

Construction Contracting Operations Level 3 CCOL3 (SQA Unit Code-F08D 04)

The Unit:

CCOL3/O15 Recommend, monitor and improve supplies of plant and equipment

The Standards that are part of this Unit

CCOL3/O15.1 Identify and recommend plant and equipment

CCOL3/O15.2 Monitor economic performance of plant and equipment supplied

The Unit Commentary

This Optional Unit is about identifying plant and equipment requirements, potential suppliers, estimating costs, implementing orders, identifying and rectifying problems and liaising with suppliers.

O15.1 Identify and recommend plant and equipment

You will need to identify plant selection criteria, evaluate information and identify and recommend options for acquiring plant. You will need to identify potential suppliers, estimate costs, summarise benefits and constraints, make recommendations and implement orders.

O15.2 Monitor economic performance of plant and equipment supplied

You will need to monitor plant, identify problems and pass them on as necessary, identify changes to improve performance and agree changes with suppliers. You will need to liaise and conduct meetings with suppliers.

O15 Recommend, monitor and improve supplies of plant and equipment

O15.1 Identify and recommend plant and equipment

Performance Criteria - this involves...

- (a) obtaining information about project requirements for **plant and equipment**
- (b) confirming the **selection criteria** for **plant and equipment**
- (c) identifying and recommending **options for acquiring plant and equipment** which meet user requirements
- (d) identifying potential suppliers of **plant and equipment** that meet the **selection criteria**
- (e) estimating the **costs of plant and equipment** and presenting the information so that comparisons can be made
- (f) implementing orders for **plant and equipment** which meet the needs of users, agreed targets, budgets and timescales

The Range...

[1] Selection criteria:

- user requirements;
- environmental suitability;
- project duration;
- location;
- user policies and preferences on plant ownership, leasing and hire;
- availability;
- repairs and maintenance;
- health and safety features

[2] Plant and equipment:

- static;
- mobile;
- hand tools;
- consumables;
- health and safety equipment;
- standard;
- non-standard;
- electro-mechanical;
- electronic

[3] Options for acquiring:

- purchase;
- modify;
- lease;
- hire

[4] Costs:

- running costs;
- ownership costs (purchase, hiring, leasing, finance);
- taxation;
- depreciation;
- repair and maintenance

O15 Recommend, monitor and improve supplies of plant and equipment

O15.1 Identify and recommend plant and equipment

The Evidence - performance and process

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding performance criteria, eg. (a), and range, eg. [1], to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence:

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and routine to demonstrate competence

- (1) Records of project requirements for plant and equipment (a)[2]
- (2) Record(s) of selection criteria and recommended options for acquiring plant and equipment, potential suppliers and estimated costs (b,c,d,e)[all]
- (3) Record(s) of orders placed for plant and equipment (f) [2]

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence:

None applicable

Evidence: knowledge and understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you confirm the **selection criteria** for **plant and equipment**? (application) (b) [1,2]
- (2) How do you identify and recommend **options for acquiring plant and equipment** which will meet user requirements? (application) (c) [2,3]
- (3) How do you obtain information about project requirements for **plant and equipment**? (application) (a) [2]
- (4) How do you implement orders for **plant and equipment**? (application) (f) [2]
- (5) Who do you identify as potential suppliers of **plant and equipment** that meet the **selection criteria**? (understanding) (d) [1,2]
- (6) How do you estimate the costs of **plant and equipment**? (application) (e) [2,4]
- (7) how do you present the information so that comparisons can be made? (application) (e) [2,4]

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O15.2 Monitor economic performance of plant and equipment supplied

Performance Criteria - this involves...

- (a) monitoring regularly the performance of **plant and equipment** supplied against the **selection criteria**
- (b) recording any problems with **plant and equipment** supplied, passing the information on to **interested parties** and discussing it with them
- (c) identifying changes which will improve the **interested parties'** use of **plant and equipment** supplied, discussing and agreeing changes with the **supplier** and maintaining agreed actions to improve performance
- (d) liaising with suppliers of **plant and equipment** and providing them with information which will help them to better meet the **selection criteria**
- (e) conducting meetings with suppliers of **plant and equipment** in a manner which maintains their goodwill and trust

The Range...

[1] **Plant and equipment:**

- static;
- mobile;
- hand tools;
- consumables;
- health and safety equipment;

[2] **Selection criteria**

- life cost (e.g. running costs, ownership costs);
- user requirements;
- durability;
- environmental sustainability;
- project duration;
- location;
- user policies and preferences on plant ownership;
- leasing and hire;
- taxation issues;
- availability;
- repairs and maintenance;
- health and safety features;
- deterioration;
- damage;
- loss;
- theft;
- after sales-service;
- payment terms;
- cash flow

[3] **Interested parties:**

- line managers;
- purchasing personnel;
- contract/site management

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The Evidence - performance and process

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding performance criteria, eg. (a), and range, eg. [1], to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence:

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and routine to demonstrate competence:

- (1) Record(s) of the monitoring of the performance of plant and equipment which include problems with supply requirements and identified changes passed on to interested parties (a,b,c) [All]
- (2) Record(s) of information provided to suppliers to help them meet the **selection criteria** (c,d,e) [1,2]

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence:

- (1) Meeting(s) with suppliers (e) [1]

Evidence: knowledge and understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you record any problems with **plant and equipment** supplied?(application) (b) [1]
- (2) What do you identify as changes which will improve the use of **plant and equipment** supplied? (understanding) (c) [1,3]
- (3) How do you discuss changes with suppliers? (application) (c) [1,3]
- (4) How do you conduct meetings with suppliers? (application) (e) [1]
- (5) How and why do you liaise with suppliers of **plant and equipment**? (synthesis) (d) [1]
- (6) How do you monitor the performance of **plant and equipment**? (understanding) (a) [1,2]
- (7) How and why do you agree changes with the suppliers? (evaluation) (c) [1]
- (8) How do you pass on information about any problems to **interested parties** and discuss any problems with them? (application) (b) [1,2]
- (9) How do you provide suppliers with information which will help them to better meet the **selection criteria**? (application) (d) [1]