design changes |
| | 3.9 | obtain necessary checks and approvals for the content and presentation of specifications |
| 4 | Understand how to prepare prescriptive specifications | |
| | 4.1 | Evaluate how to select a type of specification document which is suitable for the purpose |
| | 4.2 | Explain how to check that the specification is consistent with the designs and related documents, where separate, and that it does not include duplicate and contradictory information |
| | 4.3 | Explain how to collate the sections in the specification so that they are based on elements of a type appropriate to the circumstances and requirements |
| | 4.4 | Explain how to produce a specification which is based on identified, applicable, current source information |
| | 4.5 | Describe how to identify where the current source information is invalid and obtain accurate and valid supplementary information |
| | 4.6 | Evaluate how to select, draft and amend technical clauses from standard sources, which define the quality, type and standard of the materials, components and finished work |
| | 4.7 | Evaluate how to structure the specification so that it is concise, referenced and cross-referenced accurately |
| | 4.8 | Explain how to check that the specification is consistent with the current design and other design documentation, and update it promptly and accurately when the design changes |
| | 4.9 | Explain how to obtain necessary checks and approvals for the content and presentation of specifications |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

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| 5 | Be able to control and maintain project information | 5.1 | obtain information about project requirements which may contribute to the preparation of documents |
| | | 5.2 | check the information to see whether it is adequate to meet the project and document production requirements |
| | | 5.3 | assess the status of the information and pass it on to people who need it for document production, indicate any special considerations and limitations on its use |
| | | 5.4 | collate documents when they have been produced and check them against the agreed criteria |
| | | 5.5 | advise people who are producing documents, clarify information when they do not understand the instructions and refer outstanding queries to the people who produced the original information |
| | | 5.6 | identify any discrepancies and inconsistencies in the information and refer any problems back to the originators for clarification |
| | | 5.7 | recommend changes to the brief, design, specification and contract when the discrepancies which have been identified suggest that modifications are needed |
| | | 5.8 | collate revisions, requirements and additions to the design information, distribute the information promptly and brief the stakeholders and the people responsible for producing documents |
| | | 5.9 | obtain necessary checks and approvals when they are needed |
| | | 5.10 | produce up-to-date and accurate information on progress and issue it to the people who need the information |
| | | 5.11 | maintain accurate and complete registers and records which can be used for quality auditing |
| | | 5.12 | issue documents to meet project requirements |
| 6 | Understand how to | 6.1 | Explain how to obtain information about project |

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

control and maintain project information

requirements which may contribute to the preparation of documents

- 6.2 Explain how to check the information to see whether it is adequate to meet the project and document production requirements
- 6.3 Explain how to assess the status of the information and pass it on to people who need it for document production, indicate any special considerations and limitations on its use
- 6.4 Explain how to collate documents when they have been produced and check them against the agreed criteria
- 6.5 Propose how to advise people who are producing documents, clarify information when they do not understand the instructions and refer outstanding queries to the people who produced the original information
- 6.6 Describe how to identify any discrepancies and inconsistencies in the information and refer any problems back to the originators for clarification
- 6.7 Propose how to recommend changes to the brief, design, specification and contract when the discrepancies which have been identified suggest that modifications are needed
- 6.8 Explain how to collate revisions, requirements and additions to the design information, distribute the information promptly and brief the stakeholders and the people responsible for producing documents
- 6.9 Explain how to obtain necessary checks and approvals when they are needed
- 6.10 Explain how to produce up-to-date and accurate information on progress and issue it to the people who need the information
- 6.11 Explain how to maintain accurate and complete registers and records which can be used for quality auditing
- 6.12 Explain how to issue documents to meet project requirements

Unit M/600/7457

Prepare procurement schedules and programmes of works in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to develop a schedule of works	<p>1.1 produce a detailed schedule of works which is accurate and contains a complete statement of the project needs and the range of services which will be needed</p> <p>1.2 estimate the work content and time duration accurately</p> <p>1.3 plan the schedule of works so that it is achievable with the resources available</p> <p>1.4 calculate appropriate and realistic allowances to meet anticipated contingencies</p> <p>1.5 draft the schedule of works in a format which is appropriate to the type and scope of the work</p> <p>1.6 present the schedule of works to stakeholders, correct any conflicting requirements and agree amendments</p> <p>1.7 present information clearly and accurately and reach agreement use a style and approach which maintains goodwill and trust</p>
2 Understand how to develop a schedule of works	<p>2.1 Explain how to produce a detailed schedule of works which is accurate and contains a complete statement of the project needs and the range of services which will be needed</p> <p>2.2 Examine how to estimate the work content and time duration accurately</p> <p>2.3 Propose how to plan the schedule of works so that it is achievable with the resources available</p> <p>2.4 Explain how to calculate appropriate and realistic allowances to meet anticipated contingencies</p> <p>2.5 Explain how to draft the schedule of works in a format which is appropriate to the type and scope of the work</p> <p>2.6 Explain how to present the schedule of works to stakeholders, correct any conflict requirements and agree amendments</p>

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
3 Be able to develop a procurement programme	2.7 Explain how to present information clearly and accurately and reach agreement use a style and approach which maintains goodwill and trust
	3.1 develop a detailed and accurate procurement programme in an appropriate format
	3.2 identify within the procurement programme the lead times for ordering and receiving essential resources
	3.3 identify any conflicting requirements and unacceptable variations in the procurement programme, recommend feasible alternatives, and agree modifications to the programme with stakeholders
	3.4 integrate the procurement programme so that it is consistent with the requirements of the overall programme, statutory bodies and others who will be affected
4 Understand how to develop a procurement programme	3.5 monitor the procurement programme and identify modifications which would suit changed circumstances or which offer cost and time benefits
	4.1 Propose how to develop a detailed and accurate procurement programme in an appropriate format
	4.2 Describe how to identify within the procurement programme the lead times for ordering and receiving essential resources
	4.3 Describe how to identify any conflicting requirements and unacceptable variations in the procurement programme, recommend feasible alternatives, and agree modifications to the programme with stakeholders
	4.4 Propose how to integrate the procurement programme so that it is consistent with the requirements of the overall programme, statutory bodies and others who will be affected
4.5 Examine how to monitor the procurement programme and identify modifications which would suit changed circumstances or which offer cost and time benefits	

Unit M/600/7460

Implement strategic and integrated supply chain management and sourcing partnerships in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to evaluate and agree the benefits and risks of strategic sourcing	1.1 select relevant criteria to use in making evaluations and decisions 1.2 evaluate the effect of strategic sourcing on competitiveness of supply, compare the evaluation with existing arrangements and calculate the advantages and disadvantages 1.3 evaluate the benefits of changing to new suppliers 1.4 recommend changes use accurate evidence and clearly identify the strategic implications for supply 1.5 negotiate and agree recommendations with decision makers, the suppliers and other people who have an interest
2 Understand how to evaluate and agree the benefits and risks of strategic sourcing	2.1 Evaluate how to select relevant criteria to use in making evaluations and decisions 2.2 Evaluate the effect of strategic sourcing on competitiveness of supply, compare the evaluation with exist arrangements and calculate the advantages and disadvantages 2.3 Evaluate the benefits of changing to new suppliers 2.4 Propose how to recommend changes us accurate evidence and clearly identify the strategic implications for supply 2.5 Propose how to negotiate and agree recommendations with decision makers, the suppliers and other people who have an interest
3 Be able to agree and implement alignment of management systems	3.1 specify and agree with the supply chain the ways in which management systems will be aligned 3.2 identify and agree, with all stakeholders, the changes which are necessary to meet technical and quality

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

		requirements
		3.3 develop and implement appropriate trials, assess the results and make appropriate modifications before moving to full implementation
		3.4 check that the alignment of management systems conforms to the requirements of legislation
4	Understand how to agree and implement alignment of management systems	4.1 Evaluate how to specify and agree with the supply chain the ways in which management systems will be aligned
		4.2 Describe how to identify and agree, with all stakeholders, the changes which are necessary to meet technical and quality requirements
		4.3 Propose how to develop and implement appropriate trials, assess the results and make appropriate modifications before moving to full implementation
		4.4 Explain how to check that the alignment of management systems conforms to the requirements of legislation
5	Be able to monitor and control supply chain arrangements	5.1 review the terms of contract regularly, and assessing whether there are continued nett benefits to the supply chain
		5.2 monitor the performance of the supply chain against agreed standards and quantify any variations in performance
		5.3 inform the supply chain about variations in performance from contract terms, and provide them with advice and information about the changes needed and the time allowed to make the changes
		5.4 investigate persistent variations and major problems, identify likely causes and inform all the supply chain
		5.5 assess existing sourcing arrangements against alternative supply options regularly and estimate the relative benefits and disadvantages
6	Understand how to monitor and control supply chain	6.1 Examine how to review the terms of contract regularly, and assess whether there are continued nett benefits to

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

arrangements

the supply chain

- 6.2 Examine how to monitor the performance of the supply chain against agreed standards and quantify any variations in performance
- 6.3 Explain how to inform the supply chain about variations in performance from contract terms, and provide them with advice and information about the changes needed and the time allowed to make the changes
- 6.4 Examine how to investigate persistent variations and major problems, identify likely causes and inform all the supply chain
- 6.5 Examine how to assess existing sourcing arrangements against alternative supply options regularly and estimate the relative benefits and disadvantages

Unit D/600/7468

Evaluate and confirm work methods and programme in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to evaluate, review and select work methods	1.1 assess the available project data and obtaining more information from alternative sources in situations where the available project data is insufficient
	1.2 identify and evaluate the possible work methods against relevant technical and project criteria and select those which best meets the criteria
	1.3 propose the selected method to decision makers
	1.4 analyse the method which has been selected for its activity content and quantifying it accurately
	1.5 review method statements to ensure that they are accurate, clear, concise and acceptable to all the people involved
2 Understand how to evaluate, review and select work methods	2.1 Examine how to assess the available project data and obtain more information from alternative sources in situations where the available project data is insufficient
	2.2 Describe how to identify and evaluate the possible work methods against relevant technical and project criteria and select those which best meets the criteria
	2.3 Propose how to propose the selected method to decision makers
	2.4 Examine how to analyse the method which has been selected for its activity content and quantify it accurately
	2.5 Examine how to review method statements to ensure that they are accurate, clear, concise and acceptable to all the people involved
3 Be able to confirm project programming	3.1 analyse the sequential programming of activities against project requirements and the requirements of significant external factors and necessary resources
	3.2 ensure that the produced programmes and schedules of planned activities are consistent with the complexity of the

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

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| | | project |
| | 3.3 | confirm alterations to the works programme which will meet changed circumstances or offer cost and time benefits, calculate the savings accurately and justify them to decision makers |
| | 3.4 | develop a system for monitor the works programme, implement it and use the results to improve future production and plan |
| 4 | Understand how to confirm project programming | |
| | 4.1 | Examine how to analyse the sequential programming of activities against project requirements and the requirements of significant external factors and necessary resources |
| | 4.2 | Explain how to ensure that the produced programmes and schedules of planned activities are consistent with the complexity of the project |
| | 4.3 | Explain how to confirm alterations to the works programme which will meet changed circumstances or offer cost and time benefits, calculate the savings accurately and justify them to decision makers |
| | 4.4 | Propose how to develop a system for monitor the works programme, implement it and use the results to improve future production and plan |

Unit H/600/7469

Analyse, monitor and optimise materials, plant and services in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to analyse and monitor requirements for supplies	1.1 analyse design and project information, operational plans, user feedback and quantities and confirm what supplies will be required 1.2 identify the opportunities for economising on usage, cost and the environmental impact of supplies. 1.3 confirm and monitor the purchasing plan to ensure that supply requirements are met. 1.4 accommodating changing circumstances
2 Understand how to analyse and monitor requirements for supplies	2.1 Examine how to analyse design and project information, operational plans, user feedback and quantities and confirm what supplies will be required 2.2 Describe how to identify the opportunities for economising on usage, cost and the environmental impact of supplies. 2.3 Explain how to confirm and monitor the purchasing plan to ensure that supply requirements are met. 2.4 Explain how to accommodate changing circumstances
3 Be able to optimise supplier performance	3.1 evaluate regularly the performance of suppliers against the supply requirements 3.2 identify any issues with supply requirements, record them, pass the information on to the supplier and discuss it with them 3.3 identify changes which will improve supplier performance, discuss and agree changes with the supplier and incorporate agreed actions in supplier development programmes 3.4 advise suppliers and provide them with resources which will help them to meet supply requirements, overall budgetary limits and project requirements

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

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| 4 | Understand how to optimise supplier performance | 3.5 | conduct negotiations and meetings with suppliers in a manner which maintains their goodwill and trust |
| | | 4.1 | Evaluate regularly the performance of suppliers against the supply requirements |
| | | 4.2 | Describe how to identify any issues with supply requirements, record them, pass the information on to the supplier and discuss it with them |
| | | 4.3 | Describe how to identify changes which will improve supplier performance, discuss and agree changes with the supplier and incorporate agreed actions in supplier development programmes |
| | | 4.4 | Propose how to advise suppliers and provide them with resources which will help them to meet supply requirements, overall budgetary limits and project requirements |
| | | 4.5 | Explain how to conduct negotiations and meetings with suppliers in a manner which maintains their goodwill and trust |

Unit Y/600/7470

Control contract work in construction

Learning Outcome - The learner will:		Assessment Criterion - The learner can:	
1	Be able to control contracts against agreed quality standards	1.1	research quality standards from available information and pass them to people responsible for their implementation before they start work
		1.2	specify, clearly and unambiguously, the responsibilities which individuals have for maintaining quality standards
		1.3	set up systems for inspecting and controlling the quality of work and record the outcomes
		1.4	check, regularly, that work conforms to the design requirements and the specified quality standards
		1.5	identify work which fails to meet the requirements and specified quality standards and implement corrective action
		1.6	ask for unacceptable quality standards to be corrected and notify decision makers if this is not done within a reasonable time
		1.7	inform decision makers regularly about significant variations in quality standards, programme and safety implications, and suggest the decisions which they need to make and actions which they need to take
		1.8	identify specifications which conflict with statutory and legal requirements and refer them to decision makers for modification
		1.9	identify improvements from feedback received and recommend them to decision makers
		1.10	agree amendments to the contract quality requirements and specifications and record them accurately
2	Understand how to control contracts against agreed quality standards	2.1	Examine how to research quality standards from available information and pass them to people responsible for their implementation before they start work
		2.2	Evaluate how to specify, clearly and unambiguously, the

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

- responsibilities which individuals have for maintaining quality standards
 - 2.3 Propose how to set up systems for inspecting and controlling the quality of work and record the outcomes
 - 2.4 Explain how to check, regularly, that work conforms to the design requirements and the specified quality standards
 - 2.5 Describe how to identify work which fails to meet the requirements and specified quality standards and implement corrective action
 - 2.6 Explain how to ask for unacceptable quality standards to be corrected and notify decision makers if this is not done within a reasonable time
 - 2.7 Explain how to inform decision makers regularly about significant variations in quality standards, programme and safety implications, and suggest the decisions which they need to make and actions which they need to take
 - 2.8 Describe how to identify specifications which conflict with statutory and legal requirements and refer them to decision makers for modification
 - 2.9 Describe how to identify improvements from feedback received and recommend them to decision makers
 - 2.10 Evaluate how to agree amendments to the contract quality requirements and specifications and record them accurately
- 3 Be able to maintain contract compliance with legal and statutory requirements
 - 3.1 identify legal and statutory requirements from available information and clarify them where there is uncertainty
 - 3.2 brief the workforce about their legal and statutory responsibilities to those responsible for implementing them before they start work on the contract
 - 3.3 develop and implement monitor systems, collect information regularly and summarise it accurately
 - 3.4 identify situations which do not comply with legal and

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

		statutory requirements, investigate the circumstances thoroughly and take appropriate corrective action
	3.5	identify any new legal and statutory requirements which may have an impact on the project, summarise the important details and pass this on to people who have an interest
	3.6	complete statutory returns accurately and on time
4	Understand how to maintain contract compliance with legal and statutory requirements	
	4.1	Describe how to identify legal and statutory requirements from available information and clarify them where there is uncertainty
	4.2	Explain how to brief the workforce about their legal and statutory responsibilities to those responsible for implementing them before they start work on the contract
	4.3	Propose how to develop and implement monitor systems, collect information regularly and summarise it accurately
	4.4	Describe how to identify situations which do not comply with legal and statutory requirements, investigate the circumstances thoroughly and take appropriate corrective action
	4.5	Describe how to identify any new legal and statutory requirements which may have an impact on the project, summarise the important details and pass this on to people who have an interest
	4.6	Explain how to complete statutory returns accurately and on time

Unit D/600/7471

Optimise and control contract progress and costs in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to optimise contract progress	1.1 develop systems to monitor and record the progress of the contract against the agreed programmes
	1.2 review and optimise resources to accommodate changing circumstances
	1.3 confirm and investigating the circumstances of any deviations thoroughly and agree and implement appropriate corrective action
	1.4 recommend options which are most likely to optimise cost and time and help the contract progress
	1.5 brief decision makers about progress, changes to the operational programme, resource needs and suggest the decisions and actions that need to be taken
	1.6 identify improvements from feedback received and recommend them to decision makers
2 Understand how to optimise contract progress	2.1 Propose how to develop systems to monitor and record the progress of the contract against the agreed programmes
	2.2 Examine how to review and optimise resources to accommodate changing circumstances
	2.3 Explain how to confirm and investigate the circumstances of any deviations thoroughly and agree and implement appropriate corrective action
	2.4 Propose how to recommend options which are most likely to optimise cost and time and help the contract progress
	2.5 Explain how to brief decision makers about progress, changes to the operational programme, resource needs and suggest the decisions and actions that need to be taken
	2.6 Describe how to identify improvements from feedback received and recommend them to decision makers
3 Be able to control	3.1 manage and implement appropriate contract cost monitor

Learning Outcome - The learner will:

Assessment Criterion - The learner can:

contract costs	systems which are able to provide early warning of problems
	3.2 review and summarise accurate cost data and presenting it in a format which will help people to make decisions
	3.3 identify variations and trends in cost data and identifying and quantifying opportunities for cost savings
	3.4 investigate any variations and agree and implement appropriate corrective action
4 Understand how to control contract costs	4.1 Evaluate how to manage and implement appropriate contract cost monitor systems which are able to provide early warning of problems
	4.2 Examine how to review and summarise accurate cost data and present it in a format which will help people to make decisions
	4.3 Describe how to identify variations and trends in cost data and identify and quantify opportunities for cost savings
	4.4 Examine how to investigate any variations and agree and implement appropriate corrective action

Unit H/600/7472

Prepare and agree contract accounts and claims in construction

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to prepare and agree interim valuations and final accounts	1.1 value work in progress, and agree the calculations with valuers who are acting for the people involved in the contract
	1.2 price and reference the quantities used in valuations and accounts so that they meet contract provisions
	1.3 value variations and items which do not have an agreed contract rate by agree justifiable non-standard rates
	1.4 identify the liability for the cost of re-work and additional work, agree the liability with the people involved in the contract and record the estimates to meet administrative and contractual requirements
	1.5 prepare and submit accurate valuations and accounts which contain relevant background information and clarify and justify areas of potential disagreement
	1.6 record documents, back-up information and calculations accurately, reference them clearly and store them so that they can be easily referred to for audit and reference
2 Understand how to prepare and agree interim valuations and final accounts	2.1 Examine how to value work in progress, and agree the calculations with valuers who are acting for the people involved in the contract
	2.2 Examine how to price and reference the quantities used in valuations and accounts so that they meet contract provisions
	2.3 Examine how to value variations and items which do not have an agreed contract rate by agreeing justifiable non-standard rates
	2.4 Describe how to identify the liability for the cost of re-work and additional work, agree the liability with the people involved in the contract and record the estimates to meet administrative and contractual requirements

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	2.5 Explain how to prepare and submit accurate valuations and accounts which contain relevant background information and clarify and justify areas of potential disagreement
	2.6 Explain how to record documents, back-up information and calculations accurately, reference them clearly and store them so that they can be easily referred to for audit and reference
3 Be able to prepare and agree compensation events and claims for reimbursement for loss and expense	3.1 assess the basis of claims and criteria for recovery against the contract and relevant expert opinion, and progress valid claims which can be substantiated
	3.2 calculate claims accurately from relevant and verified information sources
	3.3 analyse the opposing grounds for the claims, structure the claims clearly and present them
	3.4 negotiate and agree amendments to the claim with the people involved in the contract
	3.5 conduct negotiations with the people involved in the contract in a manner which maintains their goodwill and trust
	3.6 record documents, back-up information and calculations accurately, reference them clearly and store them so that they can be easily referred to for audit and reference
4 Understand how to prepare and agree compensation events and claims for reimbursement for loss and expense	4.1 Examine how to assess the basis of claims and criteria for recovery against the contract and relevant expert opinion, and progress valid claims which can be substantiated
	4.2 Explain how to calculate claims accurately from relevant and verified information sources
	4.3 Examine how to analyse the opposing grounds for the claims, structure the claims clearly and present them
	4.4 Propose how to negotiate and agree amendments

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

to the claim with the people involved in the contract

- 4.5 Explain how to conduct negotiations with the people involved in the contract in a manner which maintains their goodwill and trust
- 4.6 Explain how to record documents, back-up information and calculations accurately, reference them clearly and store them so that they can be easily referred to for audit and reference



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