

Level 4 NVQ Diploma in Construction Site Supervision (Construction) (6577)

September 2018 Version 1.1

**Candidate Logbook/Work-Based Evidence
Record**

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Level 4 NVQ Diploma in Construction Site Supervision (Construction) (6577)

Candidate Logbook/Work-Based Evidence Record

Qualification title	City & Guilds qualification number	Qualification Accreditation Number (QAN)
Level 4 NVQ Diploma in Construction Site Supervision (Building and Civil Engineering) (Construction)	6577-01	600/1899/4
Level 4 NVQ Diploma in Construction Site Supervision (Highways and Maintenance Repair) (Construction)	6577-02	600/1899/4
Level 4 NVQ Diploma in Construction Site Supervision (Residential Development) (Construction)	6577-03	600/1899/4
Level 4 NVQ Diploma in Construction Site Supervision (Conservation) (Construction)	6577-04	600/1899/4
Level 4 NVQ Diploma in Construction Site Supervision (Demolition) (Construction)	6577-05	600/1899/4
Level 4 NVQ Diploma in Construction Site Supervision (Tunnelling) (Construction)	6577-06	600/1899/4

Version and date	Change detail	Section
1.1 September 2018	Removed UAN's and Credits Unit Content updated in line with CITB qualification structure	All units Unit 210v2 (Unit 501) and Unit 724 (Unit 370)

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1 About your Candidate Logbook/Work-Based Evidence Record



1.1 Contact details

Candidate name	
Candidate address	
Centre name	
Centre number	
Programme start date	
City & Guilds registration number	
Date of registration with City & Guilds	

This Candidate Logbook/Work-Based Evidence Record is your personal achievement in practical work carried out mostly in the workplace and knowledge assessments achieved. It may not be possible to replace this document, therefore it should be kept in good condition and in a safe place to be used by you to record your progress.

Once completed, you must keep this portfolio for a period of three years. During this time your training centre can request that you submit your portfolio to them. This will be returned to you.

Keep a record of relevant contact details in the space provided below. You may find it helpful to make a note of phone numbers and e-mail addresses here.

Your Assessor(s)	
Internal Quality Assurer (IQA)	
Quality Consultant (QC)	

1.2 Introduction to the logbook

This logbook will help you complete the units in **City & Guilds Level 4 NVQ Diploma in Construction Site Supervision (Construction) (6577)**. It contains forms you can use to record your evidence of what you have done.

There are **27** units in total available in this Logbook. You should discuss and agree with your assessor/tutor which of these units you are going to work towards. The units in this logbook are for the Level 4 qualification.

About City & Guilds

City & Guilds is your awarding body for this qualification. City & Guilds is the UK's leading awarding body for vocational qualifications.

Information about City & Guilds and our qualifications is available on our website **www.cityandguilds.com**.

2 About your approved centre

Types of approved centres

Assessment for your qualification will be carried out at your centre. Your centre may be your place of work, a college, training provider or a combination of these.

City & Guilds approves centres to offer their qualifications and regularly monitors them to make sure they meet our quality standards and follow our assessment policies.

Centre responsibilities

Your centre is responsible for the administration of your qualification. Centre staff will:

- register you with City & Guilds
- give you your City & Guilds enrolment number
- apply for your certificate(s) when you have completed your qualification or units.

Centres are also responsible for supporting you as your work towards your NVQ. Centres will:

- carry out an initial assessment with you
- tell you about any learning or training (and resources) you will need to help you complete your qualification
- provide an induction programme to explain how the assessment process works
- produce an assessment plan for you.

Assessment roles

The following people at your centre will help you achieve your qualification.

The Assessor

The assessor is the person you will have the most contact with as you work towards your qualification. Your assessor will:

- help you identify any training you need
- agree an assessment plan with you
- help you plan and organise your workload and evidence
- observe you carrying out your job in the workplace over a period of time
- ask you questions about the work you do
- make decisions about your evidence
- judge when you are competent and meet the national standards
- give you feedback about your evidence and competence.

You may have more than one assessor depending on which units of the qualification you take.

The Internal Quality Assurer (IQA)

The Internal Quality Assurer (IQA) maintains the quality of assessment within the centre.

The Work-Based Recorder/Expert Witness

The role of the work-based recorder/expert witness is to:

- observe you carrying out work activities
- take photographs as evidence of work carried out
- authenticate work based recordings and testimonies
- ensure all work meets current industrial standards
- ensure all work is carried out in a safe manner
- be in regular communication with your assessor to evaluate your performance on site
- try to make sure you get the relevant work experience needed to meet the criteria of your NVQ
- provide support, guidance and motivation to help you complete your NVQ successfully

3 About candidates

Candidate role and responsibilities

Your responsibilities as a City & Guilds candidate are to:

- provide your centre with your personal details so you can be registered with City & Guilds
- participate in an initial assessment and induction
- agree a personal assessment plan with your assessor
- collect and organise your evidence as agreed in your assessment plan
- attend regular meetings with your assessor to discuss your progress and to amend your plan when required
- meet with other centre and City & Guilds staff to talk about your qualification and evidence
- make sure you understand and comply with health and safety law and regulations.

Your centre **may** ask you to agree and sign a learning contract with them to show how you will be assessed for your qualification.

Learner registration number

Make sure you keep a note of your unique City & Guilds registration number on the front page of this logbook.

Moving to a new centre

If you change jobs or move to a new centre before you complete your qualification, you may be able to complete it at a new centre. Ask your centre to apply for any certificates of unit credit for you before you leave, and add them to your records.

A new centre will need your candidate enrolment number, your assessment records and evidence to help you complete your qualification.

4 Qualification assessment

4.1 Before you start your qualification

Initial assessment

Before you start work on your qualification you will meet with your assessor to discuss what you need to do to complete your qualification. This can include:

- checking you are taking the right qualification level
- checking you have chosen suitable units
- identifying any training or learning you will need to help you gain your qualification
- agreeing an assessment plan
- signing a learning contract.

Skill scan

As part of this meeting, you will discuss the skills and knowledge you may already have, and decide how this can be used towards your qualification. This process is sometimes called a skill scan. There is a Skill Scan Form in this logbook you can use to record the skills you may already have.

4.2 The assessment process

Once you have chosen your units you will make and agree an assessment plan with your assessor. This will show:

- the units the plan covers
- when you will be assessed
- where the assessment will take place
- what you will be doing
- what evidence you will produce
- who will assess you.

The plan should also indicate the methods of assessment to be used to collect your evidence. Evidence can include:

- direct observation in the workplace by a qualified assessor
- witness testimony of work carried out by you in the workplace written by an expert witness
- questioning – this could be verbal, written or computer based
- other evidence which can include photographs or personal accounts.

Assessment requirements

Site Observations (SO) should be conducted in the workplace by your Assessor. For individual criteria not directly observed, evidence of your ability to complete a number of different tasks to confirm competence must be recorded.

Types of evidence

SO = Site Observation

OQ = Oral Question

WQ = Written Question & Answer

WT = Witness Testimony

PS = Photographic Supplementary

PD = Professional Discussion

The following people at your centre will explain the assessment and recording process and help you achieve your unit(s).

The assessor/tutor

The assessor/tutor is the person you will have the most contact with as you work towards your unit(s). You may have more than one assessor/tutor depending on which unit(s) you take or you may be assessed by a person who is not your tutor.

The Internal Quality Assurer (IQA)

The IQA maintains the quality of assessment within the centre.

The Qualification Consultant (QC)

The QC works for City & Guilds and helps to ensure that your centre meets the required standards for quality and assessment.

5 Using your logbook

Recording forms

This logbook contains all of the forms you and your assessor will need to plan, review and organise your evidence. Your assessor will be able to help you decide which forms you need to complete and help you fill them in.

Candidate job profile

You can use this form to record your personal details if you don't already have a Candidate Résumé/ CV.

Skill scan/Initial assessment

This can be used to record the skills and knowledge you may already have. This may be part of your initial assessment.

Overall unit sign-off

You can use this form to log your achievement of the units for the whole qualification including completion of assignments and online assessment

On-site assessment plan/feedback

You and your assessor will use this form to plan each assessment session. Your assessor will use this form to give feedback on the task. It will also enable you and your assessor to plan what actions need to be done before the next session.

On-site observation report

Your assessor will complete during observation. You will both sign this as a true record.

Professional discussion supplementary evidence sheet

To be completed by you, your work-based recorder or another witness to evidence meeting assessment criteria that could not be signed off during direct observation with your assessor.

Oral questioning supplementary evidence sheet

Your assessor will use this form to log any additional questions and answers asked during observation or to mop up any missing evidence.

Photographic supplementary evidence

Use this form to include a photo and brief description of the task being carried out.

Work-based recorder details

To be completed by your work-based recorders to confirm occupational competence.

Assessor briefing and report continuation sheet

Additional space for your assessor to make notes

Signature sheet

This is used to record the details of staff that will provide you with witness testimony.

Units

These record where the evidence you produce meets the requirements of the unit. You should give each piece of evidence an evidence reference number.

Please photocopy these forms as many times as required to log the evidence.

5.1 Candidate job profile



If you already have your own CV you can use that instead of this form.

Candidate name:	
Place of work:	
Assessor:	

Outline of job role:

Previous roles & responsibilities relevant to the qualification:

Previous qualification and training relevant to the qualification

Qualification/Training	Where achieved	Date achieved	Grade

5.2 Units

To achieve the **Level 4 NVQ Diploma in Construction Site Supervision (Construction) (Building and Civil Engineering) (6577-01)**, you must achieve a total of **127** credits from the mandatory units in the table below.

Unit No	UAN	Unit level	Unit Title	Credits	GLH
361	D/600/7518	3	Maintaining supplies of materials to meet project requirements in the workplace	8	20
362	Y/600/7520	3	Implementing communication systems for construction projects in the workplace	7	20
363	D/600/7521	3	Maintaining the dimensional accuracy of work in the workplace	8	30
364	J/600/7531	3	Contributing to the control of work quantities and costs in the workplace	9	30
365	H/600/7536	3	Co-ordinating preparation work for site or lifting operations in the workplace	8	20
404	D/504/8544	4	Maintaining systems for health, safety, welfare and environmental protection in the workplace	8	30
405	K/504/8546	4	Assessing and recommending work methods for carrying out site operations in the workplace	11	40
406	M/504/8547	4	Planning work activities and resources to meet work requirements in the workplace	12	40
407	T/504/8548	4	Co-ordinating and organising the control of work in the workplace	12	40
408	A/504/8549	4	Controlling work progress against agreed programmes in the workplace	9	30
409	M/504/8550	4	Allocating and monitoring the use of plant, equipment or machinery in the workplace	9	30
410	T/504/8551	4	Controlling work against agreed standards in the workplace	9	30
501	M/503/2915	5	Developing and maintaining good occupational working relationships in the workplace	8	27
503	D/600/7552	5	Allocating work and checking people's performance in the workplace	9	20

To achieve the **Level 4 NVQ Diploma in Construction Site Supervision (Construction) (Highways and Maintenance Repair) (6577-02)**, you must achieve:

- **116** credits from the mandatory units, and
- a minimum of **15** credits from at least **two** of the optional units listed in the table below.

Unit No	UAN	Unit level	Unit Title	Credits	GLH
Mandatory					
361	D/600/7518	3	Maintaining supplies of materials to meet project requirements in the workplace	8	20
366	M/600/7538	3	Managing personal professional development in the workplace	7	10
368	T/600/7556	3	Supervising highways maintenance or repair activities in the workplace	12	30
403	A/504/8552	4	Identifying and enabling learning opportunities for given work teams in the workplace	7	20
404	D/504/8544	4	Maintaining systems for health, safety, welfare and environmental protection in the workplace	8	30
405	K/504/8546	4	Assessing and recommending work methods for carrying out site operations in the workplace	11	40
406	M/504/8547	4	Planning work activities and resources to meet work requirements in the workplace	12	40
407	T/504/8548	4	Co-ordinating and organising the control of work in the workplace	12	40
408	A/504/8549	4	Controlling work progress against agreed programmes in the workplace	9	30
409	M/504/8550	4	Allocating and monitoring the use of plant, equipment or machinery in the workplace	9	30
410	T/504/8551	4	Controlling work against agreed standards in the workplace	9	30
814	M/600/7555	6	Planning highways maintenance or repair activities in the workplace	12	30
Optional					
362	Y/600/7520	3	Implementing communication systems for construction projects in the workplace	7	20
363	D/600/7521	3	Maintaining the dimensional accuracy of work in the workplace	8	30
364	J/600/7531	3	Contributing to the control of work quantities and costs in the workplace	9	30
501	M/503/2915	5	Developing and maintaining good occupational working relationships in the workplace	8	27
502	F/600/7558	5	Providing and monitoring construction-related customer service in the workplace	8	30
503	D/600/7552	5	Allocating work and checking people's performance in the workplace	9	20
504	K/600/7554	5	Contributing to the identification of work teams in the workplace	8	20

To achieve the **Level 4 NVQ Diploma in Construction Site Supervision (Construction) (Residential Development) (6577-03)**, you must achieve:

- **109** credits from the mandatory units, and
- a minimum of **14** credits from a minimum of **two** of the optional units listed in the table below.

Unit No	UAN	Unit level	Unit Title	Credits	GLH
Mandatory					
361	D/600/7518	3	Maintaining supplies of materials to meet project requirements in the workplace	8	20
362	Y/600/7520	3	Implementing communication systems for construction projects in the workplace	7	20
363	D/600/7521	3	Maintaining the dimensional accuracy of work in the workplace	8	30
404	D/504/8544	4	Maintaining systems for health, safety, welfare and environmental protection in the workplace	8	30
405	K/504/8546	4	Assessing and recommending work methods for carrying out site operations in the workplace	11	40
406	M/504/8547	4	Planning work activities and resources to meet work requirements in the workplace	12	40
407	T/504/8548	4	Co-ordinating and organising the control of work in the workplace	12	40
408	A/504/8549	4	Controlling work progress against agreed programmes in the workplace	9	30
409	M/504/8550	4	Allocating and monitoring the use of plant, equipment or machinery in the workplace	9	30
410	T/504/8551	4	Controlling work against agreed standards in the workplace	9	30
412	J/504/8554	4	Handing over property to recipients following construction or maintenance related activities in the workplace	8	20
502	F/600/7558	5	Providing and monitoring construction-related customer service in the workplace	8	30
Optional					
364	J/600/7531	3	Contributing to the control of work quantities and costs in the workplace	9	30
365	H/600/7536	3	Co-ordinating preparation work for site or lifting operations in the workplace	8	20
366	M/600/7538	3	Managing personal professional development in the workplace	7	10
403	A/504/8552	4	Identifying and enabling learning opportunities for given work teams in the workplace	7	20
501	M/503/2915	5	Developing and maintaining good occupational working relationships in the workplace	8	27
503	D/600/7552	5	Allocating work and checking people's performance in the workplace	9	20
504	K/600/7554	5	Contributing to the identification of work teams in the workplace	8	20

To achieve the **Level 4 NVQ Diploma in Construction Site Supervision (Construction) (Conservation) (6577-04)**, you must achieve:

- **117** credits from the mandatory units, and
- a minimum of **14** credits from at least **two** of the optional units, listed in the table below.

Unit No	UAN	Unit level	Unit Title	Credits	GLH
Mandatory					
361	D/600/7518	3	Maintaining supplies of materials to meet project requirements in the workplace	8	20
362	Y/600/7520	3	Implementing communication systems for construction projects in the workplace	7	20
363	D/600/7521	3	Maintaining the dimensional accuracy of work in the workplace	8	30
371	A/600/7560	3	Supervising historical conservation/restoration activities in the workplace	12	30
404	D/504/8544	4	Maintaining systems for health, safety, welfare and environmental protection in the workplace	8	30
405	K/504/8546	4	Assessing and recommending work methods for carrying out site operations in the workplace	11	40
406	M/504/8547	4	Planning work activities and resources to meet work requirements in the workplace	12	40
407	T/504/8548	4	Co-ordinating and organising the control of work in the workplace	12	40
408	A/504/8549	4	Controlling work progress against agreed programmes in the workplace	9	30
409	M/504/8550	4	Allocating and monitoring the use of plant, equipment or machinery in the workplace	9	30
410	T/504/8551	4	Controlling work against agreed standards in the workplace	9	30
817	J/600/7559	6	Planning historical conservation/restoration activities in the workplace	12	30
Optional					
364	J/600/7531	3	Contributing to the control of work quantities and costs in the workplace	9	30
365	H/600/7536	3	Co-ordinating preparation work for site or lifting operations in the workplace	8	20
366	M/600/7538	3	Managing personal professional development in the workplace	7	10
369	L/600/7563	3	Supervising demolition activities in the workplace	12	50
403	A/504/8552	4	Identifying and enabling learning opportunities for given work teams in the workplace	7	20
412	J/504/8554	4	Handing over property to recipients following construction or maintenance related activities in the workplace	8	20
501	M/503/2915	5	Developing and maintaining good occupational working relationships in the workplace	8	27
502	F/600/7558	5	Providing and monitoring construction-related customer service in the workplace	8	30
503	D/600/7552	5	Allocating work and checking people's performance in the workplace	9	20
504	K/600/7554	5	Contributing to the identification of work teams in the workplace	8	20
818	F/600/7561	6	Planning demolition activities in the workplace	12	50

To achieve the **Level 4 NVQ Diploma in Construction Site Supervision (Construction) (Demolition) (6577-05)**, you must achieve:

- **102** credits from the mandatory units, and
- a minimum of **29** credits from at least **four** of the optional units listed in the table below.

Unit No	UAN	Unit level	Unit Title	Credits	GLH
Mandatory					
369	L/600/7563	3	Supervising demolition activities in the workplace	12	50
404	D/504/8544	4	Maintaining systems for health, safety, welfare and environmental protection in the workplace	8	30
405	K/504/8546	4	Assessing and recommending work methods for carrying out site operations in the workplace	11	40
406	M/504/8547	4	Planning work activities and resources to meet work requirements in the workplace	12	40
407	T/504/8548	4	Co-ordinating and organising the control of work in the workplace	12	40
408	A/504/8549	4	Controlling work progress against agreed programmes in the workplace	9	30
409	M/504/8550	4	Allocating and monitoring the use of plant, equipment or machinery in the workplace	9	30
501	M/503/2915	5	Developing and maintaining good occupational working relationships in the workplace	8	27
503	D/600/7552	5	Allocating work and checking people's performance in the workplace	9	20
818	F/600/7561	6	Planning demolition activities in the workplace	12	50
Optional					
361	D/600/7518	3	Maintaining supplies of materials to meet project requirements in the workplace	8	20
362	Y/600/7520	3	Implementing communication systems for construction projects in the workplace	7	20
363	D/600/7521	3	Maintaining the dimensional accuracy of work in the workplace	8	30
365	H/600/7536	3	Co-ordinating preparation work for site or lifting operations in the workplace	8	20
366	M/600/7538	3	Managing personal professional development in the workplace	7	10
403	A/504/8552	4	Identifying and enabling learning opportunities for given work teams in the workplace	7	20
410	T/504/8551	4	Controlling work against agreed standards in the workplace	9	30
412	J/504/8554	4	Handing over property to recipients following construction or maintenance related activities in the workplace	8	20
504	K/600/7554	5	Contributing to the identification of work teams in the workplace	8	20

To achieve the **Level 4 NVQ Diploma in Construction Site Supervision (Construction) (Tunnelling) (6577-06)**, you must achieve:

- **116** credits from the mandatory units, and
- a minimum of **14** credits from at least **two** of the optional units in the table below.

Unit No	UAN	Unit level	Unit Title	Credits	GLH
Mandatory					
361	D/600/7518	3	Maintaining supplies of materials to meet project requirements in the workplace	8	20
364	J/600/7531	3	Contributing to the control of work quantities and costs in the workplace	9	30
370	T/503/0132	3	Supervising tunnelling activities in the workplace	12	40
404	D/504/8544	4	Maintaining systems for health, safety, welfare and environmental protection in the workplace	8	30
405	K/504/8546	4	Assessing and recommending work methods for carrying out site operations in the workplace	11	40
406	M/504/8547	4	Planning work activities and resources to meet work requirements in the workplace	12	40
407	T/504/8548	4	Co-ordinating and organising the control of work in the workplace	12	40
408	A/504/8549	4	Controlling work progress against agreed programmes in the workplace	9	30
409	M/504/8550	4	Allocating and monitoring the use of plant, equipment or machinery in the workplace	9	30
410	T/504/8551	4	Controlling work against agreed standards in the workplace	9	30
501	M/503/2915	5	Developing and maintaining good occupational working relationships in the workplace	8	27
503	D/600/7552	5	Allocating work and checking people's performance in the workplace	9	20
Optional					
362	Y/600/7520	3	Implementing communication systems for construction projects in the workplace	7	20
363	D/600/7521	3	Maintaining the dimensional accuracy of work in the workplace	8	30
365	H/600/7536	3	Co-ordinating preparation work for site or lifting operations in the workplace	8	20
366	M/600/7538	3	Managing personal professional development in the workplace	7	10
403	A/504/8552	4	Identifying and enabling learning opportunities for given work teams in the workplace	7	20
504	K/600/7554	5	Contributing to the identification of work teams in the workplace	8	20

Elective units

You may achieve additional credits from the elective units in the table below. However, where the unit does not appear in your chosen pathway's structure, the credits achieved will **not** count towards the qualification.

Unit No	UAN	Unit level	Unit Title	Credits	GLH
364	J/600/7531	3	Contributing to the control of work quantities and costs in the workplace	9	30
365	H/600/7536	3	Co-ordinating preparation work for site or lifting operations in the workplace	8	20
366	M/600/7538	3	Managing personal professional development in the workplace	7	10
368	T/600/7556	3	Supervising highways maintenance or repair activities in the workplace	12	30
369	L/600/7563	3	Supervising demolition activities in the workplace	12	50
370	T/503/0132	3	Supervising tunnelling activities in the workplace	12	40
371	A/600/7560	3	Supervising historical conservation/restoration activities in the workplace	12	30
403	A/504/8552	4	Identifying and enabling learning opportunities for given work teams in the workplace	7	20
412	J/504/8554	4	Handing over property to recipients following construction or maintenance related activities in the workplace	8	20
502	F/600/7558	5	Providing and monitoring construction-related customer service in the workplace	8	30
504	K/600/7554	5	Contributing to the identification of work teams in the workplace	8	20
814	M/600/7555	6	Planning highways maintenance or repair activities in the workplace	12	30
817	J/600/7559	6	Planning historical conservation/restoration activities in the workplace	12	30
818	F/600/7561	6	Planning demolition activities in the workplace	12	50

5.3 Skill scan/initial assessment – Mandatory units



Qualification title: _____ Qualification No: _____

Candidate name: _____

Unit	Duties	Examples	Training Required
361	Maintaining supplies of materials to meet project requirements in the workplace		
	Supervise the storage and use of materials and components so that material handling and movement is efficient and wastage minimised.		
	Calculate and keep accurate records of deliveries and stock position and pass the information on to decision makers		
	Identify and record problems with supply, discuss the information with material suppliers and pass on to decision makers		
	Check stock records regularly and calculate what replacement stock will be needed		
	Identify opportunities for improving the use of stock and stock turnover and recommend improvements to decision makers		
362	Implementing communication systems for construction projects in the workplace		
	Implement organisational communication systems for projects		
	Maintain methods of communication, reporting, recording and retrieving information between people and organisations, that may have an interest, appropriate to the needs of the project		
	Monitor organisational communication systems regularly for effectiveness		
	Identify and investigate breakdowns in communication and take action to restore effective communication		
	Set up systems to record and provide feedback on ways in which communication can be improved		

Unit	Duties	Examples	Training Required
363	Maintaining the dimensional accuracy of work in the workplace		
	Ensure the workforce is provided with sufficient clear and accurate information to enable them to position, align and/or level the work or loads		
	Observe and check dimensional controls and record results to meet quality standards		
	Identify any deviations in positions, alignments or levels and take measures to promptly correct them		
	Recommend revised work practices and procedures to minimise deviations and to allow for different circumstances and conditions		
364	Contributing to the control of work quantities and costs in the workplace		
	Implement appropriate works quantities and cost control systems able to provide early warnings of problems		
	Regularly collect and record quantities and cost data, and pass on in time to people who need to use that data		
	Identify opportunities for cost savings and recommend findings to people responsible		
	Investigate variations and agree and implement appropriate corrective actions with the people responsible		
365	Co-ordinating preparation work for site or lifting operations in the workplace		
	Identify and use relevant information used to prepare the project or lift plans, clarify any unclear information and update for production or operational planning purposes		
	Identify factors which may affect proposed works or operations, describe and summarise accurately and pass onto people who may be affected		
	Confirm access points for sites and works or operations which are safe and include works traffic and pedestrian segregation and minimise disruption		

Unit	Duties	Examples	Training Required
	Confirm arrangements for adequate site safety, welfare and security before work or operations start, and whilst working on site		
	Confirm available resources for projects or operations before work starts		
	Implement the site or work area layout for operational purposes and pass on information about the plans to the people who will be working onsite		
	Implement the storage and use of materials and components so that materials handling and movement is efficient and wastage is minimized		
	Place and maintain notices which provide accurate information about the works or operations and which conform to statutory and site requirements		
	Ensure notice has been given to all people who will be affected by the work or operation, about when it starts, for how long it will take and when it finishes		
366	Managing personal professional development in the workplace		
	Evaluate the current and future skills and knowledge requirements of your work role, whilst taking account of the organisation's objectives		
	Identify development needs between current and future skills and knowledge requirements of your work role and discuss them with the people responsible to assist in the completion of a development plan		
	Undertake activities to meet current and future skills and knowledge requirements identified in a development plan, and evaluate the contribution of the activities to your performance		
	Obtain and accept feedback from people able to provide objective and valid comments about your performance		
	Ensure that your performance consistently meets or exceeds agreed requirements		

Unit	Duties	Examples	Training Required
368	Supervising highways maintenance or repair activities in the workplace		
	Carry out programmed maintenance or repair which will minimise disruption and maintain optimum performance		
	Observe current legislation and official guidance appropriate to the work environment		
	Identify and assess faults and problems, and recommend and implement corrective action which conforms to safe working methods and practices		
	Update maintenance recording systems, implement them and monitor their use		
	Conduct pre-work checks to meet statutory requirements and maintain performance using safe working methods and practices		
	Keep accurate records of work progress checks, faults, problems, corrective action and quantities involved		
	Identify, assess and maintain the necessary resources for maintenance activities		
369	Supervising demolition activities in the workplace		
	Carry out the supervision of demolition site activities which will minimise disruption and maintain optimum performance		
	Observe current legislation and official guidance appropriate to the work environment		
	Identify and assess faults and problems and recommend and implement corrective action which conforms to safe working methods and practices		
	Conduct pre-work checks to meet statutory requirements and maintain safe working methods and practices		
	Keep accurate records of work progress checks, faults, problems, corrective action and quantities involved		
	Identify, assess and maintain the necessary resources for demolition activities		

Unit	Duties	Examples	Training Required
370	Supervising tunnelling activities in the workplace		
	Carry out supervision activities of tunnelling activities to given working instructions which will minimise disruption and maintain optimum performance		
	Observe current legislation and official guidance appropriate to the work environment for protection and safety		
	Identify and assess defects and problems, and recommend and implement corrective action which conforms to safe working methods and practices		
	Keep accurate records of work progress and quantities involved		
	Identify, assess and maintain the necessary resources for tunnelling activities		
	Comply with the given contract information when supervising tunnelling activities to carry out the work efficiently to the required specification		
371	Supervising historical conservation/restoration activities in the workplace		
	Carry out supervision activities of historical conservation/restoration activities which will minimise disruption and maintain optimum performance		
	Observe current legislation and official guidance appropriate to the work environment		
	Identify and assess defects and problems, and recommend and implement corrective action which conforms to safe working methods and practices		
	Keep accurate records of work progress checks, defects, problems, corrective action and quantities involved		
	Identify, assess and maintain the necessary resources for historical conservation/restoration activities		

Unit	Duties	Examples	Training Required
403	Identifying and enabling learning opportunities for given work teams in the workplace		
	Promote the benefits of learning by giving fair, regular and useful feedback on your team's work performance		
	Work with your team to identify and prioritise learning needs and identify and obtain information on a range of possible learning activities		
	Discuss development needs with team members		
	Support team members in undertaking learning activities by making efforts to remove any obstacles to learning		
	Evaluate the learning activity undertaken with team members to ensure the desired outcomes have been achieved		
	Update development plans with team members		
404	Maintaining systems for health, safety, welfare and environmental protection in the workplace		
	Encourage a culture of health, safety, welfare and environmental awareness		
	Identify and recommend opportunities for improving health, safety and welfare for people on site or for specific operations		
	Ensure the workforce and visitors to the site or specific operations are inducted and check the competence of those they are responsible for		
	Maintain accurate and appropriate statutory notices and hazard warnings		
	Ensure the serviceability of health, safety, welfare and environmental protection equipment and resources in order to comply with current legislation		
	Implement systems which meet organisational and statutory requirements for the identification of hazards and reduction of risks; reporting accidents and emergencies and preventing recurrence		

Unit	Duties	Examples	Training Required
	Check health, safety, welfare and environmental protection systems regularly in accordance with organisational and statutory requirements		
	Identify and report any special site or operational conditions which do not comply with organisational and statutory requirements		
405	Assessing and recommending work methods for carrying out site operations in the workplace		
	Identify and use available project data to enable decisions on work methods to be made		
	Obtain more information from other sources where available project data is insufficient		
	Evaluate work methods against relevant technical and project criteria		
	Communicate work methods to decision makers		
	Analyse and quantify the selected work method for its activity content		
	Ensure a method statement is prepared and approved prior to commencement of work		
406	Planning work activities and resources to meet work requirements in the workplace		
	Organise activities to make the most efficient use of the available resources		
	Evaluate alternative methods, resources and systems to select the best solution to meet programmes and schedules		
	Obtain clarification or advice from various sources where the resources needed are not available		
	Analyse activities against project or operation data and the requirements of external factors		
	Update existing programmes and schedules of planned activities and suggest them to decision makers/persons responsible		
	Implement systems to monitor and record works against programmes and schedules, and use the results to improve future production and planning		
407	Co-ordinating and organising the control of work in the workplace		

Unit	Duties	Examples	Training Required
	Assemble and review relevant information used in the preparation of project or operational plans and clarify unclear information		
	Communicate and agree programmes or operational plans, methods and attendance with the people doing the work		
	Plan and obtain sufficient resources and attendance of the appropriate type which meets project or operational requirements and timescales		
	Organise and control sites (or specific operational areas) and resources to establish safe and tidy sites/areas, creating a positive image of the organisation and project		
	Organise work activities and implement work measures that take into account appropriate factors and influences		
408	Controlling work progress against agreed programmes in the workplace		
	Implement systems to monitor and record progress of work against agreed programmes		
	Identify any deviations from planned progress which has or may occur, that could disrupt programmes and schedules		
	Investigate circumstances of any deviations thoroughly, and agree and implement appropriate corrective actions		
	Recommend options most likely to minimise increases in cost and time to help work progress, and pass onto the people responsible		
	Inform people responsible regularly about progress, changes to operational programmes and resource needs, and suggest decisions and actions that need to be taken		
	Identify improvements from feedback received and recommend to the people responsible		

Unit	Duties	Examples	Training Required
409	Allocating and monitoring the use of plant, equipment or machinery in the workplace		
	Produce clear requests for plant, equipment or machinery which meets the needs of projects or operations		
	Ensure and record that plant, equipment or machinery meets operational and statutory requirements prior to use in the workplace and allocate to suitable operations		
	Identify hazards and assess risks arising from the use of plant, equipment or machinery and implement measures that protect people and the environment		
	Keep records of the use of plant, equipment or machinery		
	Recommend alternative types of plant or equipment to decision makers where existing plant, machinery or equipment is deemed unsuitable for allocated operations		
	Issue instructions for the use of plant, equipment or machinery to operators and others directly involved		
	Check and confirm that operators of plant, equipment or machinery are trained, certificated and authorised for the relevant type, and monitor for safe working		
	Ensure the appropriate storage, servicing and maintenance of plant, equipment or machinery meets operational and statutory requirements		
	Inform decision makers/ people responsible when plant, equipment or machinery is no longer required		
410	Controlling work against agreed standards in the workplace		
	Identify quality standards from available information and pass onto people responsible for their implementation before work starts		
	Communicate the responsibilities that individuals have for maintaining quality		
	Implement systems to inspect and control the quality of work and record the outcomes		

Unit	Duties	Examples	Training Required
	Check regularly that work conforms to the design requirements and the specified quality standards		
	Identify work which fails the requirements and specified quality standards and ensure corrective action is taken		
	Inform decision makers regularly about significant variations in quality standards, programme and safety implications, and suggest improvements		
	Identify improvements from feedback received and recommend them to people responsible		
412	Handing over property to recipients following construction or maintenance related activities in the workplace		
	Negotiate and confirm procedures and time for handing over the property		
	Analyse completed work against property specifications, identify and record any discrepancies		
	Take appropriate action to resolve any problems that emerge from an inspection of the property		
	Ensure the property is clean and tidy and all redundant materials are removed		
	Observe current legislation and official guidance appropriate to the work environment		
	Provide the recipient with all relevant documents, materials, information and keys or access media		
	Advise the recipient of the procedure for contacting the appropriate people in the event of any problems		
501	Developing and maintaining good occupational working relationships in the workplace		
	Develop, maintain and encourage working relationships to promote good will and trust		
	Inform relevant people about work activities in an appropriate level of detail, with the appropriate level of urgency		

Unit	Duties	Examples	Training Required
	Offer advice and help to relevant people about work activities and encourage questions/requests for clarification and comments		
	Clarify proposals with relevant people and discuss alternative suggestions		
	Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect		
502	Providing and monitoring construction-related customer service in the workplace		
	Identify and use current legislation and official guidance to implement systems or procedures that will deliver and improve customer service		
	Prepare to deal with customers in order to give consistent and reliable service		
	Work with others to resolve customer problems, communicate with customers and check that they are satisfied with the actions taken		
	Solve problems within existing systems or procedures that may affect customers before the customer becomes aware of them		
	Confirm that the service given meets the customer's needs and expectations		
	Inform the people responsible about changes to customer service systems or procedures that will reduce the chance of problems being repeated		
	Share information with people responsible to maintain and improve standards of service delivery		
503	Allocating work and checking people's performance in the workplace		
	Confirm the programme or operations and schedules, identify priorities and critical activities, and plan how the work will be undertaken		
	Allocate work to team members, taking into account their current circumstances, and brief them on the quality standards or level expected		
	Monitor the progress and quality of the work and provide prompt and constructive feedback		

Unit	Duties	Examples	Training Required
	Motivate team members to complete the work they have been allocated and provide, where requested and possible, any additional support and/or resources		
	Identify unacceptable or poor performance, discuss the cause(s) and agree ways of improving performance with team members		
	Recognise successful completion of significant pieces of work or work activities by team/team members, and advise responsible people		
504	Contributing to the identification of work teams in the workplace		
	Identify any significant factors which will affect the number, type and availability of people and services		
	Evaluate and record the quality and potential reliability of people or services, and circulate the results to decision-makers		
	Negotiate and agree proposals which are likely to produce effective teams		
	Follow rules and formalities for obtaining people and services		
814	Planning highways maintenance or repair activities in the workplace		
	Confirm the work requirements of planning highway maintenance or repair activities		
	Identify and review influencing factors and guidance material about the work environment		
	Prioritise maintenance activities by assessing and accounting for all the influencing factors		
	Amend priorities to take account of changing circumstances whilst maintaining consistency with the influencing factors		
	Prepare plans or schedules of maintenance activities and negotiate and agree them with decision makers		

Unit	Duties	Examples	Training Required
817	Planning historical conservation/restoration activities in the workplace		
	Confirm the work requirements against the information supplied when planning historical conservation/restoration activities		
	Identify and review influencing factors and guidance material about the work environment		
	Prioritise activities by assessing and accounting for all the influencing factors		
	Amend priorities to take account of changing circumstances whilst maintaining consistency with the influencing factors		
	Prepare plans or schedules of maintenance activities and negotiate and agree them with decision makers		
818	Planning demolition activities in the workplace		
	Confirm the work requirements when planning demolition activities against the information supplied		
	Identify and review influencing factors and guidance material about the work environment		
	Prioritise activities by assessing and accounting for all the influencing factors		
	Amend priorities to take account of changing circumstances whilst maintaining consistency with the influencing factors		
	Prepare plans or schedules of maintenance activities and negotiate and agree them with decision makers		

5.4 Tracking Document

To achieve the **Level 4 NVQ Diploma in Construction Site Supervision (Construction) (Building and Civil Engineering) (6577-01)**, you must achieve a total of **127** credits from the mandatory units in the table below.

Unit No.	Unit level	Unit Title	Credits	Unit achieved Yes/No	Date
Mandatory					
361	3	Maintaining supplies of materials to meet project requirements in the workplace	8		
362	3	Implementing communication systems for construction projects in the workplace	7		
363	3	Maintaining the dimensional accuracy of work in the workplace	8		
364	3	Contributing to the control of work quantities and costs in the workplace	9		
365	3	Co-ordinating preparation work for site or lifting operations in the workplace	8		
404	4	Maintaining systems for health, safety, welfare and environmental protection in the workplace	8		
405	4	Assessing and recommending work methods for carrying out site operations in the workplace	11		
406	4	Planning work activities and resources to meet work requirements in the workplace	12		
407	4	Co-ordinating and organising the control of work in the workplace	12		
408	4	Controlling work progress against agreed programmes in the workplace	9		
409	4	Allocating and monitoring the use of plant, equipment or machinery in the workplace	9		
410	4	Controlling work against agreed standards in the workplace	9		
501	5	Developing and maintaining good occupational working relationships in the workplace	8		
503	5	Allocating work and checking people's performance in the workplace	9		

To achieve the **Level 4 NVQ Diploma in Construction Site Supervision (Construction) (Highways and Maintenance Repair) (6577-02)**, you must achieve:

- **116** credits from the mandatory units, and
- a minimum of **15** credits from at least **two** of the optional units listed in the table below.

Unit No.	Unit level	Unit Title	Credits	Unit achieved Yes/No	Date
Mandatory					
361	3	Maintaining supplies of materials to meet project requirements in the workplace	8		
366	3	Managing personal professional development in the workplace	7		
368	3	Supervising highways maintenance or repair activities in the workplace	12		
403	4	Identifying and enabling learning opportunities for given work teams in the workplace	7		
404	4	Maintaining systems for health, safety, welfare and environmental protection in the workplace	8		
405	4	Assessing and recommending work methods for carrying out site operations in the workplace	11		
406	4	Planning work activities and resources to meet work requirements in the workplace	12		
407	4	Co-ordinating and organising the control of work in the workplace	12		
408	4	Controlling work progress against agreed programmes in the workplace	9		
409	4	Allocating and monitoring the use of plant, equipment or machinery in the workplace	9		
410	4	Controlling work against agreed standards in the workplace	9		
814	6	Planning highways maintenance or repair activities in the workplace	12		
Optional					
362	3	Implementing communication systems for construction projects in the workplace	7		
363	3	Maintaining the dimensional accuracy of work in the workplace	8		
364	3	Contributing to the control of work quantities and costs in the workplace	9		
501	5	Developing and maintaining good occupational working relationships in the workplace	8		
502	5	Providing and monitoring construction-related customer service in the workplace	8		
503	5	Allocating work and checking people's performance in the workplace	9		
504	5	Contributing to the identification of work teams in the workplace	8		

To achieve the **Level 4 NVQ Diploma in Construction Site Supervision (Construction) (Residential Development) (6577-03)**, you must achieve:

- **109** credits from the mandatory units, and
- a minimum of **14** credits from a minimum of **two** of the optional units listed in the table below.

Unit No.	Unit level	Unit Title	Credits	Unit achieved Yes/No	Date
Mandatory					
361	3	Maintaining supplies of materials to meet project requirements in the workplace	8		
362	3	Implementing communication systems for construction projects in the workplace	7		
363	3	Maintaining the dimensional accuracy of work in the workplace	8		
404	4	Maintaining systems for health, safety, welfare and environmental protection in the workplace	8		
405	4	Assessing and recommending work methods for carrying out site operations in the workplace	11		
406	4	Planning work activities and resources to meet work requirements in the workplace	12		
407	4	Co-ordinating and organising the control of work in the workplace	12		
408	4	Controlling work progress against agreed programmes in the workplace	9		
409	4	Allocating and monitoring the use of plant, equipment or machinery in the workplace	9		
410	4	Controlling work against agreed standards in the workplace	9		
412	4	Handing over property to recipients following construction or maintenance related activities in the workplace	8		
502	5	Providing and monitoring construction-related customer service in the workplace	8		
Optional					
364	3	Contributing to the control of work quantities and costs in the workplace	9		
365	3	Co-ordinating preparation work for site or lifting operations in the workplace	8		
366	3	Managing personal professional development in the workplace	7		
403	4	Identifying and enabling learning opportunities for given work teams in the workplace	7		
501	5	Developing and maintaining good occupational working relationships in the workplace	8		
503	5	Allocating work and checking people's performance in the workplace	9		
504	5	Contributing to the identification of work teams in the workplace	8		

To achieve the **Level 4 NVQ Diploma in Construction Site Supervision (Construction) (Conservation) (6577-04)**, you must achieve:

- **117** credits from the mandatory units, and
- a minimum of **14** credits from at least **two** of the optional units, listed in the table below.

Unit No.	Unit level	Unit Title	Credits	Unit achieved Yes/No	Date
Mandatory					
361	3	Maintaining supplies of materials to meet project requirements in the workplace	8		
362	3	Implementing communication systems for construction projects in the workplace	7		
363	3	Maintaining the dimensional accuracy of work in the workplace	8		
371	3	Supervising historical conservation/restoration activities in the workplace	12		
404	4	Maintaining systems for health, safety, welfare and environmental protection in the workplace	8		
405	4	Assessing and recommending work methods for carrying out site operations in the workplace	11		
406	4	Planning work activities and resources to meet work requirements in the workplace	12		
407	4	Co-ordinating and organising the control of work in the workplace	12		
408	4	Controlling work progress against agreed programmes in the workplace	9		
409	4	Allocating and monitoring the use of plant, equipment or machinery in the workplace	9		
410	4	Controlling work against agreed standards in the workplace	9		
817	6	Planning historical conservation/restoration activities in the workplace	12		
Optional					
364	3	Contributing to the control of work quantities and costs in the workplace	9		
365	3	Co-ordinating preparation work for site or lifting operations in the workplace	8		
366	3	Managing personal professional development in the workplace	7		
369	3	Supervising demolition activities in the workplace	12		
403	4	Identifying and enabling learning opportunities for given work teams in the workplace	7		
412	4	Handing over property to recipients following construction or maintenance related activities in the workplace	8		
501	5	Developing and maintaining good occupational working relationships in the workplace	8		
502	5	Providing and monitoring construction-related customer service in the workplace	8		
503	5	Allocating work and checking people's performance in the workplace	9		
504	5	Contributing to the identification of work teams in the workplace	8		
818	6	Planning demolition activities in the workplace	12		

To achieve the **Level 4 NVQ Diploma in Construction Site Supervision (Construction) (Demolition) (6577-05)**, you must achieve:

- **102** credits from the mandatory units, and
- a minimum of **29** credits from at least **four** of the optional units listed in the table below.

Unit No.	Unit level	Unit Title	Credits	Unit achieved Yes/No	Date
Mandatory					
369	3	Supervising demolition activities in the workplace	12		
404	4	Maintaining systems for health, safety, welfare and environmental protection in the workplace	8		
405	4	Assessing and recommending work methods for carrying out site operations in the workplace	11		
406	4	Planning work activities and resources to meet work requirements in the workplace	12		
407	4	Co-ordinating and organising the control of work in the workplace	12		
408	4	Controlling work progress against agreed programmes in the workplace	9		
409	4	Allocating and monitoring the use of plant, equipment or machinery in the workplace	9		
501	5	Developing and maintaining good occupational working relationships in the workplace	8		
503	5	Allocating work and checking people's performance in the workplace	9		
818	6	Planning demolition activities in the workplace	12		
Optional					
361	3	Maintaining supplies of materials to meet project requirements in the workplace	8		
362	3	Implementing communication systems for construction projects in the workplace	7		
363	3	Maintaining the dimensional accuracy of work in the workplace	8		
365	3	Co-ordinating preparation work for site or lifting operations in the workplace	8		
366	3	Managing personal professional development in the workplace	7		
403	4	Identifying and enabling learning opportunities for given work teams in the workplace	7		
410	4	Controlling work against agreed standards in the workplace	9		
412	4	Handing over property to recipients following construction or maintenance related activities in the workplace	8		
504	5	Contributing to the identification of work teams in the workplace	8		

To achieve the **Level 4 NVQ Diploma in Construction Site Supervision (Construction) (Tunnelling) (6577-06)**, you must achieve:

- **116** credits from the mandatory units, and
- a minimum of **14** credits from at least **two** of the optional units in the table below.

Unit No.	Unit level	Unit Title	Credits	Unit achieved Yes/No	Date
Mandatory					
361	3	Maintaining supplies of materials to meet project requirements in the workplace	8		
364	3	Contributing to the control of work quantities and costs in the workplace	9		
370	3	Supervising tunnelling activities in the workplace	12		
404	4	Maintaining systems for health, safety, welfare and environmental protection in the workplace	8		
405	4	Assessing and recommending work methods for carrying out site operations in the workplace	11		
406	4	Planning work activities and resources to meet work requirements in the workplace	12		
407	4	Co-ordinating and organising the control of work in the workplace	12		
408	4	Controlling work progress against agreed programmes in the workplace	9		
409	4	Allocating and monitoring the use of plant, equipment or machinery in the workplace	9		
410	4	Controlling work against agreed standards in the workplace	9		
501	5	Developing and maintaining good occupational working relationships in the workplace	8		
503	5	Allocating work and checking people's performance in the workplace	9		
Optional					
362	3	Implementing communication systems for construction projects in the workplace	7		
363	3	Maintaining the dimensional accuracy of work in the workplace	8		
365	3	Co-ordinating preparation work for site or lifting operations in the workplace	8		
366	3	Managing personal professional development in the workplace	7		
403	4	Identifying and enabling learning opportunities for given work teams in the workplace	7		
504	5	Contributing to the identification of work teams in the workplace	8		

5.5 On site assessment plan/feedback

Portfolio evidence reference:	
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Candidate name:		Date:	
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Candidate prepared for assessment	Yes / No	Candidate requires support	Yes / No
Candidate briefed on appeals procedure	Yes / No	Support required	Yes / No

Assessment location/address and postcode:

Type of work to be carried out:

Assessor feedback:
(Use Assessor continuation sheet if required)

Forward Planning:

Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

5.6 On site observation report



Portfolio evidence reference:	
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Candidate name:		Date:	
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Candidate prepared for assessment	Yes / No	Candidate requires support	Yes / No
Candidate briefed on appeals procedure	Yes / No	Support required	Yes / No

Assessment location/address and postcode:

Learning outcome reference

Assessor observation:
(Use Assessor continuation sheet if required)

Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

5.7 Professional discussion supplementary evidence sheet



Unit number:		Portfolio evidence reference:	
Candidate name:		Date:	

Completed by: (please tick)

Candidate: **Work-based Recorder** **Witness**

Learning outcome reference	Written evidence:

Reading taken (e.g. flow rates, pressure, temperature):

Candidate signature:		Date:
Assessor/Work-Based Recorder name:		Date:
Assessor/Work-Based Recorder signature:		Date:
IQA name:	IQA signature:	Date:

Unit number:		Portfolio evidence reference:	
Candidate name:		Date:	

Assessor question:	Candidate answer:
Assessor feedback:	

Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

5.9 Photographic supplementary evidence

Unit number:		Portfolio evidence reference:	
Candidate name:		Date:	

Brief description of task being carried out in the photograph (to be completed by the candidate):

(Attach photo in this box)

Where the photograph was taken:

Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

5.10 Work-based recorder/expert witness details



If a work-based recorder/expert witness is to be used to confirm your competence in the workplace (system to be agreed by assessor) then to meet the requirements of the construction industry qualification assessment strategy (as agreed by the key industry bodies) he/she must be occupationally competent, endorsed by the employer the IQA or the assessor. The designated work-based recorder should ordinarily be your immediate work supervisor. It is recognised that over the lifetime of the qualification you may be allocated more than one work-based recorder. The requirements detailed below therefore **must** be completed by each work-based recorder allocated to you.

I confirm I am suitably experienced or qualified in line with the industry requirements for work-based recorders detailed above. I acknowledge that I will only counter sign documentation requested by the candidate where to my knowledge only the candidate has completed the work and on the understanding that the work has been carried out to a commercially acceptable standard.

Work-Based Recorder name:	
Work-Based Recorder signature:	Date:

I confirm that I am suitably experienced or qualified in line with the industry requirements for work-based recorders detailed above. I acknowledge that I will only counter sign documentation requested by the candidate where to my knowledge only the candidate has completed the work and on the understanding that the work has been carried out to a commercially acceptable standard.

Work-Based Recorder name:	
Work-Based Recorder signature:	Date:

I confirm that I am suitably experienced or qualified in line with the industry requirements for work-based recorders detailed above. I acknowledge that I will only counter sign documentation requested by the candidate where to my knowledge only the candidate has completed the work and on the understanding that the work has been carried out to a commercially acceptable standard.

Work-Based Recorder name:	
Work-Based Recorder signature:	Date:

5.11 Assessor continuation sheet
 On site assessment plan/feedback
 On site observation



Portfolio evidence reference:	
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Candidate name:		Date:	
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Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

Level: 3

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Supervise the storage and use of materials and components so that material handling and movement is efficient and wastage minimised.							
you must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 implement systems that allow the safe and efficient storage and usage of the following materials and components:							
a. raw materials							
b. manufactured materials							
c. components							
d. prefabricated systems							
1.2 ensure that materials and components are handled and moved safely and efficiently, and that wastage is minimised							
1.3 explain possible methods and procedures for supervising storage area and facilities for material supplies to be effective for the project							
1.4 describe how to minimise material and component handling, movement and wastage.							

2. Calculate and keep accurate records of deliveries and stock position and pass the information on to decision makers.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
2.1	maintain stock control records with calculations and pass onto decision makers using either manual or electronic means													
2.2	describe different methods and techniques for calculating and keeping accurate records of deliveries and stock position													
2.3	give reasons why accurate records of deliveries, calculations and stock position should be made, and the implications if this is not done.													

3. Identify and record problems with supply, discuss the information with material suppliers and pass on to decision makers.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1	establish and document at least four of the following problems with supply:													
	a. price													
	b. quantity													
	c. quality													
	d. availability													
	e. schedule of delivery													
	f. life expectancy													
	g. storage and handling facilities													
	h. environmental issues													
	i. sustainability													
	j. health, safety and welfare issues													
	k. transportation													
	l. deterioration or damage													
	m. loss and theft													
	n. payment terms													
	o. cash flow													
	p. contract variations													

3.2	describe different possible ways of identifying problems with supplies						
3.3	explain methods and techniques of discussing material supply problems with suppliers						
3.4	describe ways of passing on information about supply problems to decision makers.						

4. Check stock records regularly and calculate what replacement stock will be needed.							
You must be able to:		*PER	SO	OQ	WQ	WT	PS PD
4.1	examine stock record and calculations used to identify stock replacement						
4.2	explain and give examples of how to calculate stock turnover for a project						
4.3	describe how to check organisational stock records in order to calculate replacement stock.						

5. Identify opportunities for improving the use of stock and stock turnover and recommend improvements to decision makers.							
You must be able to:		*PER	SO	OQ	WQ	WT	PS PD
5.1	make recommendations to decision makers that could improve the use of stock and stock turnover						
5.2	explain possible ways and means of identifying opportunities for improving the use of stock and stock turnover						
5.3	describe methods and techniques to recommend improvements to decision makers.						

Unit 361 Declaration

Maintaining supplies of materials to meet project requirements in the workplace

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Level: 3

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Implement organisational communication systems for projects.							
you must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 use organisational systems and comply with organisational requirements for communicating with, or for, at least four of the following:							
a. site management							
b. site or head office interface							
c. contract administration							
d. health, safety, welfare and environment							
e. project team interfaces							
f. sharing of project data							
g. team working							
h. clients, customers or their representatives							
1.2 describe different methods, factors to be considered and techniques for implementing organisational communication systems for typical projects.							

2. Maintain methods of communication, reporting, recording and retrieving information between people and organisations, that may have an interest, appropriate to the needs of the project.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
2.1	maintain communication systems that confirms reporting, recording and retrieval of information between at least three of the following people or organisations:													
	a. clients, customers or their representatives													
	b. consultants													
	c. contractors													
	d. sub-contractors													
	e. third parties													
	f. public utilities													
	g. emergency services													
	h. people working on site													
	i. statutory authorities													
2.2	explain methods that can maintain communication between interested people and organisations on typical projects													
2.3	describe the various methods of reporting, recording and retrieving various forms of information methods for typical projects													
2.4	give reasons why methods of communication between interested people and organisations needs to be maintained.													

3. Monitor organisational communication systems regularly for effectiveness.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1	undertake regular checks to ensure organisational communication systems are effective													
3.2	describe different methods for monitoring organisational communication systems for effectiveness.													

4. Identify and investigate breakdowns in communication and take action to restore effective communication.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
4.1	conduct investigations where breakdown in communication may have occurred using at least two of the following communication methods:													
	a. oral													
	b. written													
	c. graphic													
	d. electronic													
4.2	implement corrective actions on systems where breakdown of communication has occurred													
4.3	explain procedures and techniques used to monitor communication systems that can identify breakdowns in communication													
4.4	explain how to take corrective actions where typical project communication systems have broken down													
4.5	describe typical causes of communication breakdowns and ways to prevent re-occurrence.													

5. Set up systems to record and provide feedback on ways in which communication can be improved.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
5.1	implement a feedback and recording system that allows improvements to communication systems to be suggested													
5.2	explain possible methods and techniques to collect feedback on communication systems													
5.3	describe how to use feedback to identify ways to improve communication.													

Unit 362 Declaration

Implementing communication systems for construction projects in the workplace

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Level: 3

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Ensure the workforce is provided with sufficient clear and accurate information to enable them to position, align and/or level the work or loads.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	establish and inform relevant workers of specific dimensional information on at least four of the following:													
	a. lines (can include the placing of loads)													
	b. levels (can include load levels)													
	c. angles (can include lifting accessory angles)													
	d. distances													
	e. curves													
	f. positions													
	g. setting out points													
	h. loads													
	i. centres of gravity													
1.2	explain methods and techniques of providing clear and accurate information on dimensional controls													
1.3	describe how to ensure that dimensional information is sufficient													
1.4	give reasons why it is important to provide clear information and implications for typical projects or operations if this is not done.													

2. Observe and check dimensional controls and record results to meet quality standards.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
2.1	undertake and conduct checks on work being carried out and compare to the quality standards provided for projects or operations													
2.2	describe different ways of observing and checking dimensional controls on different projects or operations													
2.3	explain methods to record results and ways of comparing results against given quality standards.													

3. Identify any deviations in positions, alignments or levels and take measures to promptly correct them.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1	establish any deviations from given standards for at least one of the following:													
	a. transfer of lines and levels													
	b. use of incorrect lines and levels													
	c. calculations													
	d. given information													
3.2	undertake actions to rectify identified deviations on work being undertaken													
3.3	explain methods and techniques of identifying deviations in dimensional control on typical projects or operations													
3.4	give examples of and methods to correct dimensional deviations found on typical projects or operations.													

4. Recommend revised work practices and procedures to minimise deviations and to allow for different circumstances and conditions.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
4.1	suggest revisions to work practices and procedures after considering at least one of the following circumstances and conditions:													
	a. environmental													
	b. unforeseen													
	c. planned													
4.2	explain the methods and procedures that can be used to revise work practices													
4.3	describe different ways and techniques of recommending revised procedures for work practices													
4.4	give reasons why work procedures should be revised when deviation are found.													

Unit 363

Maintaining the dimensional accuracy of work in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 364

Contributing to the control of work quantities and costs in the workplace

Level: 3

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Implement appropriate works quantities and cost control systems able to provide early warnings of problems.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	apply one of the following works quantities and cost control systems on specified work activities:													
	a. contractual procedures and meetings													
	b. operational procedures and meetings													
	c. electronic recording													
1.2	describe various ways for implementing works quantities and cost control systems													
1.3	explain how to use organisational systems that can provide early warning of problems.													

2. Regularly collect and record quantities and cost data, and pass on in time to people who need to use that data.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
2.1	document quantities and costs for specified work activities relating to at least three of the following areas:													
	a. materials													
	b. plant													
	c. people													
	d. sub-contractors													
	e. day works													
	f. programmes and schedules													
2.2	communicate quantities and cost data to relevant people and following organisational procedures													
2.3	explain methods for collecting and recording quantities and cost data													
2.4	describe methods and techniques for passing on quantities and cost data, to those needing to use the data, so it can be used in time													
2.5	give reasons why quantities and cost data needs to be collected and recorded.													

3. Identify opportunities for cost savings and recommend findings to people responsible.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1	investigate and analyse potential cost savings on given work activities relating to at least two of the following:													
	a. waste reduction													
	b. applications of new technologies and materials													
	c. energy and utility management													
	d. recyclable and recoverable materials													
	e. alternative sources and types of materials													
	f. variations in quality													
	g. standardisation													
	h. revenue generation													

3.2	communicate and suggest cost savings to the relevant people responsible						
3.3	explain ways of identifying opportunities for cost savings						
3.4	explain the methods and techniques for recommending cost saving opportunities to the people responsible.						

4. Investigate variations and agree and implement appropriate corrective actions with the people responsible.							
You must be able to:		*PER	SO	OQ	WQ	WT	PS PD
4.1	examine relevant work activities to identify variations in quantities and costs						
4.2	put into place the following corrective measures, where variations have been found, following approval from the people responsible:						
	a. restoration of progress in accordance with agreed programmes						
	b. agreements on new completion dates						
	c. initiations on contract claims						
	d. securing of additional resources						
	e. alteration of planned works						
4.3	describe different ways of investigating variations in works quantities and costs						
4.4	explain methods and techniques for agreeing and implementing appropriate corrective actions with the people responsible.						

Unit 364

Contributing to the control of work quantities and costs in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 365

Co-ordinating preparation work for site or lifting operations in the workplace

Level: 3

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Identify and use relevant information used to prepare the project or lift plans, clarify any unclear information and update for production or operational planning purposes.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	interpret and apply, for production or operational planning purposes, at least four of the following sources of information used in preparing project or lift plans:													
	a. survey reports													
	b. design documents													
	c. contractual documents													
	d. statutory consents													
	e. contractor's pre-planning information													
	f. health, safety and environmental plans													
	g. risk assessments and/or method statements													
	h. programmes													
	i. records about the competence of people													
	j. sub-contractor arrangements and attendance													
	k. safe systems of work													

1.2	seek clarification about unclear information and update project or lift plans as necessary to allow efficient production							
1.3	explain ways of identifying and using relevant information relevant to production or operational planning							
1.4	explain the possible methods and techniques for clarifying planning information that is not clear							
1.5	give reasons why information for production or operational planning should be updated, and describe ways that this can be done.							

2. Identify factors which may affect proposed works or operations, describe and summarise accurately and pass onto people who may be affected.								
you must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	investigate at least three of the following factors to identify whether they can affect proposed works or operations:							
	a. occupiers							
	b. near neighbours							
	c. public access							
	d. site conditions							
	e. environmental considerations							
	f. vehicular access							
	g. security and trespass							
	h. public utilities							
	i. heritage status							
2.2	inform people who may be affected, issues that are affecting work or operational programmes using a summarised method							
2.3	explain the methods and techniques of identifying factors that may affect work or operational programmes							
2.4	describe ways of accurately describing, summarising and communicating factors about the proposed works or operations to people who may be affected							
2.5	explain the consequences should factors that affect work or operational programmes not be described or summarised accurately.							

3. Confirm access points for sites and works or operations which are safe and include works traffic and pedestrian segregation and minimise disruption.							
you must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 carry out consultations and identify safe access points and segregation areas for work's traffic and pedestrians for works or operations							
3.2 agree and confirm safe access and segregation points for works traffic and pedestrians that will maintain safety and minimise disruption for projects or operations							
3.3 explain different ways of identifying and establishing safe access points for works traffic and pedestrians for various projects or operations							
3.4 explain methods of confirming and agreeing works traffic and pedestrian access and segregation points for various projects or operations							
3.5 give reasons for segregating works traffic and pedestrians and explain why disruption must be minimised for various types of projects or operations.							

4. Confirm arrangements for adequate site safety, welfare and security before work or operations start, and whilst working on site.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 conduct checks and confirm arrangements for site:							
a. safety							
b. welfare							
c. security before work starts							
4.2 conduct checks and confirm arrangements for site:							
a. safety							
b. welfare							
c. security during work							
4.3 explain the different methods and techniques for confirming arrangements for site:							
a. safety							
b. welfare							
c. security during work before work starts and whilst working on site.							

5. Confirm available resources for projects or operations before work starts.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
5.1	carry out checks and verify at least four of the following are correct and available for relevant projects or operations:												
	a. people												
	b. plant, equipment or machinery												
	c. materials and components												
	d. sub-contractors												
	e. information												
	f. work area and facilities												
	g. waste management												
	h. utility providers												
5.2	explain the methods that can confirm that resources are available and correct for projects or operations.												

6. Implement the site or work area layout for operational purposes and pass on information about the plans to the people who will be working onsite.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
6.1	establish the layout of sites or work areas to affect operations and consider at least four of the following:													
	a. storage													
	b. temporary accommodation													
	c. work areas													
	d. plant													
	e. temporary services													
	f. access and egress													
	g. security													
	h. continuing use of occupiers													
	i. waste management													
	j. pollution control													
	k. provision for pre-fabricated components and systems													
	l. existing fabric													
6.2	communicate information about site or working area lay out plans to people who will be working on site or on operations													
6.3	explain ways of implementing site or working area layouts for operational purposes													
6.4	explain different ways of communicating site or working area plan information to those working on the site or on operations.													

7. Implement the storage and use of materials and components so that materials handling and movement is efficient and wastage is minimised.							
you must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 implement systems that allow the safe and efficient storage and use of materials and components							
7.2 ensure that materials and components are handled and moved safely and efficiently, and that wastage is minimised							
7.3 explain possible methods and procedures for implementing effective storage areas and facilities for material supplies to be effective for various types of projects or operations							
7.4 describe how to minimise material and component handling, movement and wastage.							

8. Place and maintain notices which provide accurate information about the works or operations and which conform to statutory and site requirements.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
8.1 position accurate notices about the work or operations that conform to statutory and site requirements							
8.2 maintain placed notices whilst ensuring that they are relevant to ongoing work programmes or operations							
8.3 describe placing positions for an applicable range of notices relevant to typical projects or operations							
8.4 explain methods that ensure relevant notices conform to statutory and site or operational requirements							
8.5 explain different ways of maintaining notices and possible outcomes should notices not be maintained regularly.							

9. Ensure notice has been given to all people who will be affected by the work or operation, about when it starts, for how long it will take and when it finishes.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
9.1 inform people affected by project works or operations about when works or operations start, expected durations and planned finishing or completions dates							
9.2 explain methods and techniques on informing relevant people about time scales of the works.							

Unit 365 Declaration

Co-ordinating preparation work for site or lifting operations in the workplace

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Level: 3

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Evaluate the current and future skills and knowledge requirements of your work role, whilst taking account of the organisation's objectives.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	analyse the current and future skills and knowledge requirements of your work roles													
1.2	consider your work role skills and knowledge requirements and taking into account the organisation's objectives													
1.3	describe factors that can identify current and future skills and knowledge requirements													
1.4	explain methods for evaluating the individual work roles for current and future skills and knowledge development for your work role													
1.5	explain how to take into account the organisation's objectives when evaluating current and future skills and knowledge requirements.													

2. Identify development needs between current and future skills and knowledge requirements of your work role and discuss them with the people responsible to assist in the completion of a development plan.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
2.1	undertake discussions with people responsible to identify individual future skills and knowledge development needs that will meet organisational requirements													
2.2	produce and complete a work development plan that ensures skills and knowledge gaps are minimised and meet future organisational requirements													
2.3	explain possible ways that current and future skills and knowledge needs can be developed													
2.4	describe the methods and techniques that can be used to discuss skills and knowledge development needs with people responsible when constructing a development plan													
2.5	outline the types of people who should be consulted when drawing up a development plan													
2.6	explain the processes and methods of constructing and completing a development plan.													

3. Undertake activities to meet current and future skills and knowledge requirements identified in a development plan, and evaluate the contribution of the activities to your performance.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1	carry out a range of given work activities in accordance with the specified job role that follows your individual development plan													
3.2	assess the contribution made by a range of completed work activities to your development performance													
3.3	explain the methods, processes and/or techniques of evaluating the contribution of your performance of activities undertaken to meet current and future skill and knowledge requirements.													

4. Obtain and accept feedback from people able to provide objective and valid comments about your performance.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
4.1	identify and seek, and/or agree the people who are able to provide feedback on your individual work performance													
4.2	discuss work performance with appropriate people, and agree and record individual skill and knowledge performance based on objective, valid feedback													
4.3	explain considerations and method of identifying people responsible who are able to provide objective, valid feedback to your work performance													
4.4	describe the techniques and methods of accepting, agreeing and recording feedback on work skills and knowledge performance.													

5. Ensure that your performance consistently meets or exceeds agreed requirements.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
5.1	assess your work performance against given requirements													
5.2	analyse your work performance against your individual development plan													
5.3	explain how the requirements for consistent performance with the people responsible can be agreed													
5.4	describe ways that can ensure that your work performance can consistently meet or exceed agreed requirements.													

Unit 366

Managing personal professional development in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Level: 3

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Carry out programmed maintenance or repair which will minimise disruption and maintain optimum performance.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	undertake supervision duties for at least two of the following maintenance activities and at least five of the following repair activities for at least one of the following highways:													
	a. maintenance:													
	i. scheduled and preventative													
	ii. unscheduled and corrective													
	iii. emergency													
	b. repair													
	i. structure													
	ii. surface													
	iii. materials													
	iv. markings													
	v. fittings													
	vi. power and light													

vii.	drainage							
viii.	telecommunications							
ix.	special services and equipment							
x.	landscaping							
xi.	traffic controls							
xii.	fencing							
c.	highways:							
i.	dual carriageway							
ii.	single carriageway							
iii.	carriageway with footway							
iv.	motorway							
v.	cycle way							
vi.	carriageway with hard shoulder							
1.2	explain how programmed highway maintenance or repair should be supervised and carried out							
1.3	explain how disruption to the works and general public can be minimised during maintenance or repair activities on highways							
1.4	describe different methods that can optimise work performance during maintenance or repair activities on highways.							

2. Observe current legislation and official guidance appropriate to the work environment.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
2.1	protect the workforce, the general public, visitors and the environment by applying information from at least three of the following:													
	a. methods of work													
	b. risk assessment													
	c. safe use and storage of tools and materials													
	d. traffic management													
	e. emergency plans													
2.2	list and describe the current legislation and official guidance that applies directly to maintenance or repair activities on highways.													

3. Identify and assess faults and problems, and recommend and implement corrective action which conforms to safe working methods and practices.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1	observe and evaluate preparation and work activities against given requirements and methods of work to identify highway maintenance faults and problems													
3.2	apply corrective actions that follow safe working methods and practices to least three of the following highway maintenance faults and problems:													
	a. limitations of design choices													
	b. manufacturing and construction errors													
	c. installation errors													
	d. incorrect use													
	e. incorrect maintenance													
3.3	describe types of common faults and problems that can occur on highways													
3.4	explain methods that can be used to identify potential faults and problems with highways													
3.5	explain techniques and methods that allow recommendations to be made and corrective actions applied on identified highway faults and problems													
3.6	explain how and why safe working methods and practices must be conformed to when implementing corrective actions for faults and problems with highways.													

4. Update maintenance recording systems, implement them and monitor their use.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
4.1	amend maintenance recording systems whilst following organisational procedures for at least one of the following highway maintenance activities:													
	a. regular programmes													
	b. tendered works													
	c. responsive works													
	d. winter maintenance													
	e. traffic maintenance (signing, lighting, guarding)													
	f. lump sum or fixed price													
4.2	describe the types and formats of highway maintenance record systems													
4.3	explain how maintenance record systems are updated and why they need to be updated.													

5. Conduct pre-work checks to meet statutory requirements and maintain performance using safe working methods and practices.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
5.1	carry out inspections on at least one of the following during preparation work for highway maintenance or repair:													
	a. condition													
	b. performance													
	c. health and safety													
5.2	explain the procedures that can apply when conducting pre-work checks to ensure compliance with statutory requirements													
5.3	explain how performance can be maintained and how safe working practices are applied whilst conducting inspections on highways.													

6. Keep accurate records of work progress checks, faults, problems, corrective action and quantities involved.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 implement recording systems following organisational procedures that identifies work progress checks, faults, problems and quantities involved							
6.2 explain the methods that can be used to keep accurate records of work progress which can detail faults and problems, corrective actions and quantities of resources involved							
6.3 give reasons why accurate records should be kept.							

7. Identify, assess and maintain the necessary resources for maintenance activities.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 select and/or acquire and maintain at least two of the following resources for at least two of the following activities:							
a. resources:							
i. people							
ii. plant, equipment or machinery							
iii. materials and components							
iv. sub-contractors							
v. information							
vi. work and facilities							
vii. waste management							
viii. utility providers							
b. maintenance activities:							
i. regular programmes							
ii. tendered works							
iii. responsive works							
iv. winter maintenance							

v. traffic management (signing, lighting, guarding)							
vi. lump sum or fixed price							
7.2 explain different ways that the necessary resources for highway maintenance or repair activities can be identified							
7.3 explain how resources can be assessed for quality and how to maintain necessary resources for highway maintenance or repair activities.							

Unit 368
Declaration

Supervising highways maintenance or repair activities in the workplace

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 369

Supervising demolition activities in the workplace

Level: 3

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Carry out the supervision of demolition site activities which will minimise disruption and maintain optimum performance.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 undertake supervision duties for at least two of the following demolition activities:							
a. soft strip							
b. mechanical demolition							
c. remote mechanical demolition							
d. explosive demolition							
e. selective demolition							
1.2 explain how programmed demolition activities should be supervised and carried out							
1.3 explain how disruption to the works and general public can be minimised during demolition activities							
1.4 describe different methods that can optimise work performance during demolition.							

2. Observe current legislation and official guidance appropriate to the work environment.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
2.1	protect the workforce, the general public, visitors and the environment by applying information relating to at least three of the following:												
	a. methods of work												
	b. risk assessment												
	c. safe use and storage of tools												
	d. safe use and storage of materials												
	e. traffic management												
	f. emergency plans												
2.2	list and describe the current legislation and official guidance that applies directly to demolition activities.												

3. Identify and assess faults and problems and recommend and implement corrective action which conforms to safe working methods and practices.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
3.1	observe and evaluate preparation and work activities against given requirements and methods of work to identify demolition faults and problems												
3.2	apply corrective actions that follow safe working methods and practices for at least three of the following demolition faults and problems:												
	a. limitations of design choices												
	b. construction errors												
	c. identification of further utilities												
	d. heritage concerns												
	e. environmental concerns												
	f. incorrect maintenance												
	g. identification of hazardous materials												
	h. breaches of security												

3.3	describe types of common faults and problems that can occur with demolition activities							
3.4	explain methods that can be used to identify potential demolition faults and problems							
3.5	explain techniques and methods that allow recommendations to be made and corrective actions applied on identified demolition faults and problems							
3.6	list the type of corrective actions that can be made during demolition activities.							

4. Conduct pre-work checks to meet statutory requirements and maintain safe working methods and practices.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	carry out checks on at least one of the following during preparation work for demolition activities:							
	a. condition							
	b. fit for purpose							
	c. health and safety							
4.2	explain the procedures that can apply when conducting pre-work checks to ensure compliance with statutory requirements							
4.3	explain methods of recording pre-work checks for demolition activities							
4.4	give reasons why pre-work demolition checks should be carried out.							

5. Keep accurate records of work progress checks, faults, problems, corrective action and quantities involved.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	implement recording systems following organisational procedures that identifies work progress checks, faults, problems and quantities involved							
5.2	explain the methods that can be used to keep accurate records of demolition work progress which can detail faults and problems, corrective actions and quantities of resources involved							
5.3	give reasons why accurate records should be kept.							

6. Identify, assess and maintain the necessary resources for demolition activities.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
6.1	select and/or acquire and maintain at least three of the following resources for at least two of the following demolition activities:													
	a. resources:													
	i. people													
	ii. plant, equipment or machinery													
	iii. materials and components													
	iv. sub-contractors													
	v. information													
	vi. work and facilities													
	vii. waste management													
	viii. utility providers													
	b. demolition activity:													
	i. soft strip													
	ii. mechanical demolition													
	iii. remote mechanical demolition													
	iv. explosive demolition													
	v. selective demolition													
6.2	explain different ways that the necessary resources for demolition activities can be identified													
6.3	explain how resources can be assessed for quality and how to maintain necessary resources for demolition activities.													

Unit 369

Supervising demolition activities in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 370

Supervising tunnelling activities in the workplace

Level: 3

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Carry out supervision activities of tunneling activities to given working instructions which will minimise disruption and maintain optimum performance.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
1.1	undertake supervision duties to given working instructions for two of the following tunneling activities:												
	a. mobile plant and machinery operations												
	b. back up services installation, operation, maintenance or removal												
	c. spoil removal												
	d. access equipment erection, maintenance or removal												
	e. pipe jacking operations												
	f. micro tunneling operations												
	g. excavation and installation of supports												
	h. shaft and tunnel construction												
	i. tunnel transport												
	j. spraying concrete lining												
	k. operating separation plant												
	l. temporary works												
	m. lifting loads												

1.2	explain how programmed tunneling activities should be supervised and carried out							
1.3	explain how disruption to other works and the following people can be minimised during tunneling activities:							
	a. workforce							
	b. other personnel on site							
	c. members of the public							
	d. occupiers							
	e. site visitors							
	f. people affected by on-site operations							
1.4	explain different methods that can effectively optimise and maintain work performance during tunneling.							

2. Observe current legislation and official guidance appropriate to the work environment for protection and safety.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	protect the workforce, the general public, visitors and the environment by applying information relating to three of the following:							
	a. methods of work							
	b. tunnel access arrangements							
	c. risk assessment							
	d. safe use and storage of tools							
	e. safe use and storage of materials							
	f. traffic management							
	g. emergency plans							
2.2	explain the current legislation and official guidance that applies directly to tunneling activities for protection and safety.							

3. Identify and assess defects and problems, and recommend and implement corrective action which conforms to safe working methods and practices.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1	observe and evaluate preparation and work activities against given requirements and methods of work to identify tunneling defects and problems													
3.2	apply corrective actions that follow safe working methods and practices to deal with three of the following tunneling defects and problems:													
	a. limitations of design choices													
	b. construction errors													
	c. identification of further utilities													
	d. heritage concerns													
	e. environmental concerns													
	f. incorrect maintenance													
	g. identification of hazardous materials													
	h. breaches of security													
	i. changes in ground conditions													
3.3	describe types of common defects and problems that can occur with tunneling activities													
3.4	explain methods that can be used to assess and identify potential tunneling defects and problems													
3.5	explain how to make recommendations and implement the following corrective actions, in accordance with safe working methods and practices, for identified tunneling defects and problems:													
	a. redesign													
	b. reconfigure													
	c. restrict													
	d. redirect													
	e. repair													
	f. replace.													

4. Keep accurate records of work progress and quantities involved.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
4.1	set up recording systems, following organisational procedures, that detail work progress checks and the defects and problems, corrective actions taken and quantities involved													
4.2	explain the methods that can be used to keep accurate records of tunneling work progress which can detail the checks made, defects and problems, corrective actions taken and quantities of resources used													
4.3	give reasons why accurate records should be kept.													

5. Identify, assess and maintain the necessary resources for tunneling activities.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
5.1	identify the necessary resources for three of the following tunneling activities:													
	a. mobile plant and machinery operations													
	b. back up services installation, operation, maintenance or removal													
	c. spoil removal													
	d. access equipment erection, maintenance or removal													
	e. pipe jacking operations													
	f. micro tunneling operations													
	g. excavation and installation of supports													
	h. tunnel construction													
	i. shaft and tunnel construction													
	j. tunnel transport													
	k. spraying concrete lining													
	l. operating separation plant													
	m. temporary works													
	n. lifting loads													

5.2	select and/or acquire and maintain four of the following resources associated with relevant tunneling activities:							
	a. people							
	b. plant, equipment or machinery							
	c. materials and components							
	d. sub-contractors							
	e. information							
	f. work area and facilities							
	g. waste management							
	h. utility providers							
5.3	explain different ways that the necessary resources for tunneling activities can be identified							
5.4	explain how resources can be assessed for quality and how to maintain the necessary resources for tunneling activities.							

6. Comply with the given contract information when supervising tunneling activities to carry out the work efficiently to the required specification.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
6.1	undertake supervision duties of activities to form tunnels to given working instructions in one of the following occupational areas:							
	a. hand miner							
	b. shaft miner							
	c. tunneling machine operator							
	d. machine tunneling operative							
	e. spoil removal equipment operative							
	f. tunnel services operative							
	g. tunnel transport operator							
	h. tunnel fitter's mate							
	i. tunnel electrician's mate							

	j. sprayed concrete lining tunneling operative							
	k. pipe jacking operative							
	l. micro-tunneling operative							
	m. separation plant operative							
	n. specialist tunneling occupations							
6.2	describe how to apply safe work practices, follow procedures, report tunneling defects and problems and establish the authority needed to rectify them, relating to the supervision of the following methods of work and materials used for:							
	a. booking in and out of tunnels							
	b. setting out lines and templates for shaft and tunnel excavations							
	c. excavation of tunnels using different methods (by hand, machines, segments, sprayed concrete lining and by pipe jacking)							
	d. installing, using and moving permanent tunnel support and service systems							
	e. installing, using, moving and removing temporary tunnel support and service systems							
	f. installing, moving and removing spoil removal systems							
	g. dealing with ground water and de-watering methods							
	h. signaling the movement of loads, vehicles and machinery							
	i. working with tunnel and shaft transport systems							
	j. using hand tools, power tools and equipment							
	k. working at height							
	l. using access equipment							
6.3	state the needs of other occupations and how to effectively communicate within a team when supervising tunneling activities.							

Unit 370

Supervising tunneling activities in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Level: 3

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Carry out supervision activities of historical conservation/restoration activities which will minimise disruption and maintain optimum performance.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	undertake supervision duties for at least two of the following historical conservation/restoration activities:													
	a. roofing													
	b. lead work													
	c. bricklaying and craft masonry													
	d. earth walling													
	e. stonemasonry													
	f. decoration													
	g. plastering													
	h. wall and floor tiling													
	i. carpentry and joinery													
	j. specialist heritage activities													
1.2	explain how programmed historical conservation/restoration activities should be supervised and carried out													

1.3	explain how disruption to the works and general public can be minimised during historical conservation/restoration activities							
1.4	describe different methods that can optimise work performances during historical conservation/restoration activities.							

2. Observe current legislation and official guidance appropriate to the work environment.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	protect the workforce, the general public, visitors and the environment by applying information relating to at least three of the following:							
	a. methods of work							
	b. risk assessment							
	c. safe use and storage of tools							
	d. safe use and storage of materials							
	e. traffic management							
	f. emergency plans							
2.2	list and describe the current legislation and official guidance that applies directly to historical conservation/restoration activities.							

3. Identify and assess defects and problems, and recommend and implement corrective action which conforms to safe working methods and practices.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
3.1	observe and evaluate preparation and work activities against given requirements and methods of work to identify historical conservation/restoration defects and problems												
3.2	apply corrective actions that follow safe working methods and practices to least three of the following historical conservation/restoration defects and problems:												
	a. limitations of design choices												
	b. construction errors												
	c. identification of further utilities												
	d. heritage concerns												
	e. environmental concerns												
	f. incorrect maintenance												
	g. identification of hazardous materials												
	h. breaches of security												
3.3	describe types of common historical conservation/ restoration defects and problems												
3.4	explain methods that can be used to identify potential historical conservation/ restoration defects and problems												
3.5	explain techniques and methods that allows recommendations to be made and corrective actions applied on identified historical conservation/ restoration defects and problems.												

4. Keep accurate records of work progress checks, defects, problems, corrective action and quantities involved.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
4.1	implement recording systems following organisational procedures that identifies work progress checks, faults, problems and quantities involved												
4.2	explain the methods that can be used to keep accurate records of work progress which can detail faults and problems, corrective actions and quantities of resources used												
4.3	give reasons why accurate records should be kept.												

5. Identify, assess and maintain the necessary resources for historical conservation/restoration activities.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
5.1	select and/or acquire and maintain at least four of the following resources for at least three of the following historical conservation/restoration activities:													
	a. resources:													
	i. people													
	ii. plant, equipment or machinery													
	iii. materials and components													
	iv. sub-contractors													
	v. information													
	vi. work and facilities													
	vii. waste management													
	viii. utility providers													
	b. historical conservation/restoration activities:													
	i. roofing													
	ii. lead work													
	iii. bricklaying and craft masonry													
	iv. earth walling													
	v. stonemasonry													
	vi. decoration													
	vii. plastering													
	viii. wall and floor tiling													
	ix. carpentry and joinery													
	x. specialist heritage and historical conservation/ restoration activities													
5.2	explain different ways that the necessary resources for historical conservation/restoration activities can be identified													
5.3	explain how resources can be assessed for quality and how to maintain necessary resources for historical conservation/restoration activities.													

Unit 371

Supervising historical conservation/restoration activities in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Level: 4

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Promote the benefits of learning by giving fair, regular and useful feedback on your team's work performance.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	analyse individual and collective work performances of team members on various activities													
1.2	regularly provide feedback on individual and collective work performances that is fair and encourages an individuals' learning within their team													
1.3	provide your team members with collective and individual reasons that promote the benefits of continual learning													
1.4	describe the different techniques that can be used to promote benefits of learning to individuals and groups													
1.5	explain the procedures and methods that should be used to give fair, regular and useful feedback to teams and individuals.													

2. Work with your team to identify and prioritise learning needs and identify and obtain information on a range of possible learning activities.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
2.1	plan and communicate with individual team members to determine their immediate learning requirements for relevant work activities													
2.2	obtain learning information for individual team members based(on at least two of the following learning activities:													
	a. formal													
	b. informal													
	c. coached													
	d. mentored													
	e. vocationally qualifying													
	f. continuous professional development													
	g. professional membership													
2.3	explain the methods and techniques of working effectively with teams and individuals in order to identify and prioritise learning needs													
2.4	outline possible ways of obtaining information from a range of learning activities.													

3. Discuss development needs with team members.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1	meet with and identify development needs for team members based on the following areas:													
	a. current skills and knowledge													
	b. learning activities undertaken													
	c. learning objectives to be achieved													
	d. resource requirements for development													
	e. timescales													
3.2	explain methods and techniques of discussing and agree development needs with team members.													

4. Support team members in undertaking learning activities by making efforts to remove any obstacles to learning.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 provide relevant assistance and support to individuals and the team when learning or updating skills and knowledge							
4.2 identify any relevant obstacles to an individual's learning and take actions to remove them							
4.3 explain procedures that could be implemented to allow support and assistance for team members who are undertaking learning activities							
4.4 describe the types and ways of identifying obstacles to learning for both individuals and teams							
4.5 explain how obstacles to learning for individuals and teams can be removed.							

5. Evaluate the learning activity undertaken with team members to ensure the desired outcomes have been achieved.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 appraise learning activities undertaken by individuals and the team on completion of learning programmes							
5.2 map the learning outcomes from completed learning programmes against team individual's pre-identified learning needs							
5.3 explain how to plan and implement evaluations on learning activities undertaken by team members							
5.4 describe methods that can measure desired outcomes from learning activities, and ways to ensure that they have been achieved.							

6. Update development plans with team members.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 review team members individual development plans and amend the plans following completed learning activities and/or identified learning needs							
6.2 explain the procedures that are or can be used to update development plans with team members.							

Unit 403

Identifying and enabling learning opportunities for given work teams in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 404

Maintaining systems for health, safety, welfare and environmental protection in the workplace

Level: 4

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Encourage a culture of health, safety, welfare and environmental awareness.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	develop initiatives which encourage a health, safety, welfare culture and consideration for the environment													
1.2	explain the various methods that can encourage a culture of health, safety, welfare and consideration for the environment.													

2. Identify and recommend opportunities for improving health, safety and welfare for people on site or for specific operations.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
2.1	make recommendations following reviews that could improve health, safety or welfare on site or for specific operations													
2.2	explain how to identify opportunities that will improve health, safety and welfare for people on site or for specific operations													
2.3	describe the various methods to recommend improvements to health, safety and welfare systems.													

3. Ensure the workforce and visitors to the site or specific operations are inducted and check the competence of those they are responsible for.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
3.1	implement a system of checks to ensure that the workforce and visitors are inducted												
3.2	explain the various methods of ensuring that the workforce and visitors to the site or specific operational area are inducted and give reasons why this is important												
3.3	carry out checks to ensure that workers they are responsible for are competent for the relative tasks												
3.4	explain the various methods of ensuring that workers they are responsible for are competent for the relative tasks and give reasons why this is important.												

4. Maintain accurate and appropriate statutory notices and hazard warnings.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
4.1	ensure relevant statutory notices and hazard warnings are clear, legible and concise												
4.2	describe ways of maintaining statutory notices and hazard warnings.												

5. Ensure the serviceability of health, safety, welfare and environmental protection equipment and resources in order to comply with current legislation.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
5.1	carry out maintenance checks on at least five of the following health, safety, welfare and environmental protection equipment and resources:												
	a. protective equipment												
	b. protective clothing												
	c. first aid facilities and arrangements												
	d. welfare facilities												
	e. storage and security of materials and equipment												
	f. accident and incident reporting systems												
	g. firefighting equipment												
	h. provision of health, safety and welfare												

5.2	explain the various methods of conducting and recording maintenance checks on health, safety, welfare and environmental protection equipment and resources that meet the project, organisational and statutory requirements.							
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6. Implement systems which meet organisational and statutory requirements for the identification of hazards and reduction of risks; reporting accidents and emergencies and preventing recurrence.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
6.1	develop and action a system that identifies hazards and reduces risk							
6.2	explain the various methods of implementing systems that meet organisational and statutory requirements and which identifies hazards and reduces risks							
6.3	develop and action a system that reports accidents and emergencies and is able to prevent recurrence							
6.4	explain the various methods of implementing systems that meets organisational and statutory requirements for reporting accidents and emergencies, and operates to prevent recurrence							
6.5	give reasons for implementing an effective system to identify hazards, reduce risks and report accidents.							

7. Check health, safety, welfare and environmental protection systems regularly in accordance with organisational and statutory requirements.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
7.1	conduct regular checks to ensure compliance with the following organisational and statutory requirements:							
	a. construction specific health, safety, welfare and environmental legislation							
	b. recognised industry codes of practice							
	c. organisational procedures							
7.2	explain the methods of checking health, safety, welfare and environmental protection systems							
7.3	explain the methods of ensuring that health, safety, welfare and environmental protection complies with organisational and statutory requirements.							

8. Identify and report any special site or operational conditions which do not comply with organisational and statutory requirements.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
8.1	review and evaluate sites or operations to identify special conditions and report conditions which do not comply with current legislation												
8.2	explain the methods of identifying and reporting special site conditions that do not meet organisational and statutory requirements.												

Unit 404

Maintaining systems for health, safety, welfare and environmental protection in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 405

Assessing and recommending work methods for carrying out site operations in the workplace

Level: 4

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Identify and use available project data to enable decisions on work methods to be made.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	assess at least four of the following project data on various projects:													
	a. conditions of contract													
	b. Bills of quantities or methods of measurement													
	c. specifications													
	d. drawings													
	e. health, safety and environmental plans													
	f. programmes													
	g. organisational requirements													
	h. instructions and variations													

1.2	take into account at least three of the following when assessing various work methods:							
	a. sequencing and integration of work operations							
	b. organisation of resources (people, plant, materials and finances)							
	c. established construction techniques							
	d. temporary works							
	e. prefabrication and standardisation							
	f. working conditions							
1.3	explain different methods of identifying project data							
1.4	explain the different ways of assessing project data for identifying work methods							
1.5	explain the factors that influence or define work methods.							

2. Obtain more information from other sources where available project data is insufficient.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	obtain additional project information by consulting at least two of the following sources:							
	a. client, customer or their representative							
	b. sub-contractors							
	c. suppliers							
	d. regulatory authorities							
	e. technical literature							
	f. trade literature							
2.2	describe ways of obtaining additional information for project data from a variety of relevant sources							
2.3	give possible reasons why project data may be insufficient.							

3. Evaluate work methods against relevant technical and project criteria.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1	evaluate chosen work methods against at least seven of the following technical work criteria:													
	a. materials performance and availability													
	b. structural forms													
	c. occupancy													
	d. health, safety and welfare													
	e. fire protection													
	f. access													
	g. plant, equipment and people availability													
	h. transport logistics													
	i. environmental factors													
	j. waste management													
	k. seasonal weather conditions													
	l. sustainability													
	m. innovative materials, technologies and processes													
	n. site conditions													
3.2	describe typical criteria that determine work methods for routine types of projects													
3.3	explain different ways of evaluating work methods against a range of technical criteria and relevant project criteria.													

4. Communicate work methods to decision makers.							
you must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 advise and recommend work methods to decision makers							
4.2 explain different ways of selecting appropriate work methods on relevant projects							
4.3 explain different ways that work methods can be recommended to decision makers							
4.4 outline the different communication methods that could be used to recommend work methods.							

5. Analyse and quantify the selected work method for its activity content.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 carry out an analysis of selected work methods on a range of projects which show checks on activity content against quantities of time, cost or resources							
5.2 explain different ways of analysing selected work methods for activity content							
5.3 explain ways of accurately quantifying selected work methods							
5.4 describe the implications of inaccurately analysing and quantifying selected work methods.							

6. Ensure a method statement is prepared and approved prior to commencement of work.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 confirm and approve various method statements prior to relevant work taking place							
6.2 explain different ways that can ensure method statements have been sufficiently prepared							
6.3 explain the implications, factors and processes of approving method statements prior to commencing work.							

Unit 405

Assessing and recommending work methods for carrying out site operations in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Level: 4

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Organise activities to make the most efficient use of the available resources.							
You must be able to:							
	*PER	SO	OQ	WQ	WT	PS	PD
1.1	plan and implement work activities that efficiently use at least four of the following resources:						
	a. people						
	b. plant, equipment or machinery						
	c. materials and components						
	d. sub-contractors						
	e. information						
	f. work area and facilities						
	g. waste management						
	h. utility providers						
1.2	explain different possible ways of organising work activities that can make the best use of resources						
1.3	give reasons why work activities need to be organised to make the best use of resources						
1.4	explain the effects on work programmes and schedules if resources are not effectively organised.						

2. Evaluate alternative methods, resources and systems to select the best solution to meet programmes and schedules.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
2.1	assess and identify a variety of effective solutions for alternative work methods, resources and systems to meet a range of programmes, operations and schedules													
2.2	explain the different ways of evaluating alternative resources, methods and systems to meet work programmes, operations and schedules													
2.3	explain the different methods of evaluating information in order to select best solutions to meet work programmes, operations and schedules.													

3. Obtain clarification or advice from various sources where the resources needed are not available.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1	request and procure advice or clarification to determine required resources from at least three of the following:													
	a. client, customer or their representative													
	b. consultants													
	c. lift planner													
	d. project team													
	e. practice research													
	f. technical publications													
	g. trade literature													
	h. other team members													
3.2	explain methods of selecting potential sources for clarification and advice for a range of work programmes													
3.3	outline the types of information that could be gained from various information sources													
3.4	explain the different methods of and reasons for obtaining clarification and advice when the resources needed are not available.													

4. Analyse activities against project or operation data and the requirements of external factors.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
4.1	examine a range of work activities using a production study, works study production analysis against three of the following external factors:												
	a. other related programmes												
	b. supply lead times												
	c. contingencies												
	d. special working conditions												
	e. statutory limitations												
	f. site conditions												
	g. availability of resources												
4.2	explain how to identify resources and related information against project or operational data requirements												
4.3	describe ways in which external factors can affect a programme, operation or schedule												
4.4	explain the different methods of analysing work activities against project data, resources, related information and external factors												
4.5	describe the effects external factors can have on programmes and schedules												
4.6	explain the different methods of analysing work activities against resources and related information.												

5. Update existing programmes and schedules of planned activities and suggest them to decision makers/persons responsible.							
you must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 carry out updating on at least two of the following programmes or schedule content:							
a. bar charts							
b. critical analysis							
c. action lists							
d. method statements							
5.2 inform decision makers/persons responsible of updates that should be made on works programmes and schedules							
5.3 explain different methods of updating existing programmes and schedules							
5.4 describe the possible effects on the project if programmes and schedules are not updated when factors change							
5.5 describe the ways and means of suggesting updates to existing programmes and schedules to decision makers.							

6. Implement systems to monitor and record works against programmes and schedules, and use the results to improve future production and planning.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 monitor and record works being undertaken against given programmes and schedules following organisational procedures							
6.2 collect and analyse results of monitoring programmes against given programmes and schedules							
6.3 identify and record areas of future improvements to production and planning							
6.4 describe the different systems that could be available for monitoring work programmes and schedules							
6.5 describe different methods of implementing systems for monitoring and recording works against programmes and schedules							
6.6 give reasons why it is necessary to monitor and record the results of works against programmes and schedules							
6.7 explain the possible methods of reviewing recorded results of works against programmes and schedules to improve future production and planning.							

Unit 406

Planning work activities and resources to meet work requirements in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Level: 4

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Assemble and review relevant information used in the preparation of project or operational plans and clarify unclear information.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	assess and evaluate three of the following information sources for clarity when organising the control of work:													
	a. surveys and reports													
	b. design													
	c. contractual													
	d. statutory consents													
	e. contractor's pre-planning information													
	f. health, safety and environmental plans													
	g. risk assessments and method statements													
	h. programmes													
	i. lift plans													
	j. competent people													
	k. sub-contractor arrangements and attendance													

1.2	describe different ways of procuring and assembling relevant information							
1.3	explain possible methods that can establish whether information is sufficiently clear to coordinate work control.							

2. Communicate and agree programmes or operational plans, methods and attendance with the people doing the work.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	liaise and communicate with those undertaking relevant work on a variety of projects or operations							
2.2	gain approval with relevant people for programmes or operations, methods and attendance on specified projects							
2.3	explain ways of agreeing and communicating work programmes or operations, methods and attendance details with those doing the work							
2.4	describe ways of integrating construction or other working methods using programmes or operational plans that include methods and attendance.							

3. Plan and obtain sufficient resources and attendance of the appropriate type which meets project or operational requirements and timescales.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	procure at least three of the following resources when planning and obtaining resources to meet project or operational requirements and timescales:							
	a. people							
	b. plant, equipment or machinery							
	c. materials and components							
	d. sub-contractors							
	e. information							
	f. work area and facilities							
	g. waste management							
	h. utility providers							

3.2	explain the ways, factors and methods of planning and obtaining suitable resources and attendance to ensure project or operational timescales and requirements are met							
3.3	describe the outcomes on projects or operations if sufficient resources are not procured on time or are unsuitable.							

4. Organise and control sites (or specific operational areas) and resources to establish safe and tidy sites/areas, creating a positive image of the organisation and project.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	implement and coordinate work areas, activities and resources on relevant projects or on specific operational areas that allow sites or operational areas to be safe and tidy							
4.2	coordinate and improve site or specific operations to provide a positive image of projects and the relevant organisation							
4.3	explain different methods of organising and controlling typical resources							
4.4	explain how sites or work areas should be effectively controlled and organised to maintain and enhance site or operational safety and tidiness							
4.5	describe the factors and issues that must be taken into account to ensure sites or operational areas are safe and tidy for workers and other people							
4.6	give reasons why project and organisational image is important and describe the possible effects of negative images on the company, project or operation.							

5. Organise work activities and implement work measures that take into account appropriate factors and influences.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	coordinate work activities and maintain control whilst taking into account at least three of the following areas:							
	a. occupiers							
	b. near neighbours							
	c. public access							
	d. site conditions							
	e. environmental considerations							
	f. vehicular access (including air and waterborne craft)							
	g. security and trespass							
	h. public utilities							
	i. heritage status							
5.2	describe how to organise work activities that take into account relevant internal and external factors and influences							
5.3	outline the measures that need to be taken into account to deal with internal and external factors and influences and explain the outcomes and implications if this is not undertaken effectively.							

Unit 407

Co-ordinating and organising the control of work in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Level: 4

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Implement systems to monitor and record progress of work against agreed programmes.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	monitor and record the progress of work by implementing at least three of the following systems:													
	a. visual inspections													
	b. resource records													
	c. site inspection reports													
	d. contractor's reports													
	e. certified payments													
	f. written, graphical and electronic recording of actual work against programmed work													
	g. site meetings													
	h. organisational reports													
	i. management reports													
	j. benchmarks													
	k. comparison with project requirements													

1.2	describe the ways and methods of implementing systems that monitor and record progress of works against agreed programmes							
1.3	explain why systems to monitor and record work progress are needed.							

2. Identify any deviations from planned progress which has or may occur, that could disrupt programmes and schedules.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	establish at least three of the following types of deviations in comparison to relevant work programmes and schedules:							
	a. resource shortages							
	b. design problems and constraints							
	c. industrial disputes							
	d. lack of essential construction information							
	e. construction errors							
	f. weather conditions							
	g. site constraints							
	h. legal disputes or issues							
	i. social disputes or issues							
	j. health, safety and environmental issues							
2.2	explain different ways of identifying deviations from planned work progress							
2.3	describe how to identify deviations that may occur and could disrupt work programmes and schedules.							

3. Investigate circumstances of any deviations thoroughly, and agree and implement appropriate corrective actions.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 identify the detail of circumstances leading to deviations in work programmes and/or schedules							
3.2 implement at least one of the following corrective actions following agreement with relevant							
a. restore progress in accordance with agreed programmes							
b. agree new completion dates							
c. initiate contract claims							
d. secure additional resources							
e. alter planned work							
3.3 describe possible methods of investigating deviations from planned work progress							
3.4 explain how and why appropriate corrective actions need to be agreed							
3.5 explain how to implement appropriate corrective actions for deviations from planned progress.							

4. Recommend options most likely to minimise increases in cost and time to help work progress, and pass onto the people responsible.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 identify a variety of work options which may minimise increases in cost and time							
4.2 propose identified work options to at least two of the following people responsible:							
a. clients, customers or their representative							
b. contractors							
c. consultants							
d. sub-contractors							
e. suppliers							
f. workforce							
g. internal management							

4.3	explain possible options, and how to identify them, most likely to minimise increases in cost and time, and help work progress for typical projects						
4.4	explain different methods and factors of recommending identified options to people responsible.						

5. Inform people responsible regularly about progress, changes to operational programmes and resource needs, and suggest decisions and actions that need to be taken.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	identify and communicate information on progress, changes to programmes, schedules and resource needs to the people responsible							
5.2	make recommendations on decisions and actions that should be taken to the people responsible in order to maintain planned work progress							
5.3	give reasons for, and explain how to keep responsible people regularly informed about work progress, changes to the operational programme and resource needs							
5.4	describe the methods of and reasons for recommending decisions and actions that need to be taken to the people responsible to maintain planned progress.							

6. Identify improvements from feedback received and recommend to the people responsible.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
6.1	identify, from received feedback, possible improvements that could be made to work progress							
6.2	suggest improvements to the people responsible based on received feedback							
6.3	explain different methods and purposes of collecting, collating and analysing feedback on work progress against agreed programmes							
6.4	describe how to identify possible improvements from the feedback received							
6.5	explain different ways of recommending identified improvements to the people responsible.							

Unit 408

Controlling work progress against agreed programmes in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Level: 4

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony

PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Produce clear requests for plant, equipment or machinery which meets the needs of projects or operations.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	request at least four of the following types of plant, equipment or machinery as specified by plans or programme requirements:													
	a. static													
	b. mobile													
	c. accessories													
	d. consumables													
	e. health and safety equipment													
	f. specialised hand tools													
	g. standard plant, equipment or machinery													
	h. non-standard plant, equipment or machinery													
1.2	describe the types, formats and methods of producing requests for plant, equipment or machinery that will meet the needs of projects.													

2. Ensure and record that plant, equipment or machinery meets operational and statutory requirements prior to use in the workplace and allocate to suitable operations.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
2.1	carry out checks and confirm that relevant plant, equipment or machinery meets operational and statutory requirements													
2.2	record, following organisational procedures, that plant, equipment or machinery meets operational and statutory requirements													
2.3	identify the requirements for relevant operations and assign appropriate plant, equipment or machinery for use													
2.4	explain the ways and methods of ensuring that plant, equipment or machinery meets operational and statutory requirements prior to use													
2.5	explain the factors that determine the allocation of plant, equipment or machinery for suitable operations													
2.6	describe the different ways and formats for recording checks on the suitability of plant, equipment or machinery.													

3. Identify hazards and assess risks arising from the use of plant, equipment or machinery and implement measures that protect people and the environment.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1	implement actions that protect the public, workforce, visitors and the environment using at least three of the following measures:													
	a. methods of work													
	b. risk assessment													
	c. safe use and storage of tools													
	d. safe use and storage of materials													
	e. traffic controlling (including air and waterborne craft)													
	f. emergency plans													
3.2	explain different ways of identifying hazards and assessing risks from plant, equipment or machinery operations													
3.3	describe methods of implementing measures that protect all people and the environment affected by on-site plant, equipment or machinery operations													
3.4	outline who may be affected by plant, equipment or machinery operations relevant to typical projects.													

4. Keep records of the use of plant, equipment or machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 complete and maintain records of plant, equipment or machinery use, which follow organizational requirements							
4.2 describe the types and ways of keeping records of plant, equipment or machinery operations							
4.3 give reasons for the need to keep records on plant, equipment or machinery use.							

5. Recommend alternative types of plant or equipment to decision makers where existing plant, machinery or equipment is deemed unsuitable for allocated operations.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 examine and analyse plant, equipment or machinery use and identify alternative types that will be suitable for the intended work							
5.2 provide suggestions to decision makers/responsible people for alternative types of plant, equipment or machinery							
5.3 explain the factors that determine when plant, equipment or machinery is unsuitable for intended operations and how to identify unsuitability							
5.4 describe methods and processes that can identify alternative plant, equipment or machinery for specific operations							
5.5 describe the ways of recommending alternative plant, equipment or machinery to decision makers/people responsible.							

6. Issue instructions for the use of plant, equipment or machinery to operators and others directly involved.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 provide guidance to plant, equipment or machinery operators, and those directly involved with the operation, that follow statutory and manufacturer's requirements							
6.2 explain the formats, methods and timescales of issuing instructions and guidance to plant, equipment or machinery operators, and others directly involved.							

7. Check and confirm that operators of plant, equipment or machinery are trained, certificated and authorised for the relevant type, and monitor for safe working.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
7.1	establish that operators of plant, equipment or machinery are able and authorised for the relevant types and operations												
7.2	check relevant plant operation activities to ensure they meet statutory and manufacturer's requirements												
7.3	explain the methods and organisational procedures of checking and confirming abilities and authorisation of plant, equipment or machinery operators												
7.4	give reasons why plant, equipment or machinery operations should be monitored and describe effective methods on how this can be done.												

8. Ensure the appropriate storage, servicing and maintenance of plant, equipment or machinery meets operational and statutory requirements.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
8.1	arrange the storage, servicing and maintenance of plant, equipment or machinery												
8.2	carry out checks to ensure the storage, serviceability and maintenance of plant, equipment or machinery meet at least three of the following operational or statutory requirements:												
	a. health, safety and welfare of the workforce and others												
	b. operational efficiency												
	c. security of resources												
	d. obligations to third parties												
	e. regulatory authorities												
	f. contractual commitments												
8.3	explains different ways of ensuring, and why it is important, that plant, equipment or machinery is stored, serviced and maintained in accordance with operational and statutory requirements.												

9. Inform decision makers/ people responsible when plant, equipment or machinery is no longer required.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
9.1	establish that relevant plant, equipment or machinery has completed the intended work and is no longer required													
9.2	notify decision makers/people responsible in writing that plant, equipment or machinery work has been completed													
9.3	describe the methods and techniques for informing decision makers/people responsible when plant, equipment or machinery is no longer required													
9.4	explain why decision makers/people responsible need to be informed that plant, equipment or machinery is no longer required.													

Unit 409
Declaration

Allocating and monitoring the use of plant, equipment or machinery in the workplace

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 410

Controlling work against agreed standards in the workplace

Level: 4

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Identify quality standards from available information and pass onto people responsible for their implementation before work starts.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	extract quality information from at least three of the following standards:													
	a. statutory requirements													
	b. British Standards													
	c. International Standards													
	d. Codes of Practice													
	e. organisational standards													
	f. trade advisory guidance and best practice													
	g. benchmarks and key performance indicators													
1.2	communicate to those responsible for their implementation, the required quality standards for intended work, prior to the commencement of work													
1.3	explain the different ways that quality standards can be identified													
1.4	explain procedures that can be used to ensure that people responsible receive appropriate information on quality standards prior to the commencement of work													
1.5	explain different ways of ensuring that people responsible implement appropriate quality standards before work													

1.6 outline the types of people responsible for providing, implementing, maintaining and agreeing quality standards.							
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2. Communicate the responsibilities that individuals have for maintaining quality.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 identify relevant individuals responsible for maintaining quality standards for relevant work							
2.2 inform relevant individuals of their responsibilities in maintaining quality standards							
2.3 describe methods and techniques of communicating individual responsibilities for maintaining quality standards.							

3. Implement systems to inspect and control the quality of work and record the outcomes.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 follow organisational systems for examining work by undertaking at least six of the following systems:							
a. visual inspections							
b. checks with design requirements							
c. checks with standard documentation							
d. checks with manufacturer's documentation							
e. checks with delivery notes							
f. sampling and mock-ups							
g. testing							
h. site inspection reports							
i. contractor's reports							
j. site meetings							
k. dimensional checks							
l. handover checks							

3.2	document findings of inspections following organisational procedures and compare with agreed quality standards for the work							
3.3	explain different ways of implementing systems that control the quality of work							
3.4	explain typical methods of checking the quality of work against agreed quality standards							
3.5	outline different ways of recording findings obtained from quality inspections							
3.6	give reasons for implementing systems that control and record the quality of work.							

4. Check regularly that work conforms to the design requirements and the specified quality standards.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	undertake regular checks to ensure work conforms to the design requirements and agreed quality standards							
4.2	describe the different methods of checking that work conforms to the design requirements and specified quality standards.							

5. Identify work which fails the requirements and specified quality standards and ensure corrective action is taken.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	apply corrective actions to faults relating to at least one of the following areas:							
	a. materials and components and their use							
	b. methods of construction							
5.2	explain the techniques that allows work which fails to meet the requirements and quality standards to be identified							
5.3	describe measures that should be taken to ensure corrective actions are taken when work which does not meet the standards are identified.							

6. Inform decision makers regularly about significant variations in quality standards, programme and safety implications, and suggest improvements.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
6.1	communicate with decision makers on issues with quality standards, programme and safety implications												
6.2	identify and propose solutions to enable work to meet agreed quality standards, programme and safety requirements												
6.3	explain when and how decision makers should be informed about significant variations in quality standards, programmes and possible safety implications												
6.4	describe techniques and methods of suggesting improvements to decision makers.												

7. Identify improvements from feedback received and recommend them to people responsible.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
7.1	implement systems that allow feedback on the quality of work being undertaken and identify solutions that can be made												
7.2	communicate suggestions of improvements that can be made on relevant work to at least two of the following people:												
	a. clients, customers or their representatives												
	b. contractors												
	c. consultants												
	d. sub-contractors												
	e. suppliers												
	f. workforce												
	g. internal management												
7.3	explain how improvements in quality can be identified and how to make recommendations for improvements in quality to the people responsible.												

Unit 410

Controlling work against agreed standards in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 412

Handing over property to recipients following construction or maintenance related activities in the workplace

Level: 4

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Negotiate and confirm procedures and time for handing over the property.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	consult with the people responsible for the implementation and time of the hand over to recipients for property													
1.2	confirm the procedures that need to be followed when handing over property to recipients													
1.3	outline the types of recipients that handovers of properties would be undertaken with													
1.4	explain methods that allow hand over procedures to be negotiated and confirmed with people responsible													
1.5	describe the techniques for negotiating and agreeing hand over times													
1.6	give reasons why agreed hand over procedures should be followed and explain possible consequences should this not happen.													

2. Analyse completed work against property specifications, identify and record any discrepancies.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 inspect the finished work on properties and compare against the property work specifications							
2.2 note discrepancies that are evident between the work specifications and the finished work							
2.3 list the types of construction-related work that may be undertaken on properties where hand over procedures can occur							
2.4 explain methods that allow the analysing of property specifications in order to compare details with completed tasks or work							
2.5 explain ways that properties can be checked against the specifications and outline the formats that results could be recorded in							
2.6 outline the types of discrepancies that could occur between specifications and completed work or tasks							
2.7 describe ways that discrepancies between property specifications and completed tasks or work could be identified.							

3. Take appropriate action to resolve any problems that emerge from an inspection of the property.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 implement actions needed to resolve problems identified during property inspections prior to handover							
3.2 describe the types of problems that could be evident when inspecting properties following completed work or tasks							
3.3 explain how properties can be inspected to ensure work or tasks are complete prior to handover							
3.4 explain possible actions that can or should be taken to resolve problems that may be identified during property inspections prior to handover.							

4. Ensure the property is clean and tidy and all redundant materials are removed.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
4.1	inspect properties to ascertain cleanliness and tidiness prior to the handover													
4.2	implement actions where necessary to ensure properties are clean, tidy and free of redundant materials													
4.3	explain procedures that can be used to ensure that properties are clean and tidy, redundant materials are removed, and that problems are resolved before hand over													
4.4	give reasons why properties must be clean, tidy and redundant materials removed before handover, and explain possible consequences should properties not be in agreed states of cleanliness.													

5. Observe current legislation and official guidance appropriate to the work environment.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
5.1	protect the workforce, the general public, visitors and the environment by applying information from at least three of the following:													
	a. methods of work													
	b. risk assessment													
	c. safe use and storage of tools													
	d. safe use and storage of materials													
	e. traffic management													
	f. emergency plans													
5.2	explain what current legislation and official guidance applies directly to the handing over of property.													

6. Provide the recipient with all relevant documents, materials, information and keys or access media.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
6.1	collate and prepare all relevant documentation, materials, information, keys or access media relevant to the properties being handed over													
6.2	hand over all relevant information and equipment for the relevant property													
6.3	describe the types of information that should be provided when handing over properties following construction or maintenance related work													
6.4	explain how to ensure that relevant information for properties is available for the recipient													
6.5	explain methods and formats that requisite documents, materials, information and access media can be provided to the recipient on hand over.													

7. Advise the recipient of the procedure for contacting the appropriate people in the event of any problems.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
7.1	provide the recipient with requisite contact and procedural information relating to subsequent problems that may arise following hand over													
7.2	explain methods and formats that relevant information relating to contacts and problems can be provided to the recipient following hand over.													

Unit 412

Handing over property to recipients following construction or maintenance related activities in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 501

Developing and maintaining good occupational working relationships in the workplace

Level: 5

Unit aim:

The aim is to provide you with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- working with, informing and supporting people
- developing and maintaining good occupational working relationships.

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Develop, maintain and encourage working relationships to promote good will and trust.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	give appropriate advice and information to relevant people about the occupational work activities and/or associated occupations involved													
1.2	apply the principles of equality and diversity by considering the needs of individuals when working and communicating with others													
1.3	explain the methods and techniques used and personal attributes required to encourage and maintain working relationships that promote goodwill and trust with relevant people													
1.4	explain the principles of equality and diversity and how to apply them when working and communicating with others.													

2. Inform relevant people about work activities in an appropriate level of detail, with the appropriate level of urgency.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
2.1	communicate on the following work activity information to relevant people following organisational procedures:													
	a. appropriate timescales													
	b. health and safety requirements													
	c. co-ordination of work procedures													
2.2	explain the different methods and techniques used to inform relevant people about work activities													
2.3	explain the effects of not informing relevant people with the expected level of urgency													
2.4	explain the different types of work activity related information and to what level of detail the following people would expect to receive:													
	a. colleagues													
	b. employers													
	c. customers													
	d. contractors													
	e. suppliers of products and services													
	f. other people affected by the work/project.													

3. Offer advice and help to relevant people about work activities and encourage questions/requests for clarification and comments.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1	give appropriate advice and information to relevant people about the different methods of carrying out occupational work activities to achieve the required outcome													
3.2	explain the techniques of encouraging questions and/or requests for clarification and comments													
3.3	explain the different ways of offering advice and help to different people about work activities, in relation to:													
	a. progress													
	b. results													
	c. achievements													
	d. occupational problems													
	e. occupational opportunities													
	f. health and safety requirements													
	g. co-ordinated work.													

4. Clarify proposals with relevant people and discuss alternative suggestions.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
4.1	engage regular discussions with relevant people about the occupational work activity and/or other occupations involved													
4.2	explain the methods of clarifying alternative proposals with relevant people													
4.3	explain the methods of suggesting alternative proposals.													

5. Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
5.1	examine and agree the work activities that satisfy all people involved and will meet the required outcome of the proposed method of work													
5.2	explain the methods and techniques used to resolve differences of opinion in ways which minimise offence and maintain goodwill, trust and respect.													

Unit 501 Declaration

Developing and maintaining good occupational working relationships in the workplace

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 502

Providing and monitoring construction-related customer service in the workplace

Level: 5

Unit aim:

This unit aims to provide you with the necessary skills and knowledge to:

- contribute to customer service systems
- deliver reliable customer service
- monitor customer service.

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Identify and use current legislation and official guidance to implement systems or procedures that will deliver and improve customer service.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 apply at least four of the following to customer service systems or procedures:							
a. current legislation							
b. official guidance							
c. organisational procedures							
d. specifications							
e. drawing							
f. instructions and variations							
g. feedback processes							
1.2 seek ways of improving customer service whilst implementing customer service systems and procedures							

1.3	describe ways that current legislation and official guidance relevant to customer service can be identified							
1.4	explain how identified information can be used for implementing customer service systems or procedures							
1.5	explain methods that can effectively deliver and improve customer service.							

2. Prepare to deal with customers in order to give consistent and reliable service.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	examine current customer procedures and systems to identify if they provide consistent customer service							
2.2	implement and use systems or procedures that will provide reliable and consistent service that promotes customer's confidence							
2.3	explain methods that can provide consistent levels of customer service							
2.4	explain how systems or procedures can be used effectively to provide a reliable level of customer service.							

3. Work with others to resolve customer problems, communicate with customers and check that they are satisfied with the actions taken.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	identify and find solutions to construction-based customer problems							
3.2	communicate with customers whilst resolving problems using at least two of the following mediums:							
	a. electronic							
	b. verbal							
	c. written							
	d. via a second person							
	e. feedback documents							
	f. group meetings							

3.3	undertake at least two of the following actions that will ensure that customers are satisfied that problems are or will be solved:							
	a. corrective							
	b. referral							
	c. investigative							
	d. reactive							
	e. proactive							
3.4	explain how best to work with others which can resolve customer service problems							
3.5	describe different methods and techniques of communicating and dealing with customers							
3.6	explain what checks can be undertaken to ensure that customers are satisfied with actions taken.							

4. Solve problems within existing systems or procedures that may affect customers before the customer becomes aware of them.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	investigate and/or collate information on current customer procedures and systems to identify potential or repeat customer service problems							
4.2	apply rectification measures to procedures and systems to eliminate or reduce identified potential customer problems							
4.3	describe ways that problems can be identified within existing systems or procedures that may affect customers							
4.4	explain how and why problems in systems or procedures should be solved before customers become aware of them.							

5. Confirm that the service given meets the customer's needs and expectations.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	identify the level of service expected by construction-related customers							
5.2	communicate with customers to check that service given has met their needs and expectations							
5.3	explain ways of checking that customers are satisfied with the given level of service.							

6. Inform the people responsible about changes to customer service systems or procedures that will reduce the chance of problems being repeated.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
6.1	identify repeat problems in customer service, and amend customer service systems or procedures to minimise chances of problems being repeated													
6.2	communicate with at least two of the following people responsible to inform them that systems or procedures have been amended:													
	a. the client, the customer or their representative													
	b. contractors													
	c. consultants													
	d. sub-contractors													
	e. suppliers													
	f. workforce													
	g. internal management													
6.3	explain the measures that could be taken to identify repeat problems with customer service													
6.4	explain methods that allow changes to customer service systems or procedures which can reduce the chance of problems being repeated.													

7. Share information with people responsible to maintain and improve standards of service delivery.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
7.1	inform and/or pass collated information that will maintain and improve standards of service delivery													
7.2	describe ways that standards of service delivery can be maintained and improved													
7.3	explain how information with people responsible could be effectively shared in order to maintain and improve standards of service delivery.													

Unit 502 Declaration

Providing and monitoring construction-related customer service in the workplace

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Level: 5

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Confirm the programme or operations and schedules, identify priorities and critical activities, and plan how the work will be undertaken.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
1.1	identify and evaluate the priorities and critical activities in programmes or operations and schedules, and devise a plan on how the work will be undertaken												
1.2	explain how to identify priorities and critical activities												
1.3	explain methods of confirming programmes or operations and schedules												
1.4	describe how the planning of work can be undertaken.												

2. Allocate work to team members, taking into account their current circumstances, and brief them on the quality standards or level expected.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
2.1	evaluate and assign work to team members and carry out briefings taking into account their:													
	a. skills													
	b. knowledge													
	c. experience													
	d. workload													
2.2	describe how to allocate work fairly to team members whilst taking into account their current circumstances													
2.3	explain the methods and techniques on briefing team members about quality of standards or levels expected.													

3. Monitor the progress and quality of the work and provide prompt and constructive feedback.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1	carry out checks on the progress and quality of work being undertaken against programmes or operations and schedules													
3.2	carry out checks on the quality of work being undertaken against quality standards													
3.3	explain methods of checking the progress of work against programmes or operations, schedules and the work against quality standards													
3.4	provide feedback to team members on the progress of work and standards of quality.													

4. Motivate team members to complete the work they have been allocated and provide, where requested and possible, any additional support and/or resources.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
4.1	review and supply additional support and/or resources where requested by team members													
4.2	explain the different ways of motivating team members to complete the allocated work													
4.3	explain ways of providing additional support to team members and ways of getting feedback on additional support from team members.													

5. Identify unacceptable or poor performance, discuss the cause(s) and agree ways of improving performance with team members.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 evaluate poor or unacceptable performance for given work activities							
5.2 implement methods that can improve performance of team members							
5.3 describe the various methods of identifying poor or unacceptable performance							
5.4 explain ways of discussing the causes of poor performance with team members and how to get agreement on ways of improving performance.							

6. Recognise successful completion of significant pieces of work or work activities by team/team members, and advise responsible people.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate ways of recognising success and praising team members on successful completion of work							
6.2 advise responsible people on successful completion of work							
6.3 describe ways of recognising completion of significant pieces of work or work activities							
6.4 explain effective methods of advising responsible people of the team/team member's successes.							

Unit 503

Allocating work and checking people's performance in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Level: 5

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Identify any significant factors which will affect the number, type and availability of people and services.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
1.1	examine and analyse project requirements and consider at least three of the following significant factors:												
	a. location												
	b. cost												
	c. time												
	d. skills, experience and knowledge required and available												
	e. training and development requirements												
	f. current legislation												
1.2	explain methods that can identify significant factors that can affect numbers, types and availability of people or services for typical projects.												

2. Evaluate and record the quality and potential reliability of people or services, and circulate the results to decision-makers.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
2.1	undertake a selection, assessment and recording process on at least two of the following people or services to check that their work quality and reliability meets organisational requirements:													
	a. technical staff													
	b. sub-contractors													
	c. specialist services													
	d. operatives													
2.2	inform decision makers of the outcomes of quality and reliability checks made on relevant people or services													
2.3	describe methods that can evaluate and record the quality and potential reliability of people or services													
2.4	explain typical ways and techniques of circulating results from evaluations of quality and potential reliability to decision-makers.													

3. Negotiate and agree proposals which are likely to produce effective teams.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1	consult people or service providers selected as meeting programme requirements, and agree proposals for their effective participation with relevant projects													
3.2	confirm team members on relevant projects with selected people or service providers													
3.3	explain factors that allow proposals to be made for team membership from selected people or service providers													
3.4	explain negotiation methods that can be used to get appropriate people or services for given teams.													

4. Follow rules and formalities for obtaining people and services.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
4.1	identify and apply at least two of the following rules and formalities when identifying team members for relevant programmes of work:													
	a. contractual													
	b. current legislation													
	c. codes of practice													
	d. organisational procedures													
4.2	explain how to work within current rules and formalities governing the identification of work teams													
4.3	give reasons on why you must work within current rules and formalities when identifying teams.													

Unit 504

Contributing to the identification of work teams in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 814

Planning highways maintenance or repair activities in the workplace

Level: 6

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Confirm the work requirements of planning highway maintenance or repair activities.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	identify and establish at least two of the following maintenance activities and at least five of the following repair activities on at least one of the following highways:													
	a. maintenance:													
	i. scheduled and preventative													
	ii. unscheduled and corrective													
	iii. emergency													
	b. repair:													
	i. structure													
	ii. surface													
	iii. materials													
	iv. markings													
	v. fittings													
	vi. power and light													
	vii. drainage													

viii. telecommunications							
ix. special services and equipment							
x. landscaping							
xi. traffic controls							
xii. fencing							
c. highways:							
i. dual carriageway							
ii. single carriageway							
iii. carriageway with footway							
iv. Smotorway							
v. cycle way							
vi. carriageway with hard shoulder							
1.2 explain how work requirements for highways and its maintenance or repair can be confirmed							
1.3 explain who needs to be consulted when confirming work requirements for highways maintenance or repair.							

2. Identify and review influencing factors and guidance material about the work environment.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
2.1	consider at least three of the following influencing factors when planning highway maintenance or repair activities:													
	a. organisational requirements													
	b. contractual requirements													
	c. statutory requirements													
	d. resource allocation													
	e. working requirements													
	f. environmental considerations													
	g. weather conditions													

2.2	examine at least two of the following guidance materials when planning highway maintenance or repair activities:							
	a. owner's manuals							
	b. log books							
	c. maintenance schedules and manuals							
	d. practice guides and specifications							
	e. current legislation and official guidance							
2.3	explain how influencing factors and guidance materials can be identified and what different methods can be used to review them when planning highway maintenance or repair activities.							

3. Prioritise maintenance activities by assessing and accounting for all the influencing factors.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	prioritise maintenance or repair activities whilst considering influencing factors							
3.2	describe the types of maintenance activity that are applied to highways							
3.3	explain methods that can assess and account for influencing factors when planning maintenance and repair activities							
3.4	explain the factors that need to be taken into account when prioritising maintenance activities.							

4. Amend priorities to take account of changing circumstances whilst maintaining consistency with the influencing factors.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	review and update pre-determined maintenance or repair priorities by taking into account of at least four of the following changing circumstances:							
	a. susceptibility to damage							
	b. safety requirements							
	c. need to inhibit, and respond to deterioration							
	d. compromised operational effectiveness							

e. weather conditions							
f. use or change of use							
g. current legislation							
h. resources							
i. security threats							
4.2 explain methods that allow priorities to be amended when influencing factors have been taken into account							
4.3 explain how changing circumstances can be accounted for when planning maintenance and repair activities.							

5. Prepare plans or schedules of maintenance activities and negotiate and agree them with decision makers.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 identify, analyse and produce plans or schedules for at least three of the following maintenance or repair activities:							
a. regular programmes							
b. tendered works							
c. responsive works							
d. cost estimated works							
e. winter maintenance							
f. traffic maintenance (signing, lighting and guarding)							
5.2 explain how plans and schedules can be prepared for maintenance activities							
5.3 explain methods and techniques of negotiating and agreeing plans and schedules with decision makers.							

Unit 814

Planning highways maintenance or repair activities in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Level: 6

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Confirm the work requirements against the information supplied when planning historical conservation/restoration activities.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
1.1	identify and establish at least two of the following historical conservation/restoration activities against at least five of the following information sources:												
	a. activity:												
	i. roofing												
	ii. lead work												
	iii. bricklaying and craft masonry												
	iv. earth walling												
	v. stonemasonry												
	vi. decoration												
	vii. plastering												
	viii. wall and floor tiling												
	ix. carpentry and joinery												
	x. specialist heritage activities												

b. information sources:							
i. survey reports							
ii. drawings, schedules and specifications							
iii. contractual							
iv. statutory consents							
v. risk assessments and method statements							
vi. programmes							
vii. records about the competence of people							
viii. sub-contractor arrangements							
ix. health, safety and environmental plan							
x. archaeological watching brief							
xi. material suppliers							
xii. historical conservation plans							
1.2 explain how work requirements for historical conservation/restoration work can be confirmed							
1.3 explain who needs to be consulted when confirming work requirements for historical conservation/restorations.							

2. Identify and review influencing factors and guidance material about the work environment.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
2.1	consider at least three of the following influencing factors when planning historical conservation/restoration activities:													
	a. organisational requirements													
	b. contractual requirements													
	c. statutory requirements													
	d. resource allocation													
	e. working requirements													
	f. environmental considerations													
	g. weather conditions													
2.2	examine at least two of the following guidance materials when planning historical conservation/restoration activities:													
	a. owner's manuals													
	b. log books													
	c. maintenance schedules and manuals													
	d. practice guides and specifications													
	e. current legislation and official guidance													
2.3	explain how influencing factors and guidance materials can be identified and what different methods can be used to review them													
2.4	give reasons why influencing factors should be reviewed against guidance materials.													

3. Prioritise activities by assessing and accounting for all the influencing factors.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1	prioritise historical conservation/restoration activities whilst considering influencing factors													
3.2	explain methods that can assess and account for influencing factors when planning historical conservation/restoration activities													
3.3	explain the factors that need to be taken into account when prioritising historical conservation/restoration activities													
3.4	give reasons why historical conservation/restoration activities should be prioritised.													

4. Amend priorities to take account of changing circumstances whilst maintaining consistency with the influencing factors.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
4.1	review and update pre-determined maintenance or repair priorities by taking into account of at least four of the following changing circumstances:													
	a. susceptibility to damage													
	b. safety requirements													
	c. need to inhibit, and respond to deterioration													
	d. compromised operational effectiveness													
	e. weather conditions													
	f. use or change of use													
	g. current legislation													
	h. resources													
	i. security threats													
4.2	explain methods that allow priorities to be amended when influencing factors have been taken into account													
4.3	explain how changing circumstances can be accounted for when planning historical conservation/restoration activities.													

5. Prepare plans or schedules of maintenance activities and negotiate and agree them with decision makers.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
5.1 identify, analyse and produce plans or schedules for at least three of the following historical conservation/ restoration activities:														
a. roofing														
b. lead work														
c. bricklaying and craft masonry														
d. earth walling														
e. stonemasonry														
f. decoration														
g. plastering														
h. wall and floor tiling														
i. carpentry and joinery														
j. specialist heritage activities														
5.2 explain how plans and schedules can be prepared for maintenance activities														
5.3 explain methods and techniques of negotiating and agreeing plans and schedules with decision makers.														

Unit 817

Planning historical conservation/restoration activities in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 818

Planning demolition activities in the workplace

Level: 6

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
 PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Confirm the work requirements when planning demolition activities against the information supplied.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	identify and establish at least two of the following demolition activities against at least five of the following information sources:													
	a. demolition activity:													
	i.	soft strip												
	ii.	mechanical demolition												
	iii.	remote mechanical demolition												
	iv.	explosive demolition												
	v.	selective demolition												
	b. information sources:													
	i.	survey reports												
	ii.	design												

iii.	contractual							
iv.	statutory consents							
v.	risk assessments and method statements							
vi.	programmes							
vii.	records about the competence of people							
viii.	sub-contractor arrangements							
ix.	health, safety and environmental plan							
x.	type 3 asbestos survey							
xi.	service disconnection certificates							
xii.	utilities survey report							
1.2	explain how work requirements for demolition activities can be confirmed							
1.3	explain who needs to be consulted when confirming work requirements for demolition activities.							

2. Identify and review influencing factors and guidance material about the work environment.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	consider at least three of the following influencing factors when planning demolition activities:							
	a. organisational requirements							
	b. contractual requirements							
	c. statutory requirements							
	d. resource allocation							
	e. working requirements							
	f. environmental considerations							
	g. weather conditions							

2.2	examine at least two of the following guidance materials when planning demolition activities:							
	a. owner's manuals							
	b. log books							
	c. maintenance schedules and manuals							
	d. practice guides and specifications							
	e. current legislation and official guidance							
2.3	explain how influencing factors and guidance materials can be identified and what different methods can be used to review them when planning demolition activities							
2.4	give reasons why influencing factors should be reviewed against guidance materials.							

3. Prioritise activities by assessing and accounting for all the influencing factors.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	prioritise demolition activities whilst considering influencing factors							
3.2	explain methods that can assess and account for influencing factors when prioritising demolition activities							
3.3	explain the factors that need to be taken into account when prioritising demolition activities							
3.4	give reasons why demolition activities should be prioritised.							

4. Amend priorities to take account of changing circumstances whilst maintaining consistency with the influencing factors.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
4.1	review and update pre-determined demolition activity priorities by taking into account of at least four of the following changing circumstances:													
	a. susceptibility to damage													
	b. safety requirements													
	c. need to inhibit, and respond to deterioration													
	d. compromised operational effectiveness													
	e. weather conditions													
	f. use or change of use													
	g. current legislation													
	h. resources													
	i. security threats													
4.2	explain methods that allow priorities to be amended when influencing factors have been taken into account													
4.3	explain how changing circumstances can be accounted for when planning demolition activities.													

5. Prepare plans or schedules of maintenance activities and negotiate and agree them with decision makers.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
5.1	identify, analyse and produce plans or schedules for at least three of the following demolition activities:													
	a. soft strip													
	b. mechanical demolition													
	c. remote mechanical demolition													
	d. explosive demolition													
	e. selective demolition													
5.2	explain how plans and schedules can be prepared for demolition activities													
5.3	explain methods and techniques of negotiating and agreeing plans and schedules with decision makers.													

Unit 818 Planning demolition activities in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Appendix 1 **Summary of City & Guilds assessment policies**

Health and Safety

All centres have to make sure that they provide a safe and healthy environment for learning, including induction and assessment. City & Guilds external verifiers check this when they visit assessment centres.

Equal Opportunities

Your centre will have an equal opportunities policy. Your centre will explain this to you during your induction, and may give you a copy of the policy.

City & Guilds equal opportunities policy is available from our website **www.cityandguilds.com**, City & Guilds Customer Relations Team or your centre.

Access to assessment

City & Guilds qualifications are open to all candidates. Some candidates may need extra help with their assessment, for example, a person with a visual impairment may need a reader.

If you think you will need alternative assessment arrangements, you should discuss this with your centre during your induction, and record this on your assessment plan. City & Guilds will allow centres to make alternative arrangements for you if you are eligible and if the qualification allows for this. This must be agreed before you start your qualification.

City & Guilds guidance and regulations document *Access to assessment and qualifications* is available on the City & Guilds website **www.cityandguilds.com**, from the City & Guilds Customer Relations Team or your centre.

Complaints and appeals

Centres must have a policy and procedure to deal with any complaints you may have. You may feel you have not been assessed fairly, or may want to appeal against an assessment decision if you do not agree with your assessor.

These procedures will be explained during induction and you will be provided with information about the Quality Assurance Co-ordinator within your centre who is responsible for this.

Most complaints and appeals can be resolved within the centre, but if you follow the centre procedure and are still not satisfied you can complain to City & Guilds.

Our complaints policy is on our website **www.cityandguilds.com** or is available from the City & Guilds Customer Relations Team or your centre.

Useful contacts

UK learners General qualification information	T: +44 (0)844 543 0033 E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: business@cityandguilds.com
Publications Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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About City & Guilds

As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

City & Guilds Group

The City & Guilds Group operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Land Based Services (land-based qualifications), the Centre for Skills Development (CSD works to improve the policy and practice of vocational education and training worldwide) and Learning Assistant (an online e-portfolio).

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