# SVQ in Construction Site Supervision level 3

## In the context of:

### Building and Civil Engineering (G8X3 23)
### Highways Maintenance and Repair (G8X4 23)
### Highways Maintenance (G796 23)

## Candidate Guidance and Portfolio

## Candidate name:

**Publication code: Z0280**

**The National Occupational Standards which form the basis of this award were developed by ConstructionSkills SSC. This document is for candidate use only and should not be used as a substitute for the National Occupational Standards.**

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# Section 1 — General information about SVQs

## Introducing SVQs

The qualification you are undertaking is a Scottish Vocational Qualification (SVQ).

SVQs are work-based qualifications which assess the skills and knowledge people have and need to perform their job role effectively. The qualifications are designed using national occupational standards.

For each industry sector there is a Sector Skills Council (SSC) which is made up of representatives from the industry or profession and it is the SSC's responsibility to develop the national occupational standards.

These standards define what employees, or potential employees, must be able to do, how well and in what circumstances to show they are competent in their work.

The Sector Skills Council setting body for Construction Site Supervision level 3 is ConstructionSkills.

Access to SVQs is open to all and you can be assessed either against a particular Unit(s) or against the full SVQ. There are no entry requirements, no prescribed method of delivery, and no time constraints for completion or age limits.

SVQs are available at five levels of achievement which reflect the various technical and supervisory skills, knowledge, and experience which employees should have as they progress in their industry.

## Who offers SVQs?

An organisation which offers SVQs is called a centre. This may be a school, college, university, employer, training provider or a combination of these. The centre has responsibility for the quality of the qualification and is required to work within an awarding body's policies and guidelines.

The Scottish Qualifications Authority (SQA) is your awarding body for this SVQ. This means that we are an organisation approved by government to design qualifications and awards. An awarding body endorses candidates' certificates so that an employer can be sure the qualification has gone through a rigorous and effective assessment process. SQA provides qualifications throughout the world and was formed by the merger of the Scottish Examinations Board (SEB) and the Scottish Vocational Education Council (SCOTVEC).


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## What is the structure of an SVQ?

All SVQs have a common structure and consist of standards which can be broken down into various parts:

| | |
|---|---|
| **Units and Elements** | **Units** define the broad functions carried out in your particular job and are made up of a number of **Elements**. Each **Element** describes a specific work activity which you have to perform and may relate to skills or to the demonstration of knowledge and understanding. |
| **Performance Criteria** | The level and quality of how you should carry out these activities is determined by a number of statements called **Performance Criteria**. **Performance Criteria** are used to judge your competence. |
| **Range/Scope Statements** | A **Range Statement** tells you in what circumstances you must be able to prove your competence and allows you to demonstrate that you can carry out tasks in different circumstances. Items included in the range statements must not be treated as optional. **Range Statements** are also called **scope** in some National Occupational Standards. |
| **Evidence Requirements** | The **Evidence Requirements** specify the amount and type of evidence which you will need to provide to your assessor to show that you have met the standards specified in the Performance Criteria and in all the circumstances defined in the range statements. |
| **Knowledge and Understanding** | The section on **Knowledge and Understanding** states what you must know and understand and how this knowledge applies to your job. |

If you are not yet clear about how we define standards — just remember that the standards have been developed by experts within your industry or profession and that all candidates aiming for this particular SVQ are being assessed against the same standards.

You will find an example of an SVQ Element overleaf.


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## An example of an SVQ Element

**UNIT: (1) Working safely in an engineering environment**

This is the **UNIT** title — it describes a role and task.

**Element 1 Comply with statutory regulations and organisational requirements**

This is the **ELEMENT** title. It describes part of the main role and task.

**Performance Criteria**

**PERFORMANCE CRITERIA** set out the standard of performance you need to demonstrate consistently to claim competence in a particular **Element**.

You must ensure that you:

1 Describe your duties and obligations (as an individual) under the Health and Safety at Work Act 1974.
2 Comply with Statutory Regulations at all times.
3 Comply with organisational safety policies and procedures at all times.

**Range**

This means you need to cover:

1 Relevant sections of the Health and Safety at Work Act 1974 (eg with regard to your duties to work in a safe manner, not to interfere with remove or misuse equipment provided for the safety of yourself and others, not to endanger others by your acts or omissions).

The **RANGE** defines the various circumstances in which you must be able to prove you are competent.

You must cover all of the items in the **Range** Statement.

**Evidence Requirements**

The things you must prove that you can do*:*

You need to demonstrate that you understand your duties and obligations under both statutory regulations and organisational requirements and you can do this by:

1 Giving an adequate explanation of the duties and responsibilities of every individual as described in the Health and Safety at Work Act 1974.
2 Ensuring that whilst carrying out your work and/or visiting other areas of the working environment you are aware of the specific safety requirements and regulations governing your activities.

**Knowledge and Understanding**

You must prove that you know and understand:

1 The roles and responsibilities of your self and others under the Health and Safety at Work Act 1974.
2 The general regulations that apply to you being at work.
3 The specific regulations which govern your work activities.

The **KNOWLEDGE AND UNDERSTANDING** Requirements state what you must know and understand and how this knowledge applies to your job.


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## How are SVQs achieved?

When you consistently meet the standards described in the elements and show that you have the required skills and knowledge across the range, you can then claim that you are *competent* in each Unit. You can claim certification for single Units or whole awards. Your centre will register your claim to competence through the awarding body. The awarding body you are registered with for this SVQ is the Scottish Qualifications Authority (SQA).

**Scottish Qualifications Authority**
**The Optima Building**
**58 Robertson Street**
**Glasgow**
**G2 8DQ**

The process of gaining an SVQ is flexible and depends on your needs. At the beginning of the process your assessor will review your existing competence in relation to the standards and identify the most suitable SVQ. The level you start at will depend on the type and breadth of your current job role together with your past experience, skills and any relevant prior learning.

To achieve an SVQ, or a Unit of an SVQ, you must:

- Demonstrate you meet the requirements of the Performance Criteria by collecting appropriate evidence as specified by the Evidence Requirements. This evidence is assessed against the national standards by a qualified assessor, who will be allocated to you by your centre. This will usually be someone who knows you, such as a manager or supervisor.

Evidence may come from:

- the **accreditation of prior learning** — where evidence relates to past experience or achievements
- **current practice** — where evidence is generated from a current job role
- a **programme of development** — where evidence comes from assessment opportunities built into a learning/training programme whether at or away from the workplace
- a combination of these

## How are SVQs assessed?

Assessment is based on what you can do and involves you, your assessor, an internal verifier and an external verifier — see 'Who does what in SVQs' on the following page.

You will be asked to prove you are competent by providing evidence which shows:

- you can perform all the specified tasks consistently to the required standard **(Performance Criteria)**
- you understand why you are doing things **(Knowledge and Understanding)**
- you can apply the required skills in different ways **(Range)**

Assessment is flexible and you can be certificated for each Unit you successfully achieve, even if you do not complete the full SVQ. There is no set period of time in which you need to complete a Unit. However, you and your assessor should still set target dates for completing each Unit, otherwise your qualification could go on forever. Be realistic though, as there are many factors such as your previous experience, demands within your workplace and an availability of resources which will affect how quickly you are able to achieve the qualification.


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## Who does what in SVQs?

A number of individuals and organisations have parts to play in SVQ assessment. Their roles have been designed to guarantee fair, accurate and consistent assessment.

| | *Who are they?* | *What is their role?* |
|---|---|---|
| **Candidates** | The person who wants to achieve the SVQ — in this case, you. | Need to show they can perform to national occupational standards in order to be awarded an SVQ or Unit(s). |
| **Assessors*** | An experienced person in the same area of work as the candidate eg supervisor. | Judge the evidence of a candidate's performance, knowledge and understanding against the national occupational standards.<br><br>Decide whether the candidate has demonstrated competence. Provide guidance and support to the candidate. Assist with planning assessments, giving feedback and recording candidate progress. |
| **Internal Verifiers*** | Individuals appointed by an approved centre to ensure the quality of assessment within the centre. | Advise assessors and maintain the quality of assessment in a centre. Systematically sample assessments to confirm the quality and consistency of assessment decisions. |
| **Approved Centres** | Organisations approved by awarding bodies to coordinate assessment arrangements for SVQs. | Manage assessment on a day to day basis.<br><br>Must have effective assessment practices and internal verification procedures.<br><br>Must meet criteria laid down by awarding bodies and be able to provide sufficiently-competent assessors and internal verifiers. |
| **External Verifiers*** | Individuals appointed by the awarding body to ensure that standards are being applied uniformly and consistently across all centres offering the SVQ. | Check the quality and consistency of assessments, both within and between centres, by systematic sampling.<br><br>Make regular visits to centres to ensure they still meet the criteria to deliver SVQs. |

***** Assessors and internal and external verifiers are required to have occupational expertise in the SVQs which they are assessing/verifying. They must also have, or be working towards, an appropriate qualification in assessment and verification.


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## What is evidence?

To claim competence for an SVQ Unit you need to gather evidence which shows you have met the standards. It is important that your evidence is easily understood so that it can be checked against the standards, by both your assessor, your centre and the awarding body.

Evidence can take many forms including:

- direct observation of your performance by your assessor
- products of your work
- authenticated statement — witness testimony
- personal statement
- outcomes from questioning
- outcomes from simulation
- case studies
- assignments or projects
- Accreditation of Prior Learning (APL) — evidence from the past

It is important that your evidence is:

- **valid** — it relates to the SVQ standard you are trying to prove
- **authentic** — the evidence, or an identified part of it (eg a report) was produced by ***you***
- **consistent** — achieved on more than one occasion
- **current** — usually not more than two years old
- **sufficient** — covers all the performance and knowledge requirements laid down in the standards

Your evidence may be collected through a range of sources, such as employment, voluntary work, training programmes and interests/activities which you perform outside your work. It can also be produced in various formats, eg your own reports; testimonies from colleagues, supervisors or members of the public; projects; models; audio tapes, photographs; videos.

When you first begin your SVQ, you and your assessor should identify all the Units and Elements where you can use **integration of assessment**. Further details about integration of assessment can be found on page 10.

### Demonstrating knowledge, understanding and skills

In order to meet the standards, you may also be required to prove knowledge and understanding. Each Unit contains a list summarising the knowledge, understanding and skills a candidate must possess. Evidence of how these have been achieved and applied could be included in the performance evidence as one or all of the following:

- descriptions of why a particular approach was used
- personal reports about the learning process
- reflective reports which include how a theory or principle was applied
- assessment interviews
- assessment tests
- responses to questioning

These should be included in your portfolio.


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## How will my assessor check I have the knowledge and understanding listed in the standards?

For some Units, it will be clear to your assessor that you have the required knowledge and understanding from how you carry out your work. This is often referred to as *knowledge and understanding apparent from performance*. There will be other occasions though, when your assessor will be unsure if you know why, for example, it is important to give information to clients in certain situations. This could be because your assessor has not had the opportunity to observe all the Performance Criteria and Range during assessment. In these situations, your assessor may wish to assess your knowledge and understanding by asking you some questions. These questions can be given orally or in writing, but will be recorded in your portfolio as evidence.

Your assessor could also check you have the required level of knowledge and understanding by asking you to produce personal statements or to complete a project or assignment.

## What if I have previous experience and knowledge and understanding from work and other qualifications?

If you have previous work experience, skills, and knowledge and understanding which you feel is relevant to your SVQ, you should tell your assessor about it. Your assessor may ask you for more proof in the form of letters from previous employers/training providers or details about any courses you have completed.

For example, you may have achieved an HNC in a relevant subject in which case your assessor may feel that you already have some of the knowledge and understanding required for the SVQ.

The process of matching your previous experience and learning is often referred to as the Accreditation of Prior Learning (APL). The purpose of this process is to try and give you some credit towards your SVQ for things you can already do to the national standard. Your assessor judges the evidence available and matches it against the requirements of the SVQ. This means that your assessor should not have to assess you for these things all over again.

However, the success of this process depends on ***you*** telling ***your assessor*** what previous work experience or knowledge and understanding you have and how you think it is relevant to your SVQ. The more information you can supply to support your claims, the easier it should be to convince your assessor that you are competent.

## When can simulation be used?

Throughout your SVQ, the emphasis is on you being able to carry out real work activities so assessment will normally be carried out in the workplace itself.

There may be times, however, when it might not be appropriate for you to be assessed while you are working. For example your SVQ might require you to carry out emergency or contingency procedures (for safety or confidentiality reasons) or your job role may not cover all aspects of the qualification. In such instances, when you have no other means of generating evidence, **simulation** might be appropriate.

Simulation is any structured exercise involving a specific task which reproduces real-life situations. Care must be taken though to ensure that the conditions in which you are assessed *exactly* mirror the work environment ie it is a **realistic working environment**.

You and your assessor should check the assessment strategy for your SVQ carefully to find out the Sector Skills Council (SSC's) view of what constitutes a realistic working environment. Some SSC's stipulate the specific elements which are suitable for this approach.


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## Integration of assessment

It is not necessary for you to have each Element assessed separately — doing so could result in assessment which takes too long and places too great a burden on you and your assessor.

There will be instances when you will be able to use one piece of evidence to prove your competence across different Elements or Performance Criteria. You may even find that evidence is relevant for different Units — this is called **integration of assessment**.

When you first begin your SVQ, you and your assessor will spend time looking at the standards, planning how much time you are both able to devote to the qualification and drawing up an action plan.

At this stage, you should identify any activities which relate to more than one Unit or Outcome and arrange for the best way to collect a single piece of evidence which satisfactorily covers all the Performance Criteria.

If you are going to integrate assessments, make sure that the evidence is cross-referenced to the relevant Units. Details of how to cross reference your evidence can be found in Section 2 'How to compile your portfolio'.


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# Section 2 — How to compile your portfolio (including worked examples)

## General information

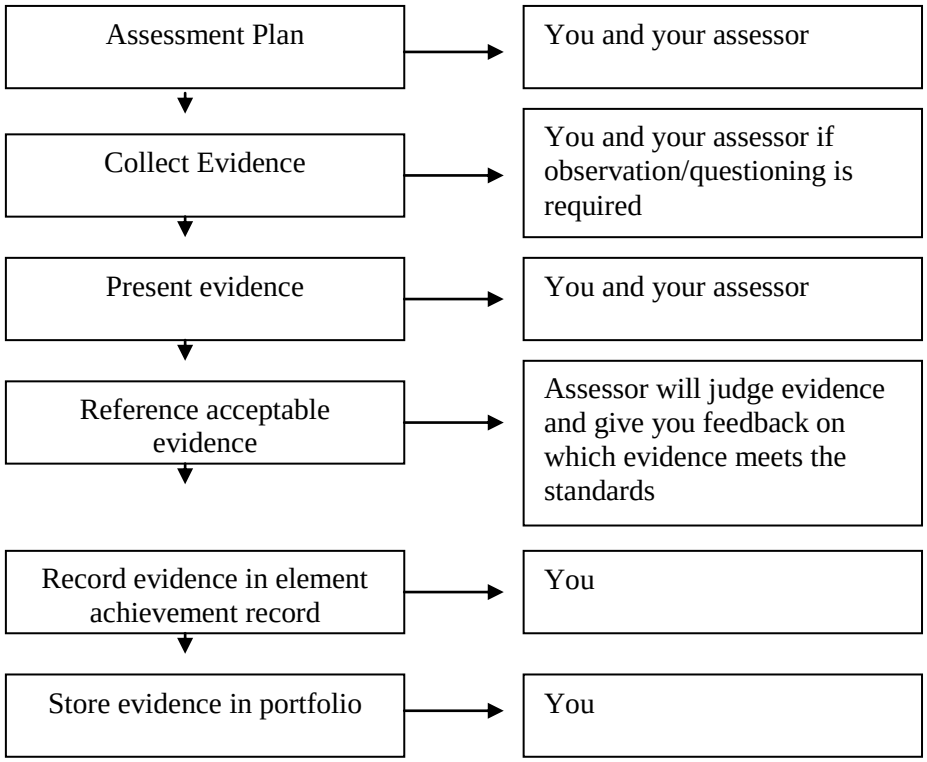
A portfolio, like a log book, is a way of recording evidence of your achievements. It is a collection of different items of evidence which indicates that you have the required skills, knowledge and understanding to support your claim to a qualification.

The production of a well-organised, clearly labelled portfolio which relates each piece of evidence to the relevant outcomes and Performance Criteria requires a careful methodical approach. When your assessor looks through your portfolio, they will find the task of making judgements about your competence much easier if the information in it is presented in a logical sequence.

You will need to present your evidence in a format that is easy to read and in which materials can be added or taken away. This section gives suggestions on how to lay out and present your evidence and includes worked examples. There are also forms and matrices which will assist you to chart your progress through the award.

You do not have to lay out your evidence in the way suggested but you may find it helpful to do so. Each portfolio will be different in content but all should include information about you (the candidate), the organisation where you are undertaking your qualification, the assessor and so on.

## Evidence Collection Process





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## Planning your portfolio

Start by carefully reading through the standards and, together with your assessor, decide which Units you might like to work on first. You do not have to do the Units in order. There may be some Units that relate to tasks which you carry out on a regular basis, therefore making it easier to collect evidence right away. Alternatively, there may be activities in other Units which you only undertake now and again, these can be left until the opportunity arises for you to collect evidence.

Before you start looking for different kinds of evidence and deciding if they should be included in your portfolio, you will find it helpful to plan how you will carry out the tasks and how long they are going to take.

The plan is usually referred to as an **'assessment plan'**. It should be produced in discussion with your assessor and will set out the different stages in developing your portfolio. You will probably want to produce a plan for each Unit.

It is unlikely that you will be able to complete all of the Units straight away and you should therefore think about starting with those Units where you have a lot of experience and in which you work well. You should also remember to identify any opportunities for **integration of assessment**.

We have provided you with a '**Unit progress record'** — see Example 2. Each time you complete a Unit, your assessor should sign and date the relevant section on the form. At this stage, it might be a good idea to check that all your evidence and recording documents have been completed correctly and can easily be located. You can then circle the reference number of that Unit in the checkboxes at the top of the form so that you can see at a glance what stage you are at in your SVQ.


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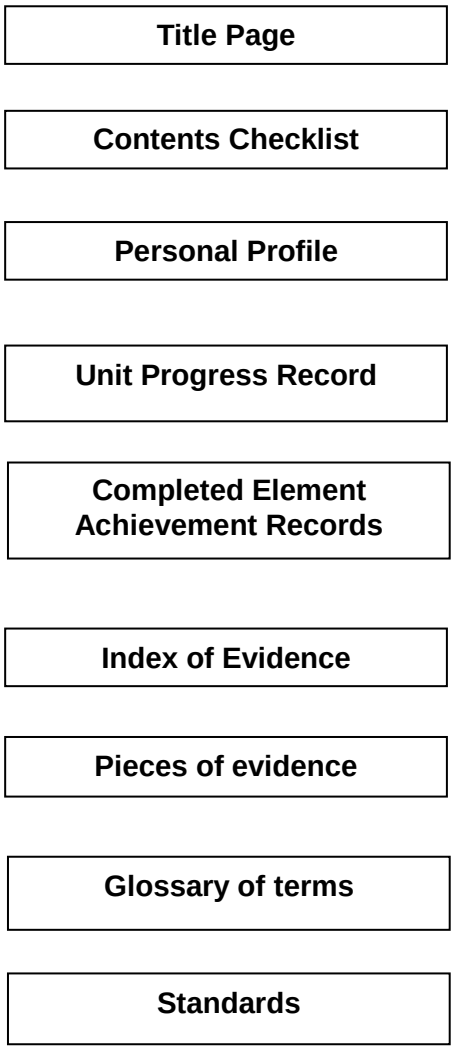
## Starting your portfolio

Make sure that you clearly label your portfolio (or disk if you are recording your evidence electronically) with your name together with the title and level of the award.

Your portfolio will need a *title page* and a *contents page.* You should also complete a *Personal Profile* which records details about yourself and your job as well as providing information about your employer, training provider or college. Blank samples of these forms are provided in Section 4.

We recommend that you compile your portfolio in the following order:





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## Contents checklist

You might also find it useful to complete the following checklist as you work your way through your portfolio. This will help you to see if you have included all the relevant items. Once you have completed your portfolio, you will be able to use this checklist again as a contents page, by inserting the relevant page or section numbers in the right hand column.

| | Completed? | Page/Section number |
|---|---|---|
| Title page for the portfolio | ☐ | |
| Personal profile | | |
| ♦ your own personal details | ☐ | |
| ♦ a brief CV or career profile | ☐ | |
| ♦ description of your job | ☐ | |
| ♦ information about your employer/training provider/ college | ☐ | |
| Unit Assessment Plans | ☐ | |
| Unit progress record | ☐ | |
| Completed Element Achievement Records for each Unit | | |
| ♦ signed by yourself, your assessor and the internal verifier (where relevant) | ☐ | |
| ♦ Evidence reference numbers included | ☐ | |
| Index of evidence (with cross-referencing information completed) | ☐ | |
| Evidence (with reference numbers) | | |
| ♦ observation records | ☐ | |
| ♦ details of witnesses (witness testimony sheets) | ☐ | |
| ♦ personal statements | ☐ | |
| ♦ products of performance | ☐ | |


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## Collecting your evidence

All of the evidence which you collect and present for assessment must be relevant to your SVQ. Your assessor will help you choose which pieces of evidence you should include.

We have provided blank forms in Section 4 of this document, which you can photocopy to help you record and present your evidence. Although we have provided you with sample forms, your centre may have their own recording documents which they would prefer you to use.

Some of these forms eg **observation records** and the **record of questions and answers**, will be completed by your assessor. Other forms (**witness testimonies**) will be used by people other than your assessor to testify that they have observed you doing your job, and there is one for you to complete called a **personal statement**.

Explanations are given below about how and when these forms should be used.

### Observation record (Example 5)

The observation record is used by your assessor to record what tasks you have performed and to what standard. There is also a section for your assessor to note which other Units or Outcomes are covered by this evidence ('integration of assessment').

The assessor will discuss with you which Performance Criteria and Range you have successfully achieved and give you feedback. This form should then be given a reference number and included in your portfolio as part of your evidence.

### Witness testimony (Example 6)

There may be occasions when your assessor is not available to observe you carrying out certain aspects of your job. In such instances, it may be appropriate for another person to comment about your performance by completing a statement called a 'witness testimony'.

Witness testimony should only be used as supporting evidence and should:

- be provided by a person, not related to you, who is in a position to make a valid comment about your performance eg supervisor, line manager or possibly a client/customer
- contain comments which specifically relate your performance to the standards
- be authenticated by the inclusion of the witness's signature, role, address, telephone number and the date

It is unlikely that your assessor would make an assessment decision based on witness testimony alone. They would normally supplement this type of evidence with questioning.

### Record of questions and candidate's answers (Example 7)

This form is used to record any questions which your assessor may ask, to establish whether you have the required level of Knowledge and Understanding associated with each Unit. There is also space on the form for your answers to be noted.


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### Personal statement (Example 4)

There will be times when you need to put a piece of your evidence in context for your assessor so that they can decide if it is relevant to your SVQ. You can complete personal statements to help you do this — these can relate either to the pieces of evidence or to each Outcome or Unit.

For example, you may refer to paperwork which is often used in your organisation to help you pass on information to a colleague. It may not be clear to an assessor why you are communicating to your colleague in this way and a **brief** explanation of the paperwork and why it is relevant to a particular part of your SVQ may be required.

A personal statement might also be used to record your experience of something, such as, how you handled a specific situation. This can be documented in your personal statement and should be a description of what you did, how you did it and why you did it. It will also allow you to include the people who were present and either assisted you or witnessed your actions. This, in turn, might identify who you should approach for 'witness testimony'. In your personal statement you could also refer to product evidence that you have produced (eg reports, notes, completed forms), these can also be included as evidence in your portfolio.

The personal statement can be a piece of evidence in itself and should therefore be included in your portfolio.

## Presenting your evidence

It is important to present all of your evidence in a clear, consistent and legible manner. Your assessor will then find it much easier to make appropriate judgements about the quality, sufficiency and currency of the materials you are putting forward for consideration.

It is not necessary to produce all of your evidence in typewritten format — some hand-written pieces of evidence, such as notes, will be perfectly acceptable.

There may also be items of evidence which you cannot physically include in your portfolio. This might be for confidentiality reasons or it could be that something which you have produced as part of your day-to-day work is normally kept in a filing cabinet or stored electronically in a PC.

In compiling your portfolio, we suggest that anything you produce as part of your day-to-day work is kept in its normal location, but those pieces of evidence which have been produced specifically for your SVQ, eg witness testimony statements or personal statements, are filed in your portfolio. However, assessors and verifiers should be able to locate and access your evidence at all times. It is, therefore, very important that you clearly reference every item of evidence.

## Referencing your evidence

Your assessor, as well as the internal and external verifiers, will need to find their way around your portfolio, so you should give each piece of evidence a number.

***Remember,*** that where you have used 'integration of assessment', you need to give details of all the Units and Elements which are linked to a specific piece of evidence. The links should be noted on the pieces of evidence themselves as well as on the index of evidence (cross-referencing).


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### How to complete the Index of evidence (Example 1)

You should complete an *index of evidence* sheet and file it immediately before the actual pieces of evidence in your portfolio.

The index of evidence should be completed by:

- entering the evidence number in the first column
- giving a brief description of each piece of evidence in the second column
- explaining where the evidence can be found in the third column

You must make sure that the information contained in the evidence index is accurate when you give your portfolio to your assessor, particularly in relation to where the evidence can be located.

### Completing the Element Achievement Records (Example 3)

There is an Element Achievement Record for every Element within this portfolio. These records have been designed to allow you to record the evidence you have gathered for each Element. Each record has boxes across it which represents the Performance Criteria, Range Statement, Evidence Requirements and Knowledge and Understanding statement, these will differ from Element to Element so it is important to make sure you are using the right one. Whilst collecting your evidence you should use these grids to display the Performance Criteria, Range, Knowledge and Understanding and Evidence Requirement that piece of evidence relates to. In the first box write the evidence index number you have given to that piece of evidence. In the second box give a brief description of the evidence, then tick against the relevant Performance Criteria, Range, Evidence Requirements and Knowledge and Understanding.

## Worked examples

To give you a clearer picture of how to compile your portfolio, you will find worked examples of the various forms over the next few pages. You should ask your assessor for further advice and support if you are still unsure about how to use the forms and who should complete them.


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# Index of evidence (Example 1)

**SVQ title and level: Using IT at level 3**

| Evidence number | Description of evidence | Included in portfolio (Yes/No) If no, state location | Sampled by the IV (initials and date) |
|---|---|---|---|
| 1 | Action plan identifying customer requirements | Yes | |
| 2 | Personal Statement | Yes | |
| 3 | Witness Testimony | Yes | |
| 4 | Record of Questions and Answers | Yes | |
| 5 | Log of configuration details and errors | Yes | |
| 6 | Observation Checklist | Yes | |
| 7 | Procedure for shutting down system | Yes | |
| 8 | Company media storage policy | No. Can be found with General Manager | |


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# Unit progress record (Example 2)

**Qualification and level:** **Using IT at level 3**

**Candidate:** Anne Thomas

To achieve the whole qualification, you must prove competence in **mandatory** Units and **optional** Units.

**Unit Checklist** — circle the reference number of each Unit as you complete

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Mandatory** | 206 | 301 | 302 | 303 | 308 | | |
| **Optional** | 305 | 306 | 311 | 312 | 326 | 327 | |

Circle the reference numbers as you complete each Unit. You can then easily see what stage you have reached in your SVQ.

**Mandatory Units**

| Unit Number | Title | Assessor | Date |
|---|---|---|---|
| 206 | Ensure your own actions reduce risks to H&S | | |
| 301 | Select and enable IT for use | P.Jones | 28/4/2000 |
| 302 | Maintain the Software Environment | P.Jones | 28/4/2000 |
| 303 | Develop and maintain the effectiveness of the IT working environment | P.Jones | 8/4/2000 |
| 308 | Develop your own effectiveness and professionalism | | |

This section of the form is for your assessor to sign each time you successfully achieve a Unit.

**Optional Units**

| | | | |
|---|---|---|---|
| 305 | Design and produce do… software | | |
| 306 | Design and produce spreadsheets | | |
| 311 | Design and use databases | | |
| 312 | Design & produce documents using graphics | | |
| 326 | Design & produce presentations using IT | | |
| 327 | Control the use of electronic communication | | |


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# Element achievement record (Example 3)

**Unit title: Select & enable IT for use**

**Element: 301.1 Select & configure equipment for use**

| Evidence Index No | Description of Evidence | Performance Criteria | | | | | | | | Range | | | Knowledge & Understanding | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | a | b | c | d | e | f | g | h | 1 | 2 | 3 | K1 | K2 | K3 | K4 | K5 |
| *1* | *Action Plan* | ✓ | ✓ | | | ✓ | | | | ✓ | | | | | | | |
| *2* | *Personal Statement* | ✓ | ✓ | | | ✓ | | | | ✓ | | | | | | | |
| *3* | *Copy of Legislation* | | | ✓ | ✓ | | | | | | | ✓ | | | | | |
| *5* | *Record of Questions & Answers* | ✓ | ✓ | ✓ | | ✓ | | | | ✓ | ✓ | ✓ | | | | | |
| | *Log of Configuration Details* | | | | | | ✓ | ✓ | ✓ | | ✓ | | | | | | |
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These numbers relate to your Evidence Index and will allow your assessor to find your evidence

Give a brief description of the evidence you are offering for assessment against each Performance Criteria, Range and piece of Knowledge and Understanding.

As you collect your evidence for assessment you should tick the relevant boxes. There is a box which represents each Performance Criteria and Range in the Element.

Candidates should enter which areas of knowledge and understanding that piece of evidence covers.

Candidate: _____ Assessor: _____ IV: _____

Date: _____ Date: _____ Date: _____


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## Personal statement (Example 4)

| Date | Evidence index number | Details of statement | Links to other evidence (enter numbers) | Units, elements, pcs, and range covered |
|---|---|---|---|---|
| 4/4/00 | 1 | Statement that I know and understand customer requirements. Names of customer and software and hardware requirements in portfolio.<br><br>Statements that I understand how to set up, equipment, configure software that met customer requirements. Details of equipment and software with dates are listed in portfolio. | 1 | 301.1.a,b,e<br>Range 1 |

Candidate signature: *Anne Thomas*

Date: *2/4/2000*


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# Observation Record (Example 5)

**Unit/Element(s): (301) Select and Enable IT for Use**

**Candidate:** *Anne Thomas* Date of observation: *28/4/2000*

**Evidence index number**: 8

| **Skills/activities observed:** | **PCs and range covered:** |
|---|---|
| Saving and storing files | Element 301.3<br>PCs: a-f<br>Range: **materials** (consumables, removable storage media), **regulations** (current legislation, manufacturer's instructions, organisational procedures), **system** (application software, hardware, system software). |

Knowledge and understanding apparent from this observation:

***Candidate can save and organise files. She can delete unwanted files and can shut down system according to organisation's procedures and manufacturer's instructions.***

Other Units/elements to which this evidence may contribute:

**302.1.b,c Range 1,3**

Assessor comments and feedback to candidate:

I can confirm the candidate's performance was satisfactory.

Assessor signature: Peter Jones Date: 28/4/2000

Candidate signature: *Anne Thomas* Date: *28/4/2000*


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## Witness testimony (Example 6)

**SVQ title and level:** Using IT level 3

**Candidate name:** *Anne Thomas*

**Evidence index no:** 4

**Where applicable, evidence no. to which this testimony relates:**

**Element(s):** 301.2 **Range:** 1

**Date of evidence:** 8/4/2000

**Witness name:** **Ian Cummings**

**Designation/relationship to candidate:** Line manager

**Details of testimony:**

I can attest that I observed Anne Thomas following company and national regulations in the use of software. She understands and has knowledge of these regulations and I observed her following them when selecting and configuring software.

I can confirm the candidate's evidence is authentic and accurate.

Witness signature: ***Ian Cummings***

Name: **Ian Cummings**

Date: **8/4/2000**

Please tick the appropriate box:

✓ **A1/A2 or D32/D33 Award**

✓ **Familiar with the SVQ standards to which the candidate is working**


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# Record of questions and candidate's answers (Example 7)

| **Unit:** 301 Select & enable IT for use | **Element(s)**: 1 |
|---|---|
| **Evidence index number:** 5 | |

Circumstances of assessment:

As part of the staff induction scheme IT staff are regularly interviewed and asked about their knowledge and skills. Anne Thomas was interviewed on the 21 March 2000 and below is a summary of the interview where it relates to her knowledge of resources and problem solving.

List of questions and candidate's responses:

Q: If a member of staff asked you for a particular piece of equipment, would procedures would you follow?

A: I would ensure that a hardware requisition form has been filled out with the rational for needing such equipment, countersigned by their line and general managers. If approved, next step would be to ask the member of staff if they need specific training. Pc 301.1.a,b,e Range 1,2,3

Q: You discover that a member of staff has installed a piece of software on their workstation PC. What do you do?

A: If they installed it themselves then this is a serious breach of company regulations and I would inform the IT manager. I would then remove the software. Pc 301.1.c, Range 2,3

| | | | |
|---|---|---|---|
| Assessor's signature: | Davinder Singh | Date: | 21/3/2000 |
| Candidate's signature: | *Anne Thomas* | Date: | 21/3/2000 |


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# Section 3 — The Units and recording documents for your SVQ

## Unit Progress Record

### Qualification and level: Construction Site Supervision: Building and Civil Engineering level 3

### Candidate: _____

To achieve the whole qualification, you must prove competence in all **14 mandatory** Units.

Please note the table below shows the SSC identification codes listed alongside the corresponding SQA Unit numbers. It is important that the SQA Unit numbers are used in all your recording documentation and when your results are communicated to SQA. SSC identification codes are **not valid** in these instances.

**Unit Checklist** — circle the reference number of each Unit as you complete it.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Mandatory | VR 700 | VR 701 | VR 702 | VR 703 | VR 704 | VR 705 | VR 210 | VR 706 |
| | VR 707 | VR 708 | VR 709 | VR 710 | VR 711 | VR 713 | | |
| Optional Extras | VR 712 | VR 714 | VR 715 | VR 716 | VR 717 | VR 718 | VR 719 | VR 720 |
| | VR 721 | VR 722 | VR 723 | | | | | |

**Mandatory Units *(all Units should be completed)***

| SQA Unit Number | SSC/SSB Unit Number | Title | Assessor | Internal Verifier | Date |
|---|---|---|---|---|---|
| F3DM 04 | VR 700 | Maintain Systems for Health, Safety, Welfare and Environmental Protection | | | |
| F3DA 04 | VR 701 | Assess and Recommend Work Methods | | | |
| F3DV 04 | VR 702 | Plan Work Activities and Resources to Meet Work Requirements | | | |
| F3DG 04 | VR 703 | Co-ordinate Work Control | | | |
| F3DE 04 | VR 704 | Control Work Progress Against Agreed Programmes | | | |
| F3D8 04 | VR 705 | Allocate and Monitor the Use of Plant, Equipment or Machinery | | | |
| DX9T 04 | VR 210 | Develop and Maintain Good Working Relationships | | | |


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**Mandatory Units *(all Units should be completed)***

| SQA Unit Number | SSC/SSB Unit Number | Title | Assessor | Internal Verifier | Date |
|---|---|---|---|---|---|
| F3DL 04 | VR 706 | Maintain Supplies of Materials to Meet Project Requirements | | | |
| F3DK 04 | VR 707 | Implement Communication Systems for the Project | | | |
| F3DN 04 | VR 708 | Maintain the Dimensional Accuracy of the Work | | | |
| F3DD 04 | VR 709 | Control Work Against Agreed Quality Standards | | | |
| F3DB 04 | VR 710 | Contribute to Controlling Work Quantities and Costs | | | |
| F3DF 04 | VR 711 | Co-ordinate Preparation for Site Operations | | | |
| F3D9 04 | VR 713 | Allocate Work and Check People's Performance | | | |
| **Optional Extras (optional)**: | | | | | |
| F3DP 04 | VR 712 | Manage Own Professional Development | | | |
| F3DH 04 | VR 714 | Enable Learning Opportunities | | | |
| F3DC 04 | VR 715 | Contribute to the Identification of a Work Team | | | |
| F3DS 04 | VR 716 | Plan Highways Maintenance or Repair Activities | | | |
| F3DY 04 | VR 717 | Supervise Highways Maintenance or Repair Activities | | | |
| F3DJ 04 | VR 718 | Hand Over Property | | | |
| F3DW 04 | VR 719 | Provide Customer Service in Construction | | | |
| F3DT 04 | VR 720 | Plan Historical Conservation/Restoration Activities | | | |
| F3E0 04 | VR 721 | Supervise Historical Conservation/Restoration Activities | | | |
| F3DR 04 | VR 722 | Plan Demolition Activities | | | |
| F3DX 04 | VR 723 | Supervise Demolition Activities | | | |


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# Section 3 — The Units and recording documents for your SVQ

## Unit Progress Record

### Qualification and level: Construction Site Supervision: Highways Maintenance and Repair level 3

### Candidate: _____

To achieve the whole qualification, you must prove competence in all **12 mandatory** Units plus any **two optional** Units.

Please note the table below shows the SSC/SSB identification codes listed alongside the corresponding SQA Unit numbers. It is important that the SQA Unit numbers are used in all your recording documentation and when your results are communicated to SQA. SSC/SSB identification codes are **not valid** in these instances.

**Unit Checklist** — circle the reference number of each Unit as you complete it.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Mandatory** | VR 700 | VR 701 | VR 702 | VR 703 | VR 704 | VR 705 | VR 706 |
| | VR 709 | VR 712 | VR 714 | VR 716 | VR 717 | | |
| **Optional** | VR 210 | VR 707 | VR 708 | VR 710 | VR 713 | VR 715 | VR 719 |
| | VR 711 | VR 718 | VR 720 | VR 721 | VR 722 | VR 723 | |

**Mandatory Units *(all Units should be completed)***

| SQA Unit Number | SSC/SSB Unit Number | Title | Assessor | Internal Verifier | Date |
|---|---|---|---|---|---|
| F3DM 04 | VR 700 | Maintain Systems for Health, Safety, Welfare and Environmental Protection | | | |
| F3DA 04 | VR 701 | Assess and Recommend Work Methods | | | |
| F3DV 04 | VR 702 | Plan Work Activities and Resources to Meet Work Requirements | | | |
| F3DG 04 | VR 703 | Co-ordinate Work Control | | | |
| F3DE 04 | VR 704 | Control Work Progress Against Agreed Programmes | | | |
| F3D8 04 | VR 705 | Allocate and Monitor the Use of Plant, Equipment or Machinery | | | |
| F3DL 04 | VR 706 | Maintain Supplies of Materials to Meet Project Requirements | | | |


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**Mandatory Units** ***(all Units should be completed)***

| **SQA Unit Number** | **SSC/SSB Unit Number** | **Title** | **Assessor** | **Internal Verifier** | **Date** |
|---|---|---|---|---|---|
| F3DD 04 | VR 709 | Control Work Against Agreed Quality Standards | | | |
| F3DP 04 | VR 712 | Manage Own Professional Development | | | |
| F3DH 04 | VR 714 | Enable Learning Opportunities | | | |
| F3DS 04 | VR 716 | Plan Highways Maintenance or Repair Activities | | | |
| F3DY 04 | VR 717 | Supervise Highways Maintenance or Repair Activities | | | |
| **Optional Units**: *(candidates must achieve two of the following Units)* | | | | | |
| DX9T 04 | VR 210 | Develop and Maintain Good Working Relationships | | | |
| F3DK 04 | VR 707 | Implement Communication Systems for the Project | | | |
| F3DN 04 | VR 708 | Maintain the Dimensional Accuracy of the Work | | | |
| F3DB 04 | VR 710 | Contribute to Controlling Work Quantities and Costs | | | |
| F3D9 04 | VR 713 | Allocate Work and Check People's Performance | | | |
| F3DC 04 | VR 715 | Contribute to the Identification of a Work Team | | | |
| F3DW 04 | VR 719 | Provide Customer Service in Construction | | | |
| F3DF 04 | VR 711 | Co-ordinate Preparation for Site Operations | | | |
| F3DJ 04 | VR 718 | Hand Over Property | | | |
| F3DT 04 | VR 720 | Plan Historical Conservation/Restoration Activities | | | |
| F3E0 04 | VR 721 | Supervise Historical Conservation/Restoration Activities | | | |
| F3DR 04 | VR 722 | Plan Demolition Activities | | | |
| F3DX 04 | VR 723 | Supervise Demolition Activities | | | |


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# Section 3 — The Units and recording documents for your SVQ

## Unit Progress Record

### Qualification and level: Construction Site Supervision: Highways Maintenance level 3

### Candidate: _____

To achieve the whole qualification, you must prove competence in all **seven mandatory** Units.

Please note the table below shows the SSC identification codes listed alongside the corresponding SQA Unit numbers. It is important that the SQA Unit numbers are used in all your recording documentation and when your results are communicated to SQA. SSC identification codes are **not valid** in these instances.

**Unit Checklist** — circle the reference number of each Unit as you complete it.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Mandatory** | C01 | C02 | C03 | C04 | C05 | C06 | C07 |

**Mandatory Units** ***(all Units should be completed)***

| SQA Unit Number | SSC/SSB Unit Number | Title | Assessor | Internal Verifier | Date |
|---|---|---|---|---|---|
| DD8J 04 | C01 | Assess Work Methods, Resources and Systems to Meet Work Requirements | | | |
| DD94 04 | C02 | Supervise Materials, Plant and Equipment on Site | | | |
| DD8X 04 | C03 | Implement Works and Health and Safety Systems to Meet Project Requirements | | | |
| DD8L 04 | C04 | Contribute to Controlling Work Quality, Progress and Cost | | | |
| DD8N 04 | C05 | Contribute to the Performance of Teams, Individuals and Self | | | |
| DD8M 04 | C06 | Contribute to Productive Working Relationships | | | |
| DD93 04 | C07 | Plan and Implement Highways and Maintenance Activities | | | |


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## UNIT VR 700 (F3DM 04) Maintain Systems for Health, Safety, Welfare and Environmental Protection

**Unit Summary**

This Unit is about:

- implementing, monitoring and reviewing the conditions for a safe and healthy workplace
- ensuring personnel are aware of their health and safety responsibilities
- ensuring personnel have access to necessary equipment and resources for welfare, safe and healthy working


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## UNIT VR 700 (F3DM 04) Maintain Systems for Health, Safety, Welfare and Environmental Protection

**Performance Criteria**

You must be able to:

1 Encourage a culture of health, safety, welfare and environmental awareness.

2 Identify and recommend opportunities for improving health, safety and welfare for people on site.

3 Ensure the workforce and visitors to the site are inducted and check the competence of those under your control.

4 Maintain accurate and appropriate statutory notices and hazard warnings.

5 Ensure serviceability of health, safety, welfare and environmental protection equipment and resources in order to comply with current legislation.

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.

7 Check health, safety, welfare and environmental protection systems regularly in accordance with organisational and statutory requirements.

8 Identify and report any special site conditions which do not comply with organisational and statutory requirements.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records of the initiatives taken to encourage a culture of health, safety, welfare and consideration for the environment.

2 Records of recommendations made that could improve health, safety or welfare on site.

3 Records of checks that the workforce and visitors are inducted.

Records of checks on competence undertaken for those working under your control.

4 Records of maintenance conducted on statutory notices and hazard warnings.

5 Records of maintenance checks on at least five of the following health, safety, welfare and environmental protection equipment or resources:

- protective clothing
- protective equipment
- first aid facilities and arrangements
- welfare facilities
- storage and security of materials and equipment
- accident and incident reporting system
- fire fighting equipment
- provision of health, safety and welfare training

6 Records of the system implemented to identify hazards and reduce risks.

Records of the system implemented to report accidents and emergencies and prevent recurrence.


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## UNIT VR 700 (F3DM 04) Maintain Systems for Health, Safety, Welfare and Environmental Protection

**Scope of Performance (cont)**

7 Records of checks conducted to ensure compliance with the following organisational and statutory requirements:
- ♦ construction specific health, safety, welfare and environmental legislation
- ♦ recognised industry codes of practice
- ♦ organisational procedures

8 Records of reported special site conditions which do not comply with current legislation.

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Encourage awareness

K1 How to encourage a culture of health, safety, welfare and environmental awareness on site.

Performance Criteria 2 — Improvement opportunities

K2 How to identify opportunities to improve health, safety and welfare for **people** on site.
K3 How to recommend improvements to health, safety and welfare systems.

Performance Criteria 3 — Workforce and visitors

K4 How to ensure the workforce and visitors have site **inductions**.
K5 How to check the competence of **people** under your control.
K6 Why you need to ensure the workforce and visitors have **inductions**, and the **people** under your control are competent.

Performance Criteria 4 — Maintain statutory notices

K7 How to maintain **statutory notices** and warning signs so they are accurate.

Performance Criteria 5 — Protection equipment and resources

K8 How to conduct and record maintenance checks on **health**, **safety**, **welfare and environmental protection equipment and resources** which meet the project and **organisational and statutory requirements.**


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## UNIT VR 700 (F3DM 04) Maintain Systems for Health, Safety, Welfare and Environmental Protection

**Knowledge and Understanding relating to Performance Criteria (cont)**

Performance Criteria 6 — Implement systems

K9 How to implement a system which meets **organisational and statutory requirements** for identifying hazards and reducing risks.
K10 How to implement a system which meets **organisational and statutory requirements** for reporting accidents and emergencies, and operates to prevent recurrence.
K11 Why you need to implement a system to identify hazards, reduce risks and report accidents.

Performance Criteria 7 — Protection systems

K12 How to check health, safety, welfare and environmental protection systems.
K13 How to ensure health, safety, welfare and environmental protection complies with **organisational and statutory requirements**.

Performance Criteria 8 — Special site conditions

K14 How to identify special site conditions that do not comply with **organisational and statutory requirements**.
K15 How to report special site conditions that do not comply with **organisational and statutory requirements**.

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Health, safety, welfare and environmental protection equipment and resources**
Protective clothing.
Protective equipment.
First aid facilities and arrangements.
Welfare facilities.
Storage and security of materials and equipment.
Accident and incident reporting systems.
Fire fighting equipment.
Provision of health, safety and welfare training.

K2 **Inductions**
Health and safety responsibilities.
Welfare facilities.
Environmental responsibilities.
Health, safety, welfare and environmental protection equipment and resources.
Risk control procedures.
First aid arrangements.
Health, safety and environmental plans.
Emergency drills.

K3 **Organisational and statutory requirements**
Construction specific health, safety, welfare and environmental legislation.
Recognised industry Codes of Practice.
Organisational procedures.


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## UNIT VR 700 (F3DM 04) Maintain Systems for Health, Safety, Welfare and Environmental Protection

**Scope of Knowledge and Understanding (cont)**

K4 **People**
Workforce.
Other personnel on site.
Members of the public.
Occupiers.
Site visitors.
People affected by site operations.

K5 **Statutory notices**
Prescribed notices.
Certificates of insurance.
Site signs for health, safety and environment protection.
Warning signs.


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## UNIT VR 700 (F3DM 04) Maintain Systems for Health, Safety, Welfare and Environmental Protection

| | | Performance Criteria | | | | | | | | Scope of Performance | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
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## UNIT VR 700 (F3DM 04) Maintain Systems for Health, Safety, Welfare and Environmental Protection

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 |
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## UNIT VR 700 (F3DM 04) Maintain Systems for Health, Safety, Welfare and Environmental Protection

| | | Scope of Knowledge and Understanding | | | | |
|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 |
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## UNIT VR 700 (F3DM 04) Maintain Systems for Health, Safety, Welfare and Environmental Protection

| Notes/Comments |
| --- |
| |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 701 (F3DA 04) Assess and Recommend Work Methods

**Unit Summary**

This Unit is about:

- determining suitable methods of carrying out operations which are technically sound, safe, economic, feasible and consistent with site requirements
- agreeing suitable methods for carrying out operations


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## UNIT VR 701 (F3DA 04) Assess and Recommend Work Methods

**Performance Criteria**

You must be able to:

1 Identify and use the available project data to enable decisions on the work methods to be made.
2 Obtain more information from other sources where the available project data is insufficient.
3 Evaluate the work methods against relevant technical and project criteria.
4 Advise and recommend the work method to decision-makers.
5 Analyse the selected work method for its activity content and quantify it.
6 Ensure a method statement is prepared and approved prior to commencement of work.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records showing assessment of at least four of the following project data:
- conditions of contract
- bills of quantities or methods of measurement
- specifications
- drawings
- health, safety and environmental plans
- programmes
- organisational requirements
- instructions and variations

2 Records showing consideration of at least three of the following work methods:
- sequencing and integration of work operations
- organisation of resources (people, plant, materials and finance)
- established construction techniques
- temporary works
- prefabrication and standardisation
- working conditions

3 Records showing consultation of at least two of the following sources:
- client, customer or their representative
- contractors
- sub-contractors
- suppliers


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## UNIT VR 701 (F3DA 04) Assess and Recommend Work Methods

**Scope of Performance (cont)**

- regulatory authorities
- technical literature
- trade literature

4 Records of advice given and recommendation made to decision-makers.

5 Records of the analysis carried out on the selected work method; showing checks made on activity content against quantities such as time, cost or resources.

6 Records showing confirmation of a method statement approved prior to commencement of work

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Project data

K1 How to identify relevant **project data**.
K2 How to assess **project data** to identify suitable **work methods**.

Performance Criteria 2 — Obtain information

K3 How to obtain more information from **other sources** in cases where available **project data** is insufficient.

Performance Criteria 3 — Evaluate work method

K4 How to evaluate **work methods** against **technical criteria**.
K5 How to evaluate **work methods** against **project criteria**.

Performance Criteria 4 — Recommend the work method

K6 How to select an appropriate **work method**.
K7 How to recommend **work methods** to decision-makers.

Performance Criteria 5 — Analyse the work method

K8 How to analyse the selected **work methods** for activity content.
K9 How to analyse the selected **work methods** and quantify it accurately.


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## UNIT VR 701 (F3DA 04) Assess and Recommend Work Methods

**Knowledge and Understanding relating to Performance Criteria (cont)**

Performance Criteria 6 — Method statements

K10 How to ensure an appropriate method statement has been prepared.
K11 How to approve method statements.

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Other sources**
Client, customer or their representative.
Contractors.
Sub-contractors.
Suppliers.
Regulatory authorities.
Technical literature.
Trade literature.

K2 **Project criteria**
Cost control.
Conformity to statutory requirements.
Contract requirements.
Third party obligations.
Other related programmes.
Supply lead times.

K3 **Project data**
Conditions of contract.
Bills of quantities or methods of measurement.
Specifications.
Drawings.
Health, safety and environmental plans.
Programmes.
Organisational requirements.
Instructions and variations.


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## UNIT VR 701 (F3DA 04) Assess and Recommend Work Methods

**Scope of Knowledge and Understanding (cont)**

K4 **Technical criteria**
Materials performance and availability.
Structural forms.
Occupancy.
Health, safety and welfare.
Fire protection.
Access.
Plant, equipment and people availability.
Transport logistics.
Environmental factors.
Waste management.
Seasonal weather conditions.
Sustainability.
Innovative materials, technologies and processes.
Site conditions.

K5 **Work methods**
Sequencing and integration of work operations.
Organisation of resources (people, plant, materials and finance).
Established construction techniques.
Temporary works.
Prefabrication and standardisation
Conditions of work.


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## UNIT VR 701 (F3DA 04) Assess and Recommend Work Methods

| | | Performance Criteria | | | | | | Scope of Performance | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 |
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## UNIT VR 701 (F3DA 04) Assess and Recommend Work Methods

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 |
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## UNIT VR 701 (F3DA 04) Assess and Recommend Work Methods

| | | Scope of Knowledge and Understanding | | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 |
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## UNIT VR 701 (F3DA 04) Assess and Recommend Work Methods

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 702 (F3DV 04) Plan Work Activities and Resources to Meet Work Requirements

**Unit Summary**

This Unit is about:

- planning the appropriate sequence, timing and resources
- ensuring programmed operations meet project requirements


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## UNIT VR 702 (F3DV 04) Assess and Recommend Work Methods

**Performance Criteria**

You must be able to:

1 Organise activities to make the most efficient use of the resources available.
2 Evaluate alternative methods, resources and systems to select the best solution to meet programmes and schedules.
3 Obtain clarification or advice from various sources where the resources needed are not available.
4 Analyse the activities against project data and the requirements of external factors.
5 Update existing programmes and schedules of planned activities and suggest them to decision-makers.
6 Implement a system to monitor and record the works against programmes and schedules and use the results to improve future production and planning.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records showing activities organised whilst making the most efficient use of at least four of the following resources:
- ♦ people
- ♦ plant, equipment or machinery
- ♦ materials and components
- ♦ sub-contractors
- ♦ information
- ♦ work area and facilities
- ♦ waste management
- ♦ utility providers

2 Records of evaluated alternative methods, resources and systems showing selection of the best solution available.
3 Records of clarification or advice from at least three of the following sources:
- ♦ client, customer or their representative
- ♦ consultants
- ♦ project team
- ♦ practice research
- ♦ technical publications
- ♦ trade literature
- ♦ other team members

4 Records of analysis of the activities using a production study, a works study or production analysis against at least three of the following external factors:
- ♦ other related programmes
- ♦ supply lead times


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## UNIT VR 702 (F3DV 04) Assess and Recommend Work Methods

**Scope of Performance (cont)**

- contingencies
- special working conditions
- weather conditions
- statutory limitations
- site conditions
- availability of resources

5 Records of updating at least two of the following programmes of schedules:

- bar charts
- critical analysis
- action lists
- method statements

6 Records of a system implemented to monitor and record the works against the programme and schedule.
Review the results and identify and record areas of future improvements to production and planning.

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Organise activities

K1 How to organise activities to make best use of **resources**.
K2 Why you need to organise activities to make best use of **resources**.

Performance Criteria 2 — Evaluate alternative methods

K3 How to evaluate alternative **resources**, methods and systems.
K4 How to use evaluated information to select the best solution to meet **programmes and schedules**.

Performance Criteria 3 — Obtain clarification or advice

K5 How to identify potential sources for **clarification or advice**.
K6 How to obtain **clarification or advice** where resources needed are not available.

Performance Criteria 4 — Analyse activities

K7 How to identify **resources** and related information.
K8 How to identify **external factors**.
K9 How to analyse activities against **project data** and the requirements of **external factors**.
K10 How to analyse activities against **resources** and related information.


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## UNIT VR 702 (F3DV 04) Assess and Recommend Work Methods

**Knowledge and Understanding relating to Performance Criteria (cont)**

Performance Criteria 5 — Update programmes and schedules

K11 How to update existing **programmes and schedules**.
K12 How to suggest updates to existing **programmes and schedules** to decision makers.

Performance Criteria 6 — Monitor, review and record

K13 What systems are available for monitoring and recording the works **programmes and schedules**.
K14 How to implement a system for monitoring and recording the works against **programmes and schedules**.
K15 Why it is necessary to monitor and record the works against **programmes and schedules**.
K16 How to review recorded results of works against **programmes and schedules** to improve future production and planning.

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Clarification or advice**
Client, customer or their representative.
Consultants.
Project team.
Practice research
Technical publications.
Trade literature.
Other team members.

K2 **External factors**
Other related programmes.
Supply lead times.
Contingencies.
Special working conditions.
Weather conditions.
Statutory limitations.
Site conditions.
Availability of resources.

K3 **Programmes and schedules**
Bar charts.
Critical activities.
Action lists.
Method statements.

K4 **Project data**
Contract conditions.
Bills of quantities or methods of measurements.
Specifications.
Drawings.


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## UNIT VR 702 (F3DV 04) Assess and Recommend Work Methods

**Scope of Knowledge and Understanding (cont)**

Health, safety and environmental plans.
Programmes.
Organisational requirements
Instructions and variations.

K5 **Resources**
People.
Plant, equipment or machinery.
Materials and components.
Sub-contractors.
Information.
Work area and facilities.
Waste management.
Utility providers.


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## UNIT VR 702 (F3DV 04) Assess and Recommend Work Methods

| | | Performance Criteria | | | | | | Scope of Performance | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 |
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## UNIT VR 702 (F3DV 04) Assess and Recommend Work Methods

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | | | | | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 |
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## UNIT VR 702 (F3DV 04) Assess and Recommend Work Methods

| | | Scope of Knowledge and Understanding | | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 |
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## UNIT VR 702 (F3DV 04) Assess and Recommend Work Methods

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 703 (F3DG 04) Co-ordinate Work Control

**Unit Summary**

This Unit is about:

- providing information to all workplace personnel regarding their job responsibilities
- planning site resources
- organising and controlling site resources


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## UNIT VR 703 (F3DG 04) Co-ordinate Work Control

**Performance Criteria**

You must be able to:

1 Assemble and review relevant information used in the preparation of the project plan and clarify any information which is not clear.

2 Communicate and agree a programme, methods and attendance with the people who will be doing the work.

3 Plan and obtain sufficient resources and attendance of the appropriate type which will meet the project requirements and timescales.

4 Organise and control the site and resources so that conditions are safe, the site is tidy and creates a favourable image of the organisation, its products, its services and the project.

5 Organise work activities and implement measures that take into account appropriate factors.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records of at least three of the following sources of information reviewed for clarity:
- surveys and reports
- design
- contractual
- statutory consents
- contractor's pre-planning information
- health, safety and environmental plans
- risk assessments and method statements
- programmes
- about competent people
- sub-contractor arrangements and attendance

2 Records of communication with people who will be doing the work showing agreement of programme, methods and attendance that integrate construction operations.

3 Records of plans covering requirements and timescales used to secure at least three of the following resources:
- people
- plant, equipment or machinery
- materials and components
- sub-contractors
- information
- work area and facilities
- waste management
- utility providers


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## UNIT VR 703 (F3DG 04) Co-ordinate Work Control

**Scope of Performance (cont)**

4 Records of work undertaken to organise and control the site including:
- resources
- safe conditions
- tidiness
- image

5 Records of activities undertaken that consider at least three of the following factors:
- occupiers
- near neighbours
- public access
- site conditions
- environmental considerations
- vehicular access
- security and trespass
- public utilities
- heritage status

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Assemble and review information

K1 How to assemble relevant **information**.
K2 How to clarify **information** that is unclear.

Performance Criteria 2 — Communicate and agree

K3 How to communicate and agree a programme, methods and attendance details with people who will be doing the work.
K4 How to integrate construction methods using programmes that include methods and attendance.

Performance Criteria 3 — Plan and obtain resources

K5 How to plan to obtain sufficient and appropriate types of **resources** and attendance to ensure project requirements and timescales are met.

Performance Criteria 4 — Organise and control the site and resources

K6 How to organise and control the site.
K7 Methods of organising and controlling **resources**.
K8 How to ensure site conditions are safe.
K9 How to ensure the site is tidy and creates a favourable image of the organisation, its products and its services.


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# UNIT VR 703 (F3DG 04) Co-ordinate Work Control

**Knowledge and Understanding relating to Performance Criteria (cont)**

Performance Criteria 5 — Organise work activities

K10 How to organise activities, taking into account appropriate **factors**.
K11 How to implement measures, taking into account appropriate **factors**.

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Factors**
Occupiers.
Near neighbours.
Public access.
Site conditions.
Environmental considerations.
Vehicular access.
Security and trespass.
Public utilities.
Heritage status.

K2 **Information**
Survey and reports.
Design.
Contractual.
Statutory consents.
Contractor's pre-planning information.
Health, safety and environmental plans.
Risk assessments and method statements.
Programmes.
About competent people.
Sub-contractor arrangements and attendance.


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# UNIT VR 703 (F3DG 04) Co-ordinate Work Control

**Scope of Knowledge and Understanding (cont)**

K3 **Resources**

People.
Plant, equipment or machinery.
Materials and components.
Sub-contractors.
Information.
Work area and facilities.
Waste management.
Utility providers.


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## UNIT VR 703 (F3DG 04) Co-ordinate Work Control

| | | Performance Criteria | | | | | Scope of Performance | | | | |
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| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
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## UNIT VR 703 (F3DG 04) Co-ordinate Work Control

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 |
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## UNIT VR 703 (F3DG 04) Co-ordinate Work Control

| | | Scope of Knowledge and Understanding | | |
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## UNIT VR 703 (F3DG 04) Co-ordinate Work Control

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 704 (F3DE 04) Control Work Progress Against Agreed Programmes

**Unit Summary**

This Unit is about:

- monitoring and recording progress against the agreed programme
- identifying, investigating and implementing corrective action for deviations from the agreed programme
- informing people responsible about progress and recommending improvements


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## UNIT VR 704 (F3DE 04) Control Work Progress Against Agreed Programmes

**Performance Criteria**

You must be able to:

1 Implement systems to monitor and record the progress of the work against the agreed programme.
2 Identify any deviations from planned progress which have occurred, or which may occur, and any which could disrupt the programme and schedule.
3 Investigate the circumstances of any deviations thoroughly, and agree and implement appropriate corrective action.
4 Recommend options which are most likely to minimise increases in cost and time and help the work progress, and pass these on to the people responsible.
5 Regularly inform the people responsible about progress, changes to the operational programme and resource needs and suggest the decisions and actions that need to be taken.
6 Identify improvements from feedback received and recommend them to the people responsible.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records of implementing at least three of the following systems to monitor and record progress:
- visual inspection
- resource records
- site inspection reports
- contractors' reports
- certified payments
- written, graphical and electronic records of actual work against programmed work
- site meetings
- organisational procedures
- management reports
- benchmarks
- comparison with project requirements

2 Records for dealing with at least three of the following deviations:
- resource shortages
- design problems and constraints
- industrial disputes
- lack of essential construction information
- construction errors
- weather conditions
- site constraints
- legal disputes or issues
- social disputes or issues
- health, safety and environmental issues


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## UNIT VR 704 (F3DE 04) Control Work Progress Against Agreed Programmes

**Scope of Performance (cont)**

3 Records of investigation and the implementation of at least one of the following corrective actions:
- restore progress in accordance with agreed programme
- agree new completion dates
- initiate contract claim
- secure additional resources
- alter planned work

4 Records of options that are most likely to minimise increases in cost and time, recommended to at least two of the following people responsible:
- the client, customer or their representative
- contractors
- consultants
- sub-contractors
- suppliers
- workforce
- internal management

5 Records of information on progress, changes to programmes, schedules and resource needs that have been passed to the people responsible.
Records of suggested decisions and actions that need to be taken, to maintain planned progress that have been passed to the people responsible.

6 Records of possible improvements for controlling work progress identified from feedback received.
Records of recommendations from feedback received made to the people responsible.

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Implement systems

K1 How to implement **systems to monitor and record** progress against the agreed programme.
K2 Why you need to implement a **system to monitor and record** progress.

Performance Criteria 2 — Identify deviations

K3 How to identify **deviations** from planned progress.
K4 How to identify **deviations** that may occur and could disrupt the **programmes and schedules**.

Performance Criteria 3 — Deviations

K5 How to investigate **deviations** from planned progress.
K6 How to agree appropriate **corrective action**.
K7 How to implement appropriate **corrective action** for **deviations** from planned progress.

Performance Criteria 4 — Identify and recommend options

K8 How to identify options which are most likely to minimise increases in cost and time and help work to progress.
K9 How to recommend identified options to the **people responsible**.


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## UNIT VR 704 (F3DE 04) Control Work Progress Against Agreed Programmes

**Knowledge and Understanding relating to Performance Criteria (cont)**

Performance Criteria 5 — Inform the people responsible

K10 How to keep the **people responsible** regularly informed about progress, changes to the operational programme and resource needs.
K11 How to suggest decisions and actions that need to be taken, to maintain planned progress, to the **people responsible**.

Performance Criteria 6 — Identify improvements

K12 How to collect, collate and analyse feedback on work progress against agreed programme.
K13 How to identify possible improvements from feedback received.
K14 How to recommend identified improvements to the **people responsible**.

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Corrective action**
Restore progress in accordance with agreed programme.
Agree new completion date(s).
Initiate contract claim.
Secure additional resource(s).
Alter planned work.

K2 **Deviations**
Resource shortages.
Design problems and constraints.
Industrial disputes.
Lack of essential construction information.
Construction errors.
Weather conditions.
Site constraints.
Legal disputes or issues
Social disputes or issues.
Health, safety and environmental issues.

K3 **People responsible**
The client, customer or their representative.
Contractors.
Consultants.
Sub-contractors.
Suppliers.
Workforce.
Internal management.


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## UNIT VR 704 (F3DE 04) Control Work Progress Against Agreed Programmes

**Scope of Knowledge and Understanding (cont)**

K4 **Programmes and schedules**
Bar charts.
Critical activities.
Action lists.
Method statements.

K5 **System(s) to monitor and record**
Visual inspection.
Resource records.
Site inspection reports.
Contractors' reports.
Certified payments.
Written, graphical and electronic records of actual work against programmed work.
Site meetings.
Organisational procedures.
Management reports.
Benchmarks.
Comparison with project requirements.


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## UNIT VR 704 (F3DE 04) Control Work Progress Against Agreed Programmes

| | | Performance Criteria | | | | | | Scope of Performance | | | | | |
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| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 |
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## UNIT VR 704 (F3DE 04) Control Work Progress Against Agreed Programmes

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 |
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## UNIT VR 704 (F3DE 04) Control Work Progress Against Agreed Programme

| | | Scope of Knowledge and Understanding | | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 |
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## UNIT VR 704 (F3DE 04) Control Work Progress Against Agreed Programmes

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 705 (F3D8 04) Allocate and Monitor the Use of Plant, Equipment or Machinery

**Unit Summary**

This Unit is about:

- ensuring plant, equipment or machinery is suitable and available
- checking plant, equipment or machinery for suitability on arrival
- ensuring safe use of plant, equipment or machinery
- returning plant, equipment or machinery when it is no longer required on site


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## UNIT VR 705 (F3D8 04) Allocate and Monitor the Use of Plant, Equipment or Machinery

**Performance Criteria**

You must be able to:

1 Produce clear requests for plant, equipment or machinery which meet the needs of the project.

2 Ensure and record that plant, equipment or machinery meets operational and statutory requirements prior to use on site and allocate it to the operations for which it is suitable.

3 Identify hazards and assess risks arising from the use of plant, equipment or machinery and implement measures that protect people and the environment.

4 Keep records of the use of plant, equipment or machinery.

5 Recommend alternative types of plant, equipment or machinery to decision-makers where existing plant, equipment or machinery is less suitable for use on site.

6 Issue instructions for the use of plant, equipment or machinery to operators.

7 Check and confirm that operators are allowed to use plant, equipment or machinery for which they have the required level of training and certification and monitor that they are working safely.

8 Ensure the appropriate storage, servicing and maintenance of plant, equipment or machinery to meet operational and statutory requirements.

9 Inform decision-makers promptly when plant, equipment or machinery is no longer required.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records of requests for at least four of the following types of plant, equipment or machinery:

- static
- mobile
- accessories
- consumables
- health and safety equipment
- specialised hand tools
- standard plant, equipment or machinery
- non-standard plant, equipment or machinery

2 Records of checks completed on plant, equipment or machinery prior to use on site.

Records of the operations to which the plant, equipment or machinery is allocated.

3 Protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following measures:

- methods of work
- risk assessment
- safe use and storage of tools
- safe use and storage of materials
- traffic control
- emergency plans

4 Records of the time for plant, equipment or machinery usage.


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## UNIT VR 705 (F3D8 04) Allocate and Monitor the Use of Plant, Equipment or Machinery

**Scope of Performance (cont)**

5 Records of recommendations on the use of alternative types of plant, equipment or machinery made to decision-makers.

6 Records of instructions provided to plant, equipment or machinery operators.

7 Records of checks made on operator's abilities and authorisation to operate plant, equipment or machinery.

Records of safety checks made on the operators while plant is working.

8 Records of storage arrangements for plant, equipment or machinery.

Records of checks made for serviceability and maintenance of plant, equipment or machinery as appropriate to at least three of the following operational and statutory requirements

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

9 Records of notices provided to decision-makers when all the tasks for plant, equipment or machinery are complete.

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Requests for plant, equipment or machinery

K1 How to produce requests for **plant, equipment or machinery** to meet the needs of the project.

Performance Criteria 2 — Operational and statutory requirements

K2 How to ensure **plant, equipment or machinery** meets **operational and statutory requirements** prior to use on site.
K3 How to allocate **plant, equipment or machinery** to suitable operations.
K4 How to record checks on the suitability of **plant, equipment or machinery.**

Performance Criteria 3 — Identify hazards and assess risks

K5 How to identify hazards and assess risks arising from the use of **plant, equipment or machinery**.
K6 How to implement **measures** that protect **people** and the environment.

Performance Criteria 4 — Keep records

K7 How to keep **records** of the use of **plant, equipment or machinery**.
K8 Why you need to keep **records** of the use of **plant, equipment or machinery**.


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## UNIT VR 705 (F3D8 04) Allocate and Monitor the Use of Plant, Equipment or Machinery

**Knowledge and Understanding relating to Performance Criteria (cont)**

Performance Criteria 5 — Recommend alternative plant, equipment or machinery

K9 How to identify when **plant, equipment or machinery** is not suitable for use.
K10 How to identify alternative **plant, equipment or machinery**.
K11 How to recommend alternative **plant, equipment or machinery** to **decision makers**.

Performance Criteria 6 — Issue instructions

K12 How to issue instructions for the use of **plant, equipment or machinery** to operators.

Performance Criteria 7 — Check operators and monitor safe use

K13 How to check and confirm operator's abilities and authorisation to use **plant, equipment or machinery**.
K14 How to monitor the safe operation of **plant, equipment or machinery**.

Performance Criteria 8 — Ensure storage, service and maintenance

K15 How to ensure **plant, equipment or machinery** is stored, serviced and maintained in accordance with **operational and statutory requirements**.

**Knowledge and Understanding relating to Performance Criteria (cont)**

Performance Criteria 9 — Inform decision-makers

K16 How to inform **decision-makers** when **plant, equipment or machinery** is no longer required.
K17 Why you need to inform **decision-makers** when **plant, equipment or machinery** is no longer required.


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## UNIT VR 705 (F3D8 04) Allocate and Monitor the Use of Plant, Equipment or Machinery

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Decision-makers**
Line management.
Plant specialists.
Buyers.
Plant, equipment or machinery suppliers.

K2 **Measures**
Methods of work.
Risk assessment.
Safe use and storage of tools.
Safe use and storage of materials.
Traffic control.
Emergency plans.

K3 **Operational and statutory requirements**
Health, safety and welfare of the workforce and others.
Operational efficiency.
Security of resources.
Obligations to third parties.
Regulatory authorities.
Contractual commitments.

K4 **People**
Workforce.
Other personnel on site.
Members of the public.
Occupiers.
Site visitors.
People affected by on-site operations.

**Scope of Knowledge and Understanding (cont)**

K5 **Plant, equipment or machinery**
Static.
Mobile.
Accessories.
Consumables.
Health and safety equipment.
Specialised hand tools.
Standard plant, equipment or machinery.
Non-standard plant, equipment or machinery.

K6 **Records**
Delivery notes.
Allocation details.
Location details.
Movement details.
Usage details.
Maintenance checks.
Dispatch notes.
Certification.


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## UNIT VR 705 (F3D8 04) Allocate and Monitor the Use of Plant, Equipment or Machinery

| | | Performance Criteria | | | | | | | | | Scope of Performance | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
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## UNIT VR 705 (F3D8 04) Allocate and Monitor the Use of Plant, Equipment or Machinery

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | | | | | | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 |
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## UNIT VR 705 (F3D8 04) Allocate and Monitor the Use of Plant, Equipment or Machinery

| | | Scope of Knowledge and Understanding | | | | | |
|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 |
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## UNIT VR 705 (F3D8 04) Allocate and Monitor the Use of Plant, Equipment or Machinery

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 210 (DX9T 04) Develop and Maintain Good Working Relationships

**Unit Summary**

This Unit is about:

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


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## UNIT VR 210 (DX9T 04) Develop and Maintain Good Working Relationships

**Performance Criteria**

You must be able to:

1 Develop, maintain and encourage working relationships to promote goodwill and trust.
2 Inform relevant people about work activities in an appropriate level of detail and with an appropriate degree of urgency.
3 Offer advice and help to relevant people about work activities and encourage questions, requests for clarification and comments.
4 Clarify the proposals with the relevant people and discuss alternative suggestions.
5 Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Record(s) of information on advice provided about occupational work activities and associated occupations.
2 Record(s) of information and advice given about carrying out the work activities:
- ♦ appropriate timescales
- ♦ health and safety requirements
- ♦ co-ordination of work procedures

3 Record(s) of information and advice given about methods of occupational work activities to achieve the required outcome.
4 Outline notes of discussions relating to the occupational work activity and other occupations involved.
5 Outline notes of agreed activities that satisfy those involved, to meet the required outcome of the proposed method of work.


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## UNIT VR 210 (DX9T 04) Develop and Maintain Good Working Relationships

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Working relationships

K1 How to maintain and encourage **working relationships** to promote **goodwill and trust** with relevant **people**.
K2 How to develop **working relationships** to **promote goodwill and trust**.

Performance Criteria 2 — Inform people

K3 How to **inform** relevant **people** about **work activities** in an appropriate level of detail and with an appropriate degree of urgency.

Performance Criteria 3 — Offer advice

K4 How to encourage questions, requests for clarification and comments.
K5 How to **offer advice** and help to **people** about **work activities**.

Performance Criteria 4 — Deal with alternative proposals

K6 How to **clarify** alternative proposals with the relevant **people**.
K7 How to suggest alternative proposals.

Performance Criteria 5 — Resolve conflicts

K8 How to resolve differences of opinion in ways which minimise offence and maintain **goodwill, trust** and respect.

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Goodwill and trust**
Keeping promises and undertakings.
Honest relationships.
Constructive relationships.

K2 **Inform, offer advice and clarify**
Orally.
In writing.
Using drawings/sketches.

K3 **People**
Colleagues.
Employers.
Clients and customers.
Contractors.
Suppliers of products and services.
Those affected by work/project.

K4 **Work activities**
Progress.
Results.
Achievements.
Occupational problems.
Occupational opportunities.
Health and safety requirements.
Co-ordinated work.

K5 **Working relationships**
Formal.
Informal.


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## UNIT VR 210 (DX9T 04) Develop and Maintain Good Working Relationships

| | | Performance Criteria | | | | | Scope of Performance | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
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## UNIT VR 210 (DX9T 04) Develop and Maintain Good Working Relationships

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 |
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## UNIT VR 210 (DX9T 04) Develop and Maintain Good Working Relationships

| | | Scope of Knowledge and Understanding | | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 |
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## UNIT VR 210 (DX9T 04) Develop and Maintain Good Working Relationships

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 706 (F3DL 04) Maintain Supplies of Materials to Meet Project Requirements

**Unit Summary**

This Unit is about:

- ensuring materials are suitable and available for the work
- checking material deliveries to ensure quantity and quality are correct
- actions taken to rectify material deficiencies prior to and during operations


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## UNIT VR 706 (F3DL 04) Maintain Supplies of Materials to Meet Project Requirements

**Performance Criteria**

You must be able to:

1 Supervise the storage and use of materials and components so that material handling and movement is efficient and wastage is minimised.

2 Calculate and keep accurate records of deliveries and stock position and pass the information to decision-makers.

3 Identify and record problems with supply, discuss the information with suppliers of materials and pass it on to decision-makers.

4 Check stock records regularly and calculate what replacement stock will be needed.

5 Identify opportunities for improving the use of stock and stock turnover and recommend improvements to decision-makers.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records of storage and usage of at least one of the following materials and components:
- raw materials
- manufactured materials
- components
- prefabricated systems

Records of efficient handling and movement of materials and components that minimise wastage.

2 Records of stock control passed to decision makers using at least one of the following:
- manual
- electronic

3 Records for at least four of the following problems with supply:
- price
- quantity
- quality
- availability
- schedule of delivery
- life expectancy
- storage and handling facilities
- environmental issues
- sustainability
- health, safety and welfare issues
- transportation
- deterioration or damage
- loss and theft


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## UNIT VR 706 (F3DL 04) Maintain Supplies of Materials to Meet Project Requirements

**Scope of Performance (cont)**

- payment terms
- cash flow
- contract variations

4 Records of checks and calculations used to identify stock replacement.

5 Records of recommendations made to decision-makers that could improve the use of stock and stock turnover.

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Supervise storage and use of materials

K1 How to supervise storage areas or facilities for supplies of **materials** so that they are effective for the project.
K2 How to minimise material and component handling, movement and wastage.

Performance Criteria 2 — Deliveries and stock position

K3 How to keep accurate **records** of deliveries.
K4 How to keep accurate **records** of stock position.
K5 Why you need to keep accurate **records** of deliveries and stock position.

Performance Criteria 3 — Identify, record and discuss problems

K6 How to identify **problems with supply**.
K7 How to discuss **problems with supply** with suppliers of **materials**.
K8 How to pass on information on **problems with supply** to decision-makers.

Performance Criteria 4 — Stock records

K9 How to calculate **stock turnover** for a project.
K10 How to check stock records to calculate replacement stock.

Performance Criteria 5 — Identify improvement

K11 How to identify opportunities to improve the use of stock.
K12 How to identify opportunities to improve **stock turnover**.
K13 How to make recommendations for improvements to decision-makers.


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## UNIT VR 706 (F3DL 04) Maintain Supplies of Materials to Meet Project Requirements

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Materials**
Raw materials.
Manufactured materials.
Components.
Prefabricated systems.

K2 **Problems with supply**
Price.
Quantity.
Quality.
Availability.
Schedule of delivery.
Life expectancy.
Storage and handling facilities.
Environmental issues.
Sustainability.
Health, safety and welfare issues.
Transportation.
Deterioration and damage.
Loss and theft.
Payment terms.
Cash flow.
Contract variations.

K3 **Records**
Manual.
Electronic.

**Scope of Knowledge and Understanding (cont)**

K4 **Stock turnover**
Usage rates.
Initial impressed.
Just-in-time systems.
Call or draw-down systems.


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## UNIT VR 706 (F3DL 04) Maintain Supplies of Materials to Meet Project Requirements

| | | Performance Criteria | | | | | Scope of Performance | | | | |
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| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
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## UNIT VR 706 (F3DL 04) Maintain Supplies of Materials to Meet Project Requirements

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 |
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## UNIT VR 706 (F3DL 04) Maintain Supplies of Materials to Meet Project Requirements

| | | Scope of Knowledge and Understanding | | | |
|---|---|---|---|---|---|
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 |
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## UNIT VR 706 (F3DL 04) Maintain Supplies of Materials to Meet Project Requirements

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 707 (F3DK 04) Implement Communication Systems for the Project

**Unit Summary**

This Unit is about:

- providing information to all workplace personnel
- maintaining the communication systems and procedures used to pass information to workplace personnel
- ensuring workplace personnel know their job responsibilities


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## UNIT VR 707 (F3DK 04) Implement Communication Systems for the Project

**Performance Criteria**

You must be able to:

1 Implement the organisational and communication systems for the project.
2 Maintain methods of communication, reporting, recording and retrieving information between people and organisations that may have an interest which are appropriate to the needs of the project.
3 Monitor the organisational and communication systems regularly for effectiveness.
4 Identify and investigate breakdowns in communication and take action to restore effective communication.
5 Set up systems to record and provide feedback on the ways in which communications can be improved.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records of the implementation of organisational and communication systems with or for at least four of the following:
   - site management
   - site or head office interface
   - contract administration
   - health, safety, welfare and environment
   - project team interfaces
   - sharing of project data
   - team working
   - the client, customer or their representative
2 Records of maintenance of the communication system that confirms reporting, recording and retrieval of information between at least three of the following people and organisations that may have an interest:
   - the client, customer or their representatives
   - consultants
   - contractors
   - sub-contractors
   - third parties
   - public utilities
   - emergency services
   - people working on site
   - statutory authorities
3 Records of regular checks for effectiveness conducted on the adopted organisational and communication system.


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## UNIT VR 707 (F3DK 04) Implement Communication Systems for the Project

**Scope of Performance (cont)**

4 Records of investigations conducted for breakdowns in at least two of the following methods of communication and actions taken to restore effectiveness:

- oral
- written
- graphic
- electronic

5 Records of feedback collected and improvements that could be made to communication systems.

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Implement systems

K1 How to implement **organisational and communication systems** for the project.

Performance Criteria 2 — Maintain methods of communication

K2 How to maintain methods of **communication** between **people and organisations** that may have an interest.
K3 How to report **communication** information.
K4 How to record **communication** information.
K5 How to retrieve **communication** information.
K6 Why you need to maintain methods of **communication** between **people and organisations** that may have an interest.

Performance Criteria 3 — Monitor communication systems

K7 How to monitor the **organisational and communication systems** for effectiveness.

Performance Criteria 4 — Identify and investigate communication breakdowns

K8 How to monitor and investigate breakdowns in **communication**.
K9 How to take action to restore effective **communication**.

Performance Criteria 5 — Set up systems for feedback

K10 How to collect feedback on **communication** systems.
K11 How to use the feedback to identify ways of improving **communication**.


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# UNIT VR 707 (F3DK 04) Implement Communication Systems for the Project

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Communication**
Oral.
Written.
Graphic.
Electronic.

K2 **Organisational and communication systems**
Site management.
Site or head office interface.
Contract administration.
Health, safety, welfare and environment.
Project team interfaces.
Sharing of project data.
Team working.
The client, customer or their representative.

K3 **People and organisations**
The client, customer or their representatives.
Consultants.
Contractors.
Sub-contractors.
Third parties.
Public utilities.
Emergency services.
People working on site.
Statutory authorities.


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## UNIT VR 707 (F3DK 04) Implement Communication Systems for the Project

| | | Performance Criteria | | | | | Scope of Performance | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
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## UNIT VR 707 (F3DK 04) Implement Communication Systems for the Project

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 |
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## UNIT VR 707 (F3DK 04) Implement Communication Systems for the Project

| | | Scope of Knowledge and Understanding | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 |
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## UNIT VR 707 (F3DK 04) Implement Communication Systems for the Project

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 708 (F3DN 04) Maintain the Dimensional Accuracy of the Work

**Unit Summary**

This Unit is about:

- providing sufficient clear and accurate dimensional information
- observing and checking dimensional controls
- correcting dimensional deviations and making allowances for different circumstances


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## UNIT VR 708 (F3DN 04) Maintain the Dimensional Accuracy of the Work

**Performance Criteria**

You must be able to:

1 Ensure the workforce is provided with sufficient clear and accurate information to enable them to position, align and/or level the work.

2 Observe and check dimensional controls and record the results to meet quality standards.

3 Identify any deviations in position, alignment or level and take measures to correct them promptly.

4 Recommend revised work procedures and practices to minimise deviations and to allow for different circumstances and conditions.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records of dimensional information for at least four of the following:

- lines
- levels
- angles
- distances
- curves
- position
- setting out points
- loads
- centres of gravity

2 Records of checks conducted compared to the quality standards provided for the project.

3 Records of deviation arising from at least one of the following and the actions taken to correct them:

- transfer of lines and levels
- use of incorrect lines and levels
- calculations
- given information

4 Records of recommendation made considering at least one of the following circumstances and conditions:

- environment
- unforeseen
- planned


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## UNIT VR 708 (F3DN 04) Maintain the Dimensional Accuracy of the Work

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Provide dimensional information

K1 How to provide, clear and accurate information on **dimensional controls**.
K2 How to ensure the dimensional information is sufficient.

Performance Criteria 2 — Observe and check dimensional information

K3 How to observe and check **dimensional controls**.
K4 How to record observed results.
K5 How to compare observed results against given quality standards.

Performance Criteria 3 — Identify deviations

K6 How to identify **deviations** in **dimensional controls**.
K7 How to correct deviations.

Performance Criteria 4 — Recommend revised work procedures and practices

K8 How to revise work procedures for **dimensional controls**.
K9 How to recommend revised procedures for different **circumstances and conditions**.
K10 Why you need to revise work procedures to minimise **deviations** in dimensional control.

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Circumstances and conditions**
Environmental.
Unforeseen.
Planned.

K2 **Deviations**
Arising from:
- transfer of lines and levels
- use of incorrect lines and levels
- calculations
- given information

K3 **Dimensional controls**
Lines.
Levels.
Angles.
Distances.
Curves.
Position.
Setting out points.
Loads.
Centres of gravity.


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## UNIT VR 708 (F3DN 04) Maintain the Dimensional Accuracy of the Work

| | | Performance Criteria | | | | Scope of Performance | | | |
|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
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## UNIT VR 708 (F3DN 04) Maintain the Dimensional Accuracy of the Work

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 |
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## UNIT VR 708 (F3DN 04) Maintain the Dimensional Accuracy of the Work

| | | Scope of Knowledge and Understanding | | |
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## UNIT VR 708 (F3DN 04) Maintain the Dimensional Accuracy of the Work

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 709 (F3DD 04) Control Work Against Agreed Quality Standards

**Unit Summary**

This Unit is about:

- implementing given quality assurance control procedures
- checking quality of work against agreed standards
- taking appropriate action to correct deficiencies


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# UNIT VR 709 (F3DD 04) Control Work Against Agreed Quality Standards

**Performance Criteria**

You must be able to:

1 Identify quality standards from available information and before work starts pass them to the people responsible for their implementation.

2 Clearly communicate the responsibilities which individuals have for maintaining quality standards.

3 Implement systems to inspect and control the quality of work and record the outcomes.

4 Check regularly that work conforms to the design requirements and the specified quality standards.

5 Identify work which fails the requirements and specified quality standards and ensure corrective action is taken.

6 Inform decision-makers regularly about significant variations in quality standards, programme and safety implications, and suggest improvements.

7 Identify improvements from feedback received and recommend them to people responsible.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records of information related to at least three of the following quality standards:

- statutory requirements
- project specifications
- British Standards
- International Standards
- Codes of Practice
- organisational standards
- trade advisory guidance and best practice
- benchmarks and key performance indicators

2 Records of information communicated to individuals showing clear areas of responsibility for maintaining quality standards for the work or task.

3 Details of at least six of the following systems employed to measure quality and record the outcome:

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


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## UNIT VR 709 (F3DD 04) Control Work Against Agreed Quality Standards

**Scope of Performance (cont)**

- dimension checks
- handover checks

4 Records of the regular checks undertaken to ensure the work conforms to the design requirements and the agreed quality standards.

5 Records of corrective action of faults found in at least one of the following:

- materials and components and their use
- methods of construction

6 Records of information passed to decision-makers detailing significant variations in quality standards, programme and safety implications with suggestions for improvements to ensure project requirements are met.

7 Records of feedback received and improvements identified.

Records of recommendations from feedback received made to at least two of the following people responsible:

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

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Identify quality standards

K1 How to identify **quality standards**.

K2 How ensure the **people responsible** receive appropriate information on **quality standards**.

K3 How to ensure the **people responsible** implement appropriate **quality standards** before they start work.

Performance Criteria 2 — Communicate responsibilities

K4 How to communicate individual responsibilities for maintaining **quality standards** clearly.

Performance Criteria 3 — Implement systems

K5 How to implement **systems** for controlling the quality of **work**.

K6 How to check the quality of **work** against the agreed **quality standards**.

K7 How to record findings from quality inspections.

K8 Why you need to implement a system to control and record the quality of **work**.

Performance Criteria 4 — Check conformity of work

K9 How to check that the **work** conforms to the design requirements and specified quality **standards**.


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# UNIT VR 709 (F3DD 04) Control Work Against Agreed Quality Standards

**Knowledge and Understanding relating to Performance Criteria (cont)**

Performance Criteria 5 — Identify failed work and take corrective action

K10 How to identify quality faults in **work**.

K11 How to ensure corrective action is taken when faults in **work** are identified.

Performance Criteria 6 — Inform decision-makers about significant variations

K12 How to regularly inform decision-makers about significant variation in **quality standards**.

K13 How to inform decision-makers about significant variations in programme and safety implications.

K14 How to suggest improvements to decision-makers.

Performance Criteria 7 — Identify improvements from feedback

K15 How to identify improvements in quality from feedback received.

K16 How to make recommendations for improvement in quality to the **people responsible**.

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **People responsible**
The client, customer or their representative.
Contractors.
Consultants.
Sub-contractors.
Suppliers.
Workforce.
Internal management.

K2 **Quality standards**
Statutory requirements.
Project specifications.
British Standards.
International Standards.
Codes of Practice.
Organisational standards.
Trade advisory guidance and best practice.
Benchmarks or key performance indicators.

K3 **Systems**
Visual inspections.
Checks with design requirements.
Checks with standard documentation.
Checks with manufacturer's documentation.


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## UNIT VR 709 (F3DD 04) Control Work Against Agreed Quality Standards

**Scope of Knowledge and Understanding (cont)**

Checks with delivery notes.
Sampling and mock-ups.
Testing.
Site inspection reports.
Contractor's reports.
Site meetings.
Dimensional checks.
Handover checks.

K4 **Work**

Materials and components and their use.
Methods of construction.


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## UNIT VR 709 (F3DD 04) Control Work Against Agreed Quality Standards

| | | Performance Criteria | | | | | | Scope of Performance | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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## UNIT VR 709 (F3DD 04) Control Work Against Agreed Quality Standards

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | | | | | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 |
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## UNIT VR 709 (F3DD 04) Control Work Against Agreed Quality Standards

| | | Scope of Knowledge and Understanding | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 |
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## UNIT VR 709 (F3DD 04) Control Work Against Agreed Quality Standards

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 710 (F3DB 04) Contribute to Controlling Work Quantities and Costs

**Unit Summary**

This Unit is about:

- implementing works quantities and cost control systems
- identifying opportunities and recommending ways to make cost savings
- investigating any variations and agreeing and implementing corrective action


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## UNIT VR 710 (F3DB 04) Contribute to Controlling Work Quantities and Costs

**Performance Criteria**

You must be able to:

1 Implement appropriate works quantities and cost control systems which are able to provide early warnings of problems.
2 Collect quantities and cost data regularly, record it and pass it on to the people who need it in time for them to be able to use it.
3 Identify opportunities for cost savings and recommend them to the people responsible.
4 Investigate any variations and agree and implement appropriate corrective action with the people responsible.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records of implementing at least one of the following works quantities and cost control systems:
   - ♦ contractual procedures and meetings
   - ♦ operational procedures and meetings
   - ♦ electronic recording

2 Records for at least three of the following quantities and cost data:
   - ♦ materials
   - ♦ plant
   - ♦ people
   - ♦ sub-contractors
   - ♦ day works
   - ♦ programme and schedule

3 Records of at least two of the following opportunities for cost savings:
   - ♦ waste reduction
   - ♦ resource management and logistics
   - ♦ applications of new technologies and materials
   - ♦ energy and utility management
   - ♦ recyclable and recoverable materials
   - ♦ alternative sources and types of materials
   - ♦ variations in quality
   - ♦ standardisation
   - ♦ revenue generation


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## UNIT VR 710 (F3DB 04) Contribute to Controlling Work Quantities and Costs

**Scope of Performance (cont)**

4 Records of investigations of variations and implementation of corrective action taken:

- restore progress in accordance with agreed programme
- agree new completion dates
- initiate contract claim
- secure additional resources
- alter planned work

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Implement works quantities and cost control systems

K1 How to implement **works quantities and cost control systems**.
K2 How to use the systems implemented to provide early warning of problems.

Performance Criteria 2 — Collect quantity and cost data

K3 How to collect and record **quantities and cost data**.
K4 How to pass **quantities and cost data** to people who need it in time to be able to use it.
K5 Why you need to collect and record **quantities and cost data**.

Performance Criteria 3 — Identify opportunities for cost savings

K6 How to identify **opportunities for cost saving**.
K7 How to recommend **opportunities for cost saving** and recommend them to **people responsible**.

Performance Criteria 4 — Investigate variations and implement corrective action

K8 How to investigate variations in works quantities and costs.
K9 How to agree and implement appropriate **corrective action** with the **people responsible**.


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# UNIT VR 710 (F3DB 04) Contribute to Controlling Work Quantities and Costs

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Corrective action**
Restore progress in accordance with agreed programme.
Agree new completion dates.
Initiate contract claim.
Secure additional resources.
Alter planned work.

K2 **Opportunities for cost saving**
Waste reduction.
Resource management and logistics.
Applications of new technologies and materials.
Energy and utility management.
Recyclable and recoverable materials.
Alternative sources and types of materials.
Variations in quality.
Standardisation.
Revenue generation.

K3 **People responsible**
The client, customer or their representative.
Contractors.
Consultants.
Sub-contractors.
Suppliers.
Workforce.
Internal management.

**Scope of Knowledge and Understanding (cont)**

K4 **Quantities and cost data**
Materials.
Plant.
People.
Sub-contractors.
Day works.
Programme and schedules.

K5 **Works quantities and cost control systems**
Contractual procedures and meetings.
Operational procedures and meetings.
Electronic recording.


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## UNIT VR 710 (F3DB 04) Contribute to Controlling Work Quantities and Costs

| | | Performance Criteria | | | | Scope of Performance | | | |
|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 1 | 2 | 2 | 4 |
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## UNIT VR 710 (F3DB 04) Contribute to Controlling Work Quantities and Costs

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 |
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## UNIT VR 710 (F3DB 04) Contribute to Controlling Work Quantities and Costs

| | | Scope of Knowledge and Understanding | | | | |
|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 |
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## UNIT VR 710 (F3DB 04) Contribute to Controlling Work Quantities and Costs

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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# UNIT VR 711 (F3DF 04) Co-ordinate Preparation for Site Operations

**Unit Summary**

This Unit is about:

- the pre-start inspection of the place of work
- the ongoing inspections during site set up
- the action required to ensure the site is suitable for work to take place


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## UNIT VR 711 (F3DF 04) Co-ordinate Preparation for Site Operations

**Performance Criteria**

You must be able to:

1 Identify and use relevant information which was used in the preparation of the project plan, clarify any information which is not clear and update it for production planning purposes.

2 Identify any factors which might affect the proposed works, describe and summarise them accurately and pass on the information to the people who may be affected.

3 Confirm access points for the site and works which are safe and include works traffic and pedestrian segregation and minimise disruption.

4 Confirm arrangements for adequate site safety, welfare and security before work starts, and whilst working on site.

5 Confirm the available resources.

6 Implement the site layout for operational purposes and pass on information about the plans to the people who will be working on the site.

7 Implement the storage and use of materials and components so that materials handling and movement is efficient and wastage is minimised.

8 Place and maintain notices which provide accurate information and which conform to statutory and site requirements.

9 Ensure notice has been given to all the people who will be affected, about when the work will start, how long it will take and when it will finish.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records showing consultation of at least four of the following sources of information:

- survey reports
- design documents
- contractual documents
- statutory consents
- contractor's pre-planning information
- health, safety and environmental plans
- risk assessments and/or method statements
- programmes
- records about the competence of people
- sub-contractor arrangements and attendance
- safe systems of work

2 Records showing the identification, consideration, summary and passage of information regarding at least three of the following factors:

- occupiers
- near neighbours
- public access
- site conditions
- environmental considerations
- vehicular access
- security and trespass
- public utilities
- heritage status


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## UNIT VR 711 (F3DF 04) Co-ordinate Preparation for Site Operations

**Scope of Performance (cont)**

3 Records of consultations regarding the site plan showing agreement and confirmation of safe access points that minimise disruption.

4 Records of checks conducted to confirm arrangements for site safety, welfare and security prior to work.

Records of checks conducted to confirm arrangements for site safety, welfare and security during work.

5 Records showing confirmation of at least four of the following:

- people
- plant, equipment or machinery
- materials and components
- sub-contractors
- information
- work area and facilities
- waste management
- utility providers

6 Records showing consideration of at least four of the following in the implementation of the site layout for operational purposes:

- storage
- temporary accommodation
- work areas
- plant
- temporary services
- access and egress
- security
- continuing use of occupiers

**Scope of Performance (cont)**

- waste management
- pollution control
- provision for pre-fabricated components and systems
- existing fabric

Records showing the passage of information about the plans to people who will be working on site.

7 Records of arrangements for the storage and use of materials and components to minimise handling, movement and wastage.

8 Records showing the accuracy and placement of notices.

Records showing the maintenance of notices.

9 Records of information provided to the people affected.


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## UNIT VR 711 (F3DF 04) Co-ordinate Preparation for Site Operations

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Information used in preparation

K1 How to identify relevant **information**.
K2 How to clarify **information** that is not clear.
K3 How to update **information** for production planning purposes.
K4 How to use relevant **information**.

Performance Criteria 2 — Factors that might affect the proposed works

K5 How to identify **factors** that might affect the proposed works.
K6 How to accurately describe and summarise **factors**.
K7 How to pass information regarding **factors** to people who may be affected.

Performance Criteria 3 — Confirm access points

K8 How to confirm access points in **site layout** for operational purposes and works.
K9 How to establish access points that are safe and cause minimum disruption.
K10 How to segregate works traffic and pedestrians.

**Knowledge and Understanding relating to Performance Criteria (cont)**

K11 Why you need to minimise disruption and segregate works traffic and pedestrians.

Performance Criteria 4 — Confirm adequate site safety

K12 How to confirm arrangements for site safety, welfare and security before work starts and whilst working on site.

Performance Criteria 5 — Confirm available resources

K13 How to confirm available **resources**.

Performance Criteria 6 — Implement the site layout

K14 How to implement the **site layout** for operational purposes.
K15 How to pass on **information** about the plans to the people who will be working on the site.

Performance Criteria 7 — Implement the storage and use of materials

K16 How to implement the storage of materials and components so that material handling and movement is efficient.
K17 How to implement the use of materials and components to minimise wastage.


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## UNIT VR 711 (F3DF 04) Co-ordinate Preparation for Site Operations

**Knowledge and Understanding relating to Performance Criteria (cont)**

Performance Criteria 8 — Place and maintain notices

K18 Where to place notices that provide accurate **information** for the work force.
K19 How to ensure notices conform to statutory and site requirements.
K20 How to maintain notices.

Performance Criteria 9 — Give notice to people affected by the work

K21 How to give adequate notice to all relevant people about when the work will start, how long it will take and when it will finish.
K22 How to communicate adequate notice to relevant people accordingly.

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Factors**
Occupiers.
Near neighbours.
Public access.
Site conditions.
Environmental considerations.
Vehicular access.
Security and trespass.
Public utilities.
Heritage status.

K2 **Information**
Survey reports.
Design documents.
Contractual documents.
Statutory consents.
Contractor's pre-planning information.
Health, safety and environmental plans.
Risk assessments and/or method statements.
Programmes.
Records on the competence of people.
Sub-contractor arrangements and attendance.
Safe systems of work.


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## UNIT VR 711 (F3DF 04) Co-ordinate Preparation for Site Operations

**Scope of Knowledge and Understanding (cont)**

K3 **Resources**
People.
Plant, equipment or machinery.
Materials and components.
Sub-contractors.
Information.
Work area and facilities.
Waste management.
Utility providers.

K4 **Site layout**
Storage.
Temporary accommodation.
Work areas.
Plant.
Temporary services.
Access and egress.
Security.
Continuing use by occupiers.
Waste management.
Pollution control.
Provision for pre-fabricated components and systems.
Existing fabric.


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## UNIT VR 711 (F3DF 04) Co-ordinate Preparation for Site Operations

| | | Performance Criteria | | | | | | | | | Scope of Performance | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
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## UNIT VR 711 (F3DF 04) Co-ordinate Preparation for Site Operations

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | | | | | | | | | | | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 | K18 | K19 | K20 | K21 | K22 |
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## UNIT VR 711 (F3DF 04) Co-ordinate Preparation for Site Operations

| | | Scope of Knowledge and Understanding | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 |
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## UNIT VR 711 (F3DF 04) Co-ordinate Preparation for Site Operations

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 712 (F3DP 04) Manage Own Professional Development

**Unit Summary**

This Unit is about:

- managing your own knowledge, understanding, skills, experience and time
- managing your own professional development in order to achieve your work objectives
- ensuring gaps in your own skills and knowledge are minimised to meet current and future requirements


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## UNIT VR 712 (F3DP 04) Manage Own Professional Development

**Performance Criteria**

You must be able to:

1 Evaluate the current and future requirements of your work role, taking account of your organisation's objectives.

2 Identify any development needs between the current and future requirements of your work role, and discuss them with the people responsible in order to assist in the completion of a development plan.

3 Undertake the activities, to meet current and future requirements, identified in your development plan, and evaluate their contribution to your performance.

4 Obtain and accept feedback from people who can judge your performance and provide objective, valid feedback.

5 Ensure that your performance consistently meets, or goes beyond, agreed requirements.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records of current and future requirements of your work role considered against your organisation's objectives.

2 Records of discussions with people responsible and identify any development needs.

Records of a completed development plan.

3 Records of activities undertaken.

Records of evaluation of activities undertaken.

4 Records of feedback on your performance.

5 Records of reviewing your development plan.


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## UNIT VR 712 (F3DP 04) Manage Own Professional Development

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Evaluate current and future requirements

K1 How to evaluate the **current and future requirements** of your work role.
K2 How to take account of your organisations objectives when **evaluating current and future requirements.**

Performance Criteria 2 — Identify development needs

K3 How to identify development needs between **current and future requirements**.
K4 How to discuss development needs with **people responsible** in order to complete a development plan.
K5 How to complete a development plan.

Performance Criteria 3 — Undertake development activities

K6 How to evaluate the contribution to your performance, of activities undertaken to meet **current and future requirements**.

**Knowledge and Understanding relating to Performance Criteria (cont)**

Performance Criteria 4 — Obtain feedback

K7 How to identify the **people responsible**, who are in a position to judge your performance and who can provide objective, valid **feedback** to you.
K8 How to accept and record valid, objective **feedback**.

Performance Criteria 5 — Ensure consistent performance

K9 How to agree the requirements of consistent performance with the **people responsible**.
K10 How to ensure your performance consistently meets, or goes beyond, **agreed requirements**.


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## UNIT VR 712 (F3DP 04) Manage Own Professional Development

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Agreed requirements**
On time.
Quality.
Quantity.

K2 **Current and future requirements**
New skills.
New soft skills.
New knowledge.
External information.
Internal information.
Specialist skills or knowledge.
Revision of existing skills or knowledge.

K3 **Feedback**
Formal appraisal.
Interim appraisal.
Verbal report.
Written report.
Reference.
Report.

**Scope of Knowledge and Understanding (cont)**

K4 **People responsible**
The client, customer or their representative.
Contractors.
Consultants.
Sub-contractors.
Suppliers.
Workforce.
Internal management.


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## UNIT VR 712 (F3DP 04) Manage Own Professional Development

| | | Performance Criteria | | | | | Scope of Performance | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
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## UNIT VR 712 (F3DP 04) Manage Own Professional Development

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 |
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## UNIT VR 712 (F3DP 04) Manage Own Professional Development

| | | Scope of Knowledge and Understanding | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 |
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## UNIT VR 712 (F3DP 04) Manage Own Professional Development

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 713 (F3D9 04) Allocate Work and Check People's Performance

**Unit Summary**

This Unit is about:

- ensuring that the work required is planned, and effectively allocated
- checking on the progress and quality of the work
- ensuring team members, the people you are responsible for, are meeting the required standard


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## UNIT VR 713 (F3D9 04) Allocate Work and Check People's Performance

**Performance Criteria**

You must be able to:

1 Confirm the programmes and schedules, identify priorities and critical activities, and plan how the work will be undertaken.
2 Allocate work to team members, taking account of their current circumstances, and brief them on the quality standards or level expected.
3 Monitor the progress and quality of the work and provide prompt and constructive feedback.
4 Motivate team members to complete the work they have been allocated and provide, where requested and possible, any additional support and/or resources.
5 Identify unacceptable or poor performance, discuss the cause(s) and agree ways of improving performance with team members.
6 Recognise successful completion of significant pieces of work, or work activities, by team/team members and advise responsible people.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records of priorities and critical activities identified in programmes and schedules, and a plan of how the work will be undertaken.
2 Records of the work allocated and briefings given to team members, taking account of the following current circumstances:
- skills
- knowledge
- experience
- workload

3 Records of progress checks undertaken.
Records of quality checks undertaken.
Records of feedback given to team members.
4 Records of requests for additional support and/or resources.
Records of feedback from team members.
5 Records of unacceptable or poor performance.
Records of agreed ways of improving performance.
6 Records of praise and recognition for success.
Records of advice on success given to responsible people.


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## UNIT VR 713 (F3D9 04) Allocate Work and Check People's Performance

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Confirm work required and plan

K1 How to confirm **programmes and schedules**.
K2 How to identify priorities and critical activities in **programmes and schedules**.
K3 How to plan how work will be undertaken.

Performance Criteria 2 — Allocate work

K4 How to allocate work fairly to team members.
K5 How to take account of team member's **current circumstances**.
K6 How to brief team members on the **quality standards** or level expected.

Performance Criteria 3 — Check progress and quality

K7 How to check the progress of work against **programmes and schedules**.
K8 How to check work against required **quality standards**.
K9 How to provide constructive **feedback**.

**Knowledge and Understanding relating to Performance Criteria (cont)**

Performance Criteria 4 — Motivate team members to complete work

K10 How to **motivate** team members.
K11 How to provide, where requested and available, additional support and/or **resources**.
K12 How to get feedback on additional support provided from team members.

Performance Criteria 5 — Identify unacceptable or poor performance

K13 How to identify unacceptable or poor performance.
K14 How to discuss the **causes of poor performance** with team members.
K15 How to agree ways of improving performance with team members.

Performance Criteria 6 — Recognise success

K16 How to recognise successful completion of significant pieces of work, or work activities.
K17 How to advise the **people responsible** of team/team member's successes.


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## UNIT VR 713 (F3D9 04) Allocate Work and Check People's Performance

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Causes of poor performance**
- External factors.
- Internal factors.
- Social factors.
- Personal circumstances.
- Skills and knowledge deficiencies.
- Lack of support.
- Lack of resources.

K2 **Current circumstances**
- Skills.
- Knowledge.
- Experience.
- Work load.

K3 **Feedback**
- Formal appraisal.
- Interim appraisal.
- Verbal report.
- Written report.
- Reference.
- Report.

**Scope of Knowledge and Understanding (cont)**

K4 **Motivate**
- Inspire.
- Stimulate.
- Prompt.
- Encourage.
- Induce.
- Cause.
- Provoke.

K5 **People responsible**
- The client, customer or their representative.
- Contractors.
- Consultants.
- Sub-contractors.
- Suppliers.
- Workforce.
- Internal management.

K6 **Programmes and schedules**
- Bar charts.
- Critical activities.
- Action lists.
- Method statements.


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## UNIT VR 713 (F3D9 04) Allocate Work and Check People's Performance

**Scope of Knowledge and Understanding (cont)**

K7 **Quality standards**
Statutory requirements.
Project specifications.
British Standards.
International Standards.
Codes of Practice.
Organisational standards.
Trade advisory guidance and best practice.
Benchmarks or key performance indicators.

K8 **Resources**
People.
Plant, equipment or machinery.
Materials and components.
Sub-contractors.
Information.
Work area and facilities.
Waste management.
Utility providers.


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## UNIT VR 713 (F3D9 04) Allocate Work and Check People's Performance

| | | Performance Criteria | | | | | | Scope of Performance | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 |
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## UNIT VR 713 (F3D9 04) Allocate Work and Check People's Performance

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | | | | | | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 |
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## UNIT VR 713 (F3D9 04) Allocate Work and Check People's Performance

| | | Scope of Knowledge and Understanding | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 |
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## UNIT VR 713 (F3D9 04) Allocate Work and Check People's Performance

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 714 (F3DH 04) Enable Learning Opportunities

**Unit Summary**

This Unit is about:

- identifying learning activities for the team
- encouraging the team, the people you are responsible for, to be accountable for their own learning
- providing opportunities to address learning needs


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## UNIT VR 714 (F3DH 04) Enable Learning Opportunities

**Performance Criteria**

You must be able to:

1 Promote the benefits of learning by giving fair, regular and useful feedback on work performance.
2 Work with the team to identify and prioritise learning needs and identify and obtain information on a range of possible learning activities.
3 Discuss development needs with team members.
4 Support team members in undertaking learning activities by making efforts to remove any obstacles to learning.
5 Evaluate the learning activity undertaken with team members to ensure the desired outcomes have been achieved.
6 Update development plans with team members.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records of feedback given, promoting the benefits of learning.
2 Records of learning needs identified, and information obtained, for at least two of the following learning activities:
- formal
- informal
- coached
- mentored
- vocationally qualifying
- continuous professional development
- professional membership

3 Development needs for team members comprising of the following:
- current skills and knowledge
- learning activities undertaken
- learning objectives to be achieved
- resource requirements for development
- timescales

4 Records of support provided to team members.
Records of identified obstacles to learning and actions taken to remove them.
5 Records of evaluations of the learning activity after completion by team members.
6 Records of development plans updated with team members.


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## UNIT VR 714 (F3DH 04) Enable Learning Opportunities

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Promote the benefits of learning

K1 How to promote the benefits of learning.
K2 How to give fair, regular and useful **feedback**.

Performance Criteria 2 — Identify learning needs

K3 How to work with your team to identify and prioritise learning needs.
K4 How to obtain information on ranges of **learning activities**.

Performance Criteria 3 — Development, learning plans and learning activities

K5 How to discuss and agree **development needs** with team members.

Performance Criteria 4 — Support team members

K6 How to support team members in undertaking **learning activities**.
K7 How to identify and remove obstacles to learning.

**Knowledge and Understanding relating to Performance Criteria (cont)**

Performance Criteria 5 — Evaluate the learning activities

K8 How to evaluate with team members **learning activities** undertaken.
K9 How to ensure desired outcomes from **learning activities** have been achieved.

Performance Criteria 6 — Update learning plans

K10 How to update team member's development needs.


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# UNIT VR 714 (F3DH 04) Enable Learning Opportunities

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Development needs**
Current skills and knowledge.
Learning activities undertaken.
Learning objectives to be achieved.
Resource requirements for development.
Timescales.

K2 **Feedback**
Formal appraisal.
Interim appraisal.
Verbal report.
Written report.
Reference.
Report.

K3 **Learning activities**
Formal.
Informal.
Coached.
Mentored.
Vocationally qualifying.
Continuous professional development.
Professional membership.


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## UNIT VR 714 (F3DH 04) Enable Learning Opportunities

| | | Performance Criteria | | | | | | Scope of Performance | | | | | |
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## UNIT VR 714 (F3DH 04) Enable Learning Opportunities

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | |
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## UNIT VR 714 (F3DH 04) Enable Learning Opportunities

| | | Scope of Knowledge and Understanding | | |
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## UNIT VR 714 (F3DH 04) Enable Learning Opportunities

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 715 (F3DC 04) Contribute to the Identification of a Work Team

**Unit Summary**

This Unit is about:

- identifying and evaluating capabilities of team members
- ensuring team members are equipped to meet programme requirements


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## UNIT VR 715 (F3DC 04) Contribute to the Identification of a Work Team

**Performance Criteria**

You must be able to:

1 Identify any significant factors which will affect the number, type and availability of people and services.

2 Evaluate and record the quality and potential reliability of people or services, and circulate the results to decision-makers.

3 Negotiate and agree proposals which are likely to produce an effective team.

4 Follow the rules and formalities for obtaining people and services.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records of at least three of the following significant factors:

- location
- cost
- time
- skills, experience and knowledge required and available
- training and development requirements
- current legislation

2 Records of evaluation for at least two of the following people or services:

- technical staff
- sub-contractors
- specialist services
- operatives

3 Records of negotiation of proposals for effective team membership. Records of agreed proposals.

4 Records of consideration for at least two of the following rules and formalities:

- contractual
- current legislation
- codes of practice
- organisational procedures
- certification of competence


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## UNIT VR 715 (F3DC 04) Contribute to the Identification of a Work Team

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Identify significant factors

K1 What are **significant factors** involved in the identification of work teams.
K2 How to identify **significant factors** which will affect numbers, types and availability of **people or services**.

Performance Criteria 2 — Evaluate and record quality and potential reliability

K3 How to evaluate and record the quality of **people or services**.
K4 How to evaluate and record the potential reliability of **people or services**.
K5 How to circulate results from evaluations of quality and potential reliability to decision-makers.

Performance Criteria 3 — Negotiate and agree proposals

K6 How to make proposals for team membership.
K7 How to negotiate to get appropriate **people or services** for your team.

Performance Criteria 4 — Follow rules and formalities

K8 How to work within the current **rules and formalities** governing the identification of teams.
K9 Why you need to work within the current **rules and formalities** for the identification of teams.

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **People or services**
Technical staff.
Sub-contractors.
Specialist services.
Operatives.
K2 **Rules and formalities**
Contractual.
Current legislation.
Codes of Practice.
Organisational procedures.
Certification of competence.
K3 **Significant factors**
Location.
Cost.
Time.
Skills, experience and knowledge required and available.
Training and development requirements.
Current legislation.


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## UNIT VR 715 (F3DC 04) Contribute to the Identification of a Work Team

| | | Performance Criteria | | | | Scope of Performance | | | |
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| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
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## UNIT VR 715 (F3DC 04) Contribute to the Identification of a Work Team

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 |
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## UNIT VR 715 (F3DC 04) Contribute to the Identification of a Work Team

| | | Scope of Knowledge and Understanding | | |
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## UNIT VR 715 (F3DC 04) Contribute to the Identification of a Work Team

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 716 (F3DS 04) Plan Highways Maintenance or Repair Activities

**Unit Summary**

This Unit is about:

- implementing highways maintenance or repair requirements
- prioritising maintenance or repair activities
- identifying and scheduling further maintenance and repair requirements with decision-makers


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## UNIT VR 716 (F3DS 04) Plan Highways Maintenance or Repair Activities

**Performance Criteria**

You must be able to:

1 Confirm the work requirements.
2 Identify and review influencing factors and guidance material about the work environment.
3 Prioritise maintenance activities by assessing and accounting for all the influencing factors.
4 Amend priorities to take account of changing circumstances whilst maintaining consistency with the influencing factors.
5 Prepare plans or schedules of maintenance activities and negotiate and agree them with decision-makers.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records of confirming 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:

*Maintenance:*

- scheduled and preventative
- unscheduled and corrective
- emergency

*Repair:*

- structure
- surface
- materials
- markings
- fittings
- power and light
- drainage
- telecommunications
- special services and equipment
- landscaping
- traffic controls
- fencing

*Highways:*

- dual carriageway
- single carriageway
- carriageway with footway
- motorway


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## UNIT VR 716 (F3DS 04) Plan Highways Maintenance or Repair Activities

**Scope of Performance (cont)**

- cycle way
- carriageway with hard shoulder

2 Records of consideration for at least three of the following influencing factors:

- organisational requirements
- contractual requirements
- statutory requirements
- resource allocation
- working requirements
- environmental considerations
- weather conditions

Records of consultation of at least two of the following guidance materials:

- owner's manuals
- log books
- maintenance schedules and manuals
- practice guides and specifications
- current legislation and official guidance

3 Records of prioritising activities with consideration for influencing factors.

4 Records of amended priorities, taking account of at least four of the following changing circumstances:

- susceptibility to damage
- safety requirements
- need to inhibit, and respond to deterioration
- compromised operational effectiveness
- weather conditions
- use or change of use

**Scope of Performance (cont)**

- current legislation
- resources
- security threats

5 Records of plans or schedules for at least three of the following maintenance activities:

- regular programmes
- tendered works
- responsive works
- cost estimated works
- winter maintenance
- traffic maintenance (signing, lighting and guarding)


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## UNIT VR 716 (F3DS 04) Plan Highways Maintenance or Repair Activities

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Confirm work requirements

K1 How to confirm work requirements for **highways** and its **maintenance** or **repair**.
K2 Who to consult to confirm work requirements.

Performance Criteria 2 — Identify and review influencing factors and guidance materials

K3 How to identify and review **influencing factors**.
K4 How to identify and review **guidance materials**.

Performance Criteria 3 — Prioritise maintenance activities

K5 How to assess and account for **influencing factors**.
K6 How to prioritise **maintenance activities**.

Performance Criteria 4 — Amend priorities for changing circumstances

K7 How to account for **changing circumstances**.
K8 How to amend priorities when reviewing **influencing factors**.

Performance Criteria 5 — Prepare plans or schedules

K9 How to prepare plans or schedules for **maintenance activities**.
K10 How to negotiate and agree plans and schedules with decision-makers.


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## UNIT VR 716 (F3DS 04) Plan Highways Maintenance or Repair Activities

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Changing circumstances**
Susceptibility to damage.
Safety requirements.
Need to inhibit and respond to deterioration.
Compromised operational effectiveness.
Weather conditions.
Use or change of use.
Current legislation.
Resources.
Security threats.

K2 **Guidance materials**
Owner's manuals.
Log books.
Maintenance schedules and manuals.
Practice guides and specifications.
Current legislation and official guidance.

K3 **Highways**
Dual carriageway.
Single carriageway.
Carriageway with footway.
Motorway.
Cycle way.
Carriageway with hard shoulder.

**Scope of Knowledge and Understanding (cont)**

K4 **Influencing factors**
Organisational requirements.
Contractual requirements.
Statutory requirements.
Resource allocation.
Working requirements.
Environmental considerations.
Weather conditions.

K5 **Maintenance**
Scheduled and preventative.
Unscheduled and corrective.
Emergency.

K6 **Maintenance activities**
Regular programmes.
Tendered works.
Responsive works.
Cost estimated works.
Winter maintenance.
Traffic maintenance (signing, lighting and guarding).

K7 **Repair**
Structure.
Surface.
Materials.
Markings.
Fittings.


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## UNIT VR 716 (F3DS 04) Plan Highways Maintenance or Repair Activities

**Scope of Knowledge and Understanding (cont)**

Power and light.
Drainage.
Telecommunications.
Special services and equipment.
Landscaping
Traffic controls.
Fencing.


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## UNIT VR 716 (F3DS 04) Plan Highways Maintenance or Repair Activities

| | | Performance Criteria | | | | | Scope of Performance | | | | |
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| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
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## UNIT VR 716 (F3DS 04) Plan Highways Maintenance or Repair Activities

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 |
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## UNIT VR 716 (F3DS 04) Plan Highways Maintenance or Repair Activities

| | | Scope of Knowledge and Understanding | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 |
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## UNIT VR 716 (F3DS 04) Plan Highways Maintenance or Repair Activities

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 717 (F3DY 04) Supervise Highways Maintenance or Repair Activities

**Unit Summary**

This Unit is about:

- monitoring highways maintenance or repair activities by pre-work and progress checks
- controlling necessary resources
- identifying problems and implementing corrective action


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## UNIT VR 717 (F3DY 04) Supervise Highways Maintenance or Repair Activities

**Performance Criteria**

You must be able to:

1 Carry out programmed maintenance or repair which will minimise disruption and maintain optimum performance.
2 Observe current legislation and official guidance appropriate to the work environment.
3 Identify and assess faults and problems, and recommend and implement corrective action which conforms to safe working methods and practices.
4 Update maintenance recording systems, implement them and monitor their use.
5 Conduct pre-work checks to meet statutory requirements and maintain performance using safe working methods and practices.
6 Keep accurate records of work progress checks, faults, problems, corrective action and quantities involved.
7 Identify, assess and maintain the necessary resources for maintenance activities.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records of programmes 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:

*Maintenance:*

- scheduled and preventative
- unscheduled and corrective
- emergency

*Repair:*

- structure
- surface
- materials
- markings
- fittings
- power and light
- drainage
- telecommunications
- special services and equipment
- landscaping
- traffic controls
- fencing

*Highways:*

- dual carriageway
- single carriageway
- carriageway with footway


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## UNIT VR 717 (F3DY 04) Supervise Highways Maintenance or Repair Activities

**Scope of Performance (cont)**

- motorway
- cycle way
- carriageway with hard shoulder

2 Protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following:

- methods of work
- risk assessment
- safe use and storage of tools and materials
- traffic management
- emergency plans

3 Records of dealing with at least three of the following faults and problems:

- limitations of design choices
- manufacturing and construction errors
- installation errors
- incorrect use
- incorrect maintenance

4 Records of updating maintenance recording systems for at least one of the following maintenance activities:

- regular programmes
- tendered works
- responsive works
- winter maintenance
- traffic maintenance (signing, lighting, guarding)
- lump sum or fixed price

**Scope of Performance (cont)**

5 Records of inspections for at least one of the following:

- condition
- performance
- health and safety

6 Records of work progress checks detailing faults, problems and corrective action taken.

7 Records of the acquisition and maintenance for at least two of the following resources for at least two of the following activities:

*Resources*

- people
- plant, equipment or machinery
- materials and components
- sub-contractors
- information
- work and facilities
- waste management
- utility providers

*Maintenance activities*

- regular programmes
- tendered works
- responsive works
- winter maintenance
- traffic management (signing, lighting, guarding)
- lump sum or fixed price


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## UNIT VR 717 (F3DY 04) Supervise Highways Maintenance or Repair Activities

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Carry out maintenance or repair

K1 How to carry out programmed **maintenance** or **repair**.
K2 How to minimise disruption to the works during **maintenance** or **repair** activities on **highways**.
K3 How to minimise disruption to the general public during **maintenance** or **repair** activities on **highways**.
K4 How to apply methods that will optimise performance during **maintenance** or **repair** of **highways**.

Performance Criteria 2 — Observe legislation and guidance

K5 What current legislation and official guidance applies directly to **maintenance** or **repair** activities on **highways**.

Performance Criteria 3 — Identify and assess faults and problems

K6 Common **faults** and **problems** with **highways**.
K7 How to assess **faults and problems** with **highways**.
K8 How to make recommendations and implement **corrective action** for **faults and problems** with **highways**.
K9 How to conform to safe working methods and practices when implementing **corrective action** for **faults and problems** with **highways**.

**Knowledge and Understanding relating to Performance Criteria (cont)**

Performance Criteria 4 — Update maintenance record systems

K10 Types of **maintenance** record systems.
K11 How to update **maintenance** record systems.
K12 Why **maintenance** records need to be updated.

Performance Criteria 5 — Conduct inspections

K13 How to conduct pre-work **checks** in order to meet **statutory requirements**.
K14 How to ensure performance is maintained and safe working practices are used while conducting inspections.

Performance Criteria 6 — Keep accurate records

K15 How to keep accurate records of work progress **checks** including **faults and problems**, **corrective action** and quantities.

Performance Criteria 7 — Identify, assess and maintain resources

K16 How to identify the necessary **resources** for **repair** or **maintenance activities**.
K17 How to assess the quality of **resources** for **repair** or **maintenance activities**.
K18 How to maintain the necessary **resources** for **repair** or **maintenance activities**.


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## UNIT VR 717 (F3DY 04) Supervise Highways Maintenance or Repair Activities

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Checks**
Condition.
Performance.
Health and safety.

K2 **Corrective action**
Reconfigure.
Repair.
Replacement.
Cleaning.
Redecorating.
Improvement.
Refurbishment.

K3 **Faults and problems**
Limitations of design choices.
Manufacturing and construction errors.
Installation errors.
Incorrect use.
Incorrect maintenance.

K4 **Highways**
Dual carriageway.
Single carriageway.
Carriageway with footway.
Motorway.
Cycle way.
Carriageway with hard shoulder.

**Scope of Knowledge and Understanding (cont)**

K5 **Maintenance**
Scheduled and preventative.
Unscheduled and corrective.
Emergency.

K6 **Maintenance activities**
Regular programmes.
Tendered work.
Responsive works.
Winter maintenance.
Traffic management (signing, lighting and guarding).
Lump sum or fixed price.

K7 **Repair**
Structure.
Surface.
Material.
Markings.
Fittings.
Power and light.
Drainage.
Telecommunications.
Special services and equipment.
Landscaping.
Traffic control.
Fencing.


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## UNIT VR 717 (F3DY 04) Supervise Highways Maintenance or Repair Activities

**Scope of Knowledge and Understanding (cont)**

K8 **Resources**
People.
Plant, equipment or machinery.
Materials and components.
Sub-contractors.
Information.
Work area and facilities.
Waste management.
Utility providers.

K9 **Statutory requirements**
Test.
Examination.
Inspection.
Certification.


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## UNIT VR 717 (F3DY 04) Supervise Highways Maintenance or Repair Activities

| | | Performance Criteria | | | | | | | Scope of Performance | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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## UNIT VR 717 (F3DY 04) Supervise Highways Maintenance or Repair Activities

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 | K18 |
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## UNIT VR 717 (F3DY 04) Supervise Highways Maintenance or Repair Activities

| | | Scope of Knowledge and Understanding | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 |
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## UNIT VR 717 (F3DY 04) Supervise Highways Maintenance or Repair Activities

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 718 (F3DJ 04) Hand Over Property

**Unit Summary**

This Unit is about:

- confirming the property meets the agreed specifications
- ensuring a property is ready to be handed over
- providing the recipient with appropriate information


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## UNIT VR 718 (F3DJ 04) Hand Over Property

**Performance Criteria**

You must be able to:

1 Negotiate and confirm procedures and time for handing over the property.
2 Analyse completed work against property specifications, identify and record any discrepancies.
3 Take appropriate action to resolve any problems that emerge from an inspection of the property.
4 Ensure the property is clean and tidy and all redundant materials are removed.
5 Observe current legislation and official guidance appropriate to the work environment.
6 Provide the recipient with all relevant documents, materials, information and keys or access media.
7 Advise the recipient of the procedure for contacting the appropriate people in the event of any problems.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records of consultation with the people responsible for the implementation, time of the hand over and confirmation of the procedures to be followed.
2 Records of identified specification checks showing any identified discrepancies.
3 Records of inspections conducted showing action taken to resolve any problems.
4 Records of preparation activities undertaken prior to the hand over.
5 Protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following:
   - methods of work
   - risk assessment
   - safe use and storage of tools
   - safe use and storage of materials
   - traffic management
   - emergency plans
6 Records of the details about the property provided to the recipient.
7 Records of the information provided for the recipient in the event of problems arising after the hand over.


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## UNIT VR 718 (F3DJ 04) Hand Over Property

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Confirm procedures

K1 How to negotiate and confirm hand over procedures with the **people responsible**.
K2 How to negotiate and agree hand over times.
K3 Why you need to follow agreed handover procedures.

Performance Criteria 2 — Analyse property specifications

K4 How to analyse property specifications in order to compare details with **completed tasks**.
K5 How to check the property against the property specification and record results.
K6 How to identify **discrepancies** between property specifications and **completed tasks**.

Performance Criteria 3 — Resolve problems

K7 How to inspect the property and record results.
K8 How to take appropriate action to resolve **problems** identified during inspection of the property.

**Knowledge and Understanding relating to Performance Criteria (cont)**

Performance Criteria 4 — Ensure property is clean and tidy

K9 How to ensure the property is clean and tidy and **problems** are resolved before handover.
K10 How to ensure all redundant materials are removed.

Performance Criteria 5 — Observe legislation and guidance

K11 What current **legislation and official guidance** applies directly to the handover of property.

Performance Criteria 6 — Provide information

K12 How to ensure **relevant information** is available for **recipient**.
K13 How to provide **relevant information** to the **recipient**.

Performance Criteria 7 — Advise the recipient

K14 How to provide the **recipient** with details of the appropriate people to contact in the event of any problems.


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## UNIT VR 718 (F3DJ 04) Hand Over Property

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Completed tasks**
Demolition.
Building.
Refurbishment.
Conservation.
Repair.
Maintenance.

K2 **Discrepancies**
Dimensions.
Finishings.
Fittings and services.
Quality.
Quantity.
Structure.

K3 **Problems**
Cleanliness.
Damage.
Removal of redundant materials.
Dimensions.
Finishings.
Fittings and services.
Quality.
Quantity.

**Scope of Knowledge and Understanding (cont)**

Structure.
Health and safety issues.
Access and egress.

K4 **Legislation and official guidance**
Warrantees.
Certificates.
Guarantees.
Organisational procedures.

K5 **People responsible**
The client, the customer or their representative.
Contractors.
Consultants
Sub-contractors.
Suppliers.
Workforce.
Internal management.

K6 **Recipient**
The client, customer or their representative.
Internal representative.
New owner.
Existing owner.
Main contractor.
Sub-contractors.
Third parties.
Local authority.


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## UNIT VR 718 (F3DJ 04) Hand Over Property

**Scope of Knowledge and Understanding (cont)**

K7 **Relevant information**
Utility meter(s) location.
Communication systems.
Appliance operation details.
Access and egress systems.
Security.
Arrangements for refuse collection.
Local amenities.
Danger zones.


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## UNIT VR 718 (F3DJ 04) Hand Over Property

| | | Performance Criteria | | | | | | | Scope of Performance | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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## UNIT VR 718 (F3DJ 04) Hand Over Property

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 |
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## UNIT VR 718 (F3DJ 04) Hand Over Property

| | | Scope of Knowledge and Understanding | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 |
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## UNIT VR 718 (F3DJ 04) Hand Over Property

| Notes/Comments |
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| |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 719 (F3DW 04) Provide Customer Service in Construction

**Unit Summary**

This Unit is about:

- contributing to customer service systems
- delivering reliable customer service
- monitoring customer service


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# UNIT VR 719 (F3DW 04) Provide Customer Service in Construction

**Performance Criteria**

You must be able to:

1 Identify and use current legislation and official guidance to implement systems or procedures that will deliver and improve customer service.
2 Prepare to deal with customers in order to give consistent and reliable service.
3 Work with others to resolve customer problems, communicate with customers and check that they are satisfied with the actions taken.
4 Solve problems within existing systems or procedures that may affect customers before the customer becomes aware of them.
5 Confirm that the service given meets the customer's needs and expectations.
6 Inform the people responsible about changes to customer service systems or procedures that will reduce the chance of problems being repeated.
7 Share information with people responsible to maintain and improve standards of service delivery.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records of implementation for at least four of the following systems or procedures that will deliver and improve customer service:
- ♦ current legislation
- ♦ official guidance
- ♦ organisational procedures
- ♦ specifications
- ♦ drawing
- ♦ instructions and variations
- ♦ feedback processes

2 Records of consistent customer service.
Records of reliable service that promotes customers' confidence.
3 Records of customer problems resolved using at least two of the following forms of communication:
- ♦ electronic
- ♦ verbal
- ♦ written
- ♦ via a second person
- ♦ feedback documents
- ♦ group meetings

Records of checks to ensure that the customer is satisfied with at least two of following actions taken:
- ♦ corrective
- ♦ referral
- ♦ investigative
- ♦ reactive
- ♦ proactive


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## UNIT VR 719 (F3DW 04) Provide Customer Service in Construction

**Scope of Performance (cont)**

4 Records of how problems would be dealt with within existing customer service systems or procedures.
5 Records showing that the service given has met the customer's needs and expectations.
6 Records of changes to systems or procedures that will reduce the chance of problems being repeated, passed to at least two of the following people responsible:
- the client, the customer or their representative
- contractors
- consultants
- sub-contractors
- suppliers
- workforce
- internal management

7 Records of information that will maintain and improve standards of service delivery shared with people responsible.

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Identify and use legislation and guidance

K1 How to identify current legislation and official guidance relevant to customer service.
K2 How to use identified information to implement **systems or procedures** for customer service.
K3 How to deliver and improve customer service.

Performance Criteria 2 — Prepare to deal with customers

K4 How to give consistent customer service.
K5 How to use **systems or procedures** to give reliable customer service.

Performance Criteria 3 — Work with others to resolve customer problems

K6 How to work with others to resolve customer service problems.
K7 How to **communicate with customers**.
K8 How to check that the customer is satisfied with the **action taken**.

Performance Criteria 4 — Solve problems within systems and procedures

K9 How to identify problems within existing **systems or procedures** that may affect customers.
K10 How to ensure problems in **systems or procedures** are solved before the customer becomes aware of them.


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## UNIT VR 719 (F3DW 04) Provide Customer Service in Construction

**Knowledge and Understanding relating to Performance Criteria (cont)**

Performance Criteria 5 — Confirm the service meets customer needs

K11 How to **communicate with customers** to confirm that the service given meets the customer's needs and expectations.

Performance Criteria 6 — Inform people of changes

K12 How to identify repeat problems in customer service.
K13 How to change customer service **systems or procedures** to reduce the chance of problems being repeated.
K14 How to inform the **people responsible** about changes to customer service.

Performance Criteria 7 — Share information

K15 How to maintain standards of service delivery.
K16 How to improve standards of service delivery.
K17 How to share information with **people responsible** in order to maintain and improve standards of service delivery.

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Action taken**
Corrective.
Referral.
Investigative.
Reactive.
Proactive.

K2 **Communicate with customers**
Electronic.
Verbal.
Written.
Via a second person.
Feedback documents.
Group meetings.

K3 **People responsible**
The client, customer or their representative.
Contractors.
Consultants.
Sub-contractors.
Suppliers.
Workforce.
Internal management.

K4 **System or procedures**
Current legislation.
Official guidance.
Organisational procedures.
Specifications.
Drawing.
Instructions and variations.
Feedback processes.


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## UNIT VR 719 (F3DW 04) Provide Customer Service in Construction

| | | Performance Criteria | | | | | | Scope of Performance | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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## UNIT VR 719 (F3DW 04) Provide Customer Service in Construction

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 | K17 |
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## UNIT VR 719 (F3DW 04) Provide Customer Service in Construction

| | | Scope of Knowledge and Understanding | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 |
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## UNIT VR 719 (F3DW 04) Provide Customer Service in Construction

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 720 (F3DT 04) Plan Historical Conservation/Restoration Activities

**Unit Summary**

This Unit is about:

- implementing historical conservation/restoration requirements
- prioritising historical conservation/restoration activities
- identifying and scheduling further historical conservation/restoration requirements with decision-makers


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## UNIT VR 720 (F3DT 04) Plan Historical Conservation/Restoration Activities

**Performance Criteria**

You must be able to:

1 Confirm the work requirements against the information supplied.
2 Identify and review influencing factors and guidance material about the work environment.
3 Prioritise activities by assessing and accounting for all the influencing factors.
4 Amend priorities to take account of changing circumstances whilst maintaining consistency with the influencing factors.
5 Prepare plans or schedules and negotiate and agree them with decision-makers.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records of confirming at least two of the following historical conservation/restoration activities against at least five of the following information sources:

*Activity:*

- roofing
- lead work
- bricklaying and craft masonry
- earth walling
- stonemasonry
- decoration
- plastering
- wall and floor tiling
- carpentry and joinery
- specialist heritage activities

*Information sources:*

- survey reports
- drawings, schedules and specifications
- contractual
- statutory consents
- risk assessments and method statements
- programmes
- records about the competence of people
- sub-contractor arrangements
- health, safety and environmental plan
- archaeological watching brief


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## UNIT VR 720 (F3DT 04) Plan Historical Conservation/Restoration Activities

**Scope of Performance (cont)**

- material suppliers
- historical conservation plans

2 Records of consideration for at least three of the following influencing factors:

- organisational requirements
- contractual requirements
- statutory requirements
- resource allocation
- working requirements
- environmental considerations
- weather conditions

Records of consultation of at least two of the following guidance materials:

- owner's manuals
- log books
- maintenance schedules and manuals
- practice guides and specifications
- current legislation and official guidance

3 Records of prioritising activities with consideration for influencing factors.

4 Records of amended priorities taking account of at least four of the following changing circumstances:

- susceptibility to damage
- safety requirements
- need to inhibit and respond to deterioration
- compromised operational effectiveness
- weather conditions
- use or change of use

**Scope of Performance (cont)**

- meeting current legislation
- resources
- security threats

5 Records of plans or schedules for at least three of the following historical conservation/restoration activities:

- roofing
- lead work
- bricklaying and craft masonry
- earth walling
- stonemasonry
- decoration
- plastering
- wall and floor tiling
- carpentry and joinery
- specialist heritage activities


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## UNIT VR 720 (F3DT 04) Plan Historical Conservation/Restoration Activities

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Confirm work requirements

K1 How to confirm work requirements for historical conservation/restoration **activities** against **information sources**.

K2 Who to consult to confirm work requirements.

Performance Criteria 2 — Identify and review influencing factors and guidance materials

K3 How to identify and review **influencing factors**.

K4 How to identify and review **guidance materials**.

K5 Why you need to review **influencing factors** against **guidance materials.**

Performance Criteria 3 — Prioritise activities

K6 How to assess and account for **influencing factors**.

K7 How to prioritise historical conservation/restoration **activities**.

K8 Why you need to prioritise historical conservation/restoration **activities**.

Performance Criteria 4 — Amend priorities

K9 How to take account of **changing circumstances**.

K10 How to amend priorities when reviewing influencing factors.

**Knowledge and Understanding relating to Performance Criteria (cont)**

Performance Criteria 5 — Prepare plans and schedules

K11 How to prepare plans and schedules for **historical conservation/restoration activities**.

K12 How to negotiate and agree plans and schedules with decision-makers.


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# UNIT VR 720 (F3DT 04) Plan Historical Conservation/Restoration Activities

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the following occupational area:

K1 **Activities**
Roofing.
Lead work.
Bricklaying and craft masonry.
Earth walling.
Stonemasonry.
Decoration.
Plastering.
Wall and floor tiling.
Carpentry and joinery.
Specialist heritage activities.

K2 **Changing circumstances**
Susceptibility to damage.
Safety requirements.
Need to inhibit, and respond to deterioration.
Compromised operational effectiveness.
Weather conditions.
Use or change of use.
Meeting current legislation.
Resources.

K3 **Guidance materials**
Owner's manuals.
Log books.
Maintenance schedules and manuals.
Practice guides and specifications.
Current legislation and official guidance.

**Scope of Knowledge and Understanding (cont)**

K4 **Influencing factors**
Organisational requirements.
Contractual requirements.
Statutory requirements.
Resource allocation.
Working requirements.
Environmental considerations.
Weather conditions.

K5 **Information sources**
Survey reports.
Drawing, schedules and specifications.
Contractual.
Statutory consents.
Risk assessments and method statements.
Programmes.
Records about the competence of people.
Sub-contractor arrangements.
Health, safety and environmental plan.
Archaeological watching brief.
Material suppliers.
Historical conservation/restoration plans.


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## UNIT VR 720 (F3DT 04) Plan Historical Conservation/Restoration Activities

| | | Performance Criteria | | | | | Scope of Performance | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
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## UNIT VR 720 (F3DT 04) Plan Historical Conservation/Restoration Activities

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 |
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## UNIT VR 720 (F3DT 04) Plan Historical Conservation/Restoration Activities

| | | Scope of Knowledge and Understanding | | | | |
|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 |
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## UNIT VR 720 (F3DT 04) Plan Historical Conservation/Restoration Activities

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 721 (F3E0 04) Supervise Historical Conservation/Restoration Activities

**Unit Summary**

This Unit is about:

- monitoring historical conservation/restoration activities by pre-work and progress checks
- controlling necessary resources
- identifying problems and implementing corrective action


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## UNIT VR 721 (F3E0 04) Supervise Historical Conservation/Restoration Activities

**Performance Criteria**

You must be able to:

1 Carry out supervision activities which will minimise disruption and maintain optimum performance.

2 Observe current legislation and official guidance appropriate to the work environment.

3 Identify and assess defects and problems, and recommend and implement corrective action which conforms to safe working methods and practices.

4 Keep accurate records of work progress checks, defects, problems, corrective action and quantities involved.

5 Identify, assess and maintain the necessary resources for historical conservation/restoration activities.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records of programmes for at least two of the following historical conservation/restoration activities:
- roofing
- lead work
- bricklaying and craft masonry
- earth walling
- stonemasonry
- decoration
- plastering
- wall and floor tiling
- carpentry and joinery
- specialist heritage activities

2 Protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following:
- methods of work
- risk assessment
- safe use and storage of tools
- safe use and storage of materials
- traffic management
- emergency plans

3 Records of dealing with at least three of the following historical conservation/restoration defects and problems:
- limitations of design choices
- construction errors
- identification of further utilities


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## UNIT VR 721 (F3E0 04) Supervise Historical Conservation/Restoration Activities

**Scope of Performance (cont)**

- heritage concerns
- environmental concerns
- incorrect maintenance
- identification of hazardous materials
- breaches of security

4 Records of work progress checks detailing defects, problems, corrective actions taken and quantities involved.

5 Records of the acquisition and maintenance for at least four of the following resources for at least three of the following historical conservation/restoration activities:

*Resources:*

- people
- plant, equipment or machinery
- materials and components
- sub-contractors
- information
- work and facilities
- waste management
- utility providers

*Historical conservation/restoration activities:*

- roofing
- lead work
- bricklaying and craft masonry
- earth walling
- stonemasonry
- decoration

**Scope of Performance (cont)**

- plastering
- wall and floor tiling
- carpentry and joinery
- specialist heritage and historical conservation/restoration activities


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## UNIT VR 721 (F3E0 04) Supervise Historical Conservation/Restoration Activities

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Supervise activities

K1 How to supervise programmed historical conservation/restoration **activities**.
K2 How to minimise disruption to other works during historical conservation/restoration **activities**.
K3 How to minimise disruption to **people** during historical conservation/restoration **activities**.
K4 How to apply methods that will optimise performance during historical conservation/restoration.

Performance Criteria 2 — Observe legislation and guidelines

K5 What current legislation and official guidance applies directly to historical conservation/restoration **activities**.

Performance Criteria 3 — Identify and assess defects and problems

K6 Common historical conservation/ restoration **defects and problems**.
K7 How to assess historical conservation/ restoration **defects and problems.**
K8 How to make recommendations and implement historical conservation/ restoration corre**ctive action** for **defects and problems**.

**Knowledge and Understanding relating to Performance Criteria (cont)**

Performance Criteria 4 — Keep accurate records

K9 How to keep accurate records of work progress by conducting checks for **defects and problems, corrective action** taken and quantities of **resources** used.
K10 Why accurate records are needed.

Performance Criteria 5 — Identify, assess and maintain resources

K11 How to identify the necessary **resources** for historical conservation/restoration **activities**.
K12 How to assess the quality of **resources** for historical conservation/restoration **activities**.
K13 How to maintain the necessary resources for historical conservation/restoration activities.


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## UNIT VR 721 (F3E0 04) Supervise Historical Conservation/Restoration Activities

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Activities**
Roofing.
Lead work.
Bricklaying and craft masonry.
Earth walling.
Stonemasonry.
Decoration.
Plastering.
Wall and floor tiling.
Carpentry and joinery.
Specialist heritage activities.

K2 **Corrective action**
Redesign.
Reconfigure.
Restrict.
Replicate.
Repair.
Replace.
Clean.

K3 **Defects and problems**
Limitations of design choices.
Construction errors.
Identification of further utilities.
Heritage concerns.
Environmental concerns.
Incorrect maintenance.
Identification of hazardous materials.
Breaches of security.

**Scope of Knowledge and Understanding (cont)**

K4 **People**
Workforce.
Other personnel on site.
Members of the public.
Occupiers.
Site visitors.
People affected by on-site operations.

K5 **Resources**
People.
Plant, equipment or machinery.
Materials and components.
Sub-contractors.
Information.
Work area and facilities.
Waste management.
Utility providers.


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## UNIT VR 721 (F3E0 04) Supervise Historical Conservation/Restoration Activities

| | | Performance Criteria | | | | | Scope of Performance | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
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## UNIT VR 721 (F3E0 04) Supervise Historical Conservation/Restoration Activities

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 |
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## UNIT VR 721 (F3E0 04) Supervise Historical Conservation/Restoration Activities

| | | Scope of Knowledge and Understanding | | | | |
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| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 |
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## UNIT VR 721 (F3E0 04) Supervise Historical Conservation/Restoration Activities

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 722 (F3DR 04) Plan Demolition Activities

**Unit Summary**

This Unit is about:

- implementing demolition requirements
- prioritising demolition activities
- identifying and scheduling further demolition requirements with decision-makers


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# UNIT VR 722 (F3DR 04) Plan Demolition Activities

**Performance Criteria**

You must be able to:

1 Confirm the work requirements against the information supplied.
2 Identify and review influencing factors and guidance material about the work environment.
3 Prioritise activities by assessing and accounting for all the influencing factors.
4 Amend priorities to take account of changing circumstances whilst maintaining consistency with the influencing factors.
5 Prepare plans or schedules and negotiate and agree them with decision makers.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records of confirming at least two of the following demolition activities against at least five of the following information sources:
*Demolition activity:*
- soft strip
- mechanical demolition
- remote mechanical demolition
- explosive demolition
- selective demolition

*Information sources:*
- survey reports
- design
- contractual
- statutory consents
- risk assessments and method statements
- programmes
- records about the competence of people
- sub-contractor arrangements
- health, safety and environmental plan
- type 3 asbestos survey
- service disconnection certificates
- utilities survey report

2 Records of consideration for at least three of the following influencing factors:
- organisational requirements
- contractual requirements
- statutory requirements


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## UNIT VR 722 (F3DR 04) Plan Demolition Activities

**Scope of Performance (cont)**

- resource allocation
- working requirements
- environmental considerations
- weather conditions

Records of consultation of at least two of the following guidance materials:

- owner's manuals
- log books
- maintenance schedules and manuals
- practice guides and specifications
- current legislation and official guidance

3 Records of prioritising activities with consideration for influencing factors.

4 Records of amended priorities taking account of at least four of the following changing circumstances:

- susceptibility to damage
- safety requirements
- need to inhibit and respond to deterioration
- compromised operational effectiveness
- weather conditions
- use or change of use
- meeting current legislation
- resources
- security threats

**Scope of Performance (cont)**

5 Records of plans or schedules for at least three of the following demolition activities:

- soft strip
- mechanical demolition
- remote mechanical demolition
- explosive demolition
- selective demolition


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# UNIT VR 722 (F3DR 04) Plan Demolition Activities

**Knowledge and Understanding relating to Performance Criteria** .

You must know and understand:

Performance Criteria 1 — Confirm work requirements

K1 How to confirm work requirements for demolition **activities** against **information sources**.
K2 Who to consult to confirm work requirements.

Performance Criteria 2 — Identify and review factors and guidance materials

K3 How to identify and review **influencing factors**.
K4 How to identify and review **guidance material**.
K5 Why you need to review **influencing factors** against **guidance material**.

Performance Criteria 3 — Prioritise activities

K6 How to assess and account for **influencing factors**.
K7 How to prioritise demolition **activities**.
K8 Why you need to prioritise demolition **activities**.

Performance Criteria 4 — Amend priorities

K9 How to take account of **changing circumstances**.
K10 How to amend priorities when reviewing **influencing factors**.

Performance Criteria 5 — Prepare plans and schedules

K11 How to prepare plans and schedules for demolition **activities**.
K12 How to negotiate and agree plans and schedules with decision-makers.


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# UNIT VR 722 (F3DR 04) Plan Demolition Activities

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Activities**
Soft strip.
Mechanical demolition.
Remote mechanical demolition.
Explosive demolition.
Selective demolition.

K2 **Changing circumstances**
Susceptibility to damage.
Safety requirements.
Need to inhibit and respond to deterioration.
Compromised operational effectiveness.
Weather conditions.
Use or change of use.
Meeting current legislation.
Resources.
Security threats.

K3 **Influencing factors**
Organisational requirements.
Contractual requirements.
Statutory requirements.
Resource allocation.
Working requirements.
Environmental considerations.
Weather conditions.

**Scope of Knowledge and Understanding (cont)**

K4 **Information sources**
Survey reports.
Design.
Contractual.
Statutory consents.
Risk assessments and method statements.
Programmes.
Records about the competence of people.
Sub-contractor arrangements.
Health, safety and environmental plan.
Type 3 asbestos survey.
Service disconnection certificates.
Utilities survey report.

K5 **Guidance materials**
Owner's manuals.
Log books.
Maintenance schedules and manuals.
Practice guides and specifications.
Current legislation and official guidance.


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## UNIT VR 722 (F3DR 04) Plan Demolition Activities

| | | Performance Criteria | | | | | Scope of Performance | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
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## UNIT VR 722 (F3DR 04) Plan Demolition Activities

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 |
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## UNIT VR 722 (F3DR 04) Plan Demolition Activities

| | | Scope of Knowledge and Understanding | | | | |
|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 |
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## UNIT VR 722 (F3DR 04) Plan Demolition Activities

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT VR 723 (F3DX 04) Supervise Demolition Activities

**Unit Summary**

This Unit is about:

- monitoring demolition activities by pre-work and progress checks
- controlling necessary resources
- identifying problems and implementing corrective action


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## UNIT VR 723 (F3DX 04) Supervise Demolition Activities

**Performance Criteria**

You must be able to:

1 Carry out the supervision of demolition site activities which will minimise disruption and maintain optimum performance.
2 Observe current legislation and official guidance appropriate to the work environment.
3 Identify and assess faults and problems and recommend and implement corrective action which conforms to safe working methods and practices.
4 Conduct pre-work checks to meet statutory requirements and maintain safe working methods and practices.
5 Keep accurate records of work progress checks, faults, problems, corrective action and quantities involved.
6 Identify, assess and maintain the necessary resources for demolition activities.

**Scope of Performance**

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics.***

1 Records of programmes for at least two of the following demolition activities:
- soft strip
- mechanical demolition
- remote mechanical demolition
- explosive demolition
- selective demolition

2 Protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following:
- methods of work
- risk assessment
- safe use and storage of tools
- safe use and storage of materials
- traffic management
- emergency plans

3 Records of dealing with at least three of the following demolition faults and problems:
- limitations of design choices
- construction errors
- identification of further utilities
- heritage concerns
- environmental concerns
- incorrect maintenance
- identification of hazardous materials
- breaches of security


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## UNIT VR 723 (F3DX 04) Supervise Demolition Activities

**Scope of Performance (cont)**

4 Records of checks for at least one of the following:
- condition
- fit for purpose
- health and safety

5 Records of work progress checks detailing faults, problems, corrective actions taken and quantities involved.

6 Records of the acquisition and maintenance for at least three of the following resources for at least two of the following demolition activities:

*Resources:*
- people
- plant, equipment or machinery
- materials and components
- sub-contractors
- information
- work and facilities
- waste management
- utility providers

*Demolition activity:*
- soft strip
- mechanical demolition
- remote mechanical demolition
- explosive demolition
- selective demolition

**Knowledge and Understanding relating to Performance Criteria**

You must know and understand:

Performance Criteria 1 — Carry out demolition

K1 How to supervise programmed **demolition activities**.
K2 How to minimise disruption to other works during **demolition activities**.
K3 How to minimise disruption to **people** during **demolition activities**.
K4 How to apply methods that will optimise performance during demolition.

Performance Criteria 2 — Observe legislation and guidelines

K5 What current legislation and official guidance applies directly to **demolition activities**.

Performance Criteria 3 — Identify and assess faults and problems

K6 Common demolition **faults and problems**.
K7 How to assess **faults and problems**.
K8 How to make recommendations and implement **corrective action** for **faults and problems**.

Performance Criteria 4 — Conduct pre-work checks

K9 How to conduct pre-work **demolition checks** in order to meet **statutory requirements**.
K10 How to record pre-work **demolition checks**.
K11 Why you need to conduct pre-work **demolition checks**.


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## UNIT VR 723 (F3DX 04) Supervise Demolition Activities

**Knowledge and Understanding relating to Performance Criteria (cont)**

Performance Criteria 5 — Keep accurate records

K12 How to keep accurate records of work progress **demolition checks** including **faults, problems, corrective action** and quantities used.
K13 Why accurate records are needed.

Performance Criteria 6 — Identify, assess and maintain resources

K14 How to identify the necessary **resources** for **demolition activities**.
K15 How to assess the quality of **resources** for **demolition activities**.
K16 How to maintain the necessary **resources** for **demolition activities**.

**Scope of Knowledge and Understanding**

The knowledge and understanding evidence should relate to the occupational area being assessed.

K1 **Corrective action**
Redesign.
Reconfigure.
Restrict.
Reposition.
Repair.
Replace.
Clean.

K2 **Demolition activities**
Soft strip.
Mechanical demolition.
Remote mechanical demolition.
Explosive demolition.
Selective demolition.

K3 **Demolition checks**
Condition.
Fit for purpose.
Health and safety.

K4 **Faults and problems**
Limitations of design choices.
Construction errors.
Identification of further utilities.
Heritage concerns.
Environmental concerns.
Incorrect maintenance.
Identification of hazardous materials.
Breaches of security.


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## UNIT VR 723 (F3DX 04) Supervise Demolition Activities

**Scope of Knowledge and Understanding (cont)**

K5 **People**
Workforce.
Other personnel on site.
Members of the public.
Occupiers.
Site visitors.
People affected by on-site operations.

K6 **Resources**
People.
Plant, equipment or machinery.
Materials and components.
Sub-contractors.
Information.
Work area and facilities.
Waste management.
Utility providers.

K7 **Statutory requirements**
Test.
Examination.
Inspection.
Certification.


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## UNIT VR 723 (F3DX 04) Supervise Demolition Activities

| | | Performance Criteria | | | | | | Scope of Performance | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 |
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## UNIT VR 723 (F3DX 04) Supervise Demolition Activities

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 | K8 | K9 | K10 | K11 | K12 | K13 | K14 | K15 | K16 |
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## UNIT VR 723 (F3DX 04) Supervise Demolition Activities

| | | Scope of Knowledge and Understanding | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | K1 | K2 | K3 | K4 | K5 | K6 | K7 |
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## UNIT VR 723 (F3DX 04) Supervise Demolition Activities

| Notes/Comments |
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| |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT SSL3/C01 (DD8J 04) Assess Work Methods, Resources and Systems to Meet Work Requirements

This Unit has the following Elements:

SSL3/C01.1 Assess and recommend work methods
SSL3/C01.2 Assess work activities and resources to meet works requirements
SSL3/C01.3 Contribute to the identification of a works team
SSL3/C01.4 Implement works organisation and communication systems

**Unit Summary**

This Unit is about planning:

Your competence to use operational methods and short term programmes of work. To assess the resource requirements and to implement organisational communication in order to meet programmed requirements.

Element 1.1 **Methods**
Determining and agreeing suitable methods of carrying out operations which are technically sound, safe, economic and feasible and are consistent with site requirements.

Element 1.2 **Programming**
Planning the appropriate sequence, timing and resourcing of operations to meet site requirements.

Element 1.3 **Staff Resources**
Identifying and evaluating capabilities of site team members required to meet programmed requirements.

Element 1.4 **Organisation and communication**
Providing information to all workplace personnel on their job responsibilities, the communication systems and procedures to be used.


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## UNIT SSL3/C01 (DD8J 04) Assess Work Methods, Resources and Systems to Meet Work Requirements

### Element C01.1 Assess and recommend work methods

**Performance Criteria**

This involves:

(a) assessing the available **project data** accurately and summarising it to enable decisions on **work methods** to be made
(b) obtaining more information from **alternative sources** in cases where the **project data** available is insufficient
(c) identifying **work methods** which will make the best use of resources and which meet project, statutory and contractual requirements
(d) assessing the **methods** against relevant **technical, environmental and project criteria** and identifying the one which best meets the **criteria**
(e) recommending the identified **method** to decision makers

**Range**

1 **Project data**
- (a) contractual obligations
- (b) scope of works and/or bills of quantities
- (c) specifications
- (d) detailed drawings
- (e) health and safety plans
- (f) time-scales

2 **Work methods**
- (a) sequencing of work
- (b) organisation of resources (labour, plant, material)
- (c) construction and installations techniques
- (d) temporary works

3 **Alternative sources**
- (a) the client/client's representative
- (b) contractors and/or sub-contractors
- (c) suppliers
- (d) technical specialists


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## UNIT SSL3/C01 (DD8J 04) Assess Work Methods, Resources and Systems to Meet Work Requirements

**Element C01.1 Assess and recommend work methods**

**Range (cont)**

4 **Technical, environmental and project criteria:**
- (a) materials performance and availability
- (b) health and safety
- (c) fire protection
- (d) access
- (e) plant and equipment availability and performance
- (f) human resource availability
- (g) local ecology
- (h) emissions
- (i) pollution risk
- (j) conformity to statutory requirements
- (k) client and user needs
- (l) contract requirements in terms of time, quantity and quality
- (m) waste
- (n) sustainability

**Evidence Requirements — Performance**

*Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, recognised education and training course assessment which is across the Range 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.*

**Product Evidence**

*There must be workplace performance evidence against each Performance Criteria. 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 Criteria.*

*The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence.*

1 Records of recommendations (e) (all Range) which include:
- ♦ available project data assessed and summarised (a) [1,2]
- ♦ additional information obtained (b) [1,3]
- ♦ work methods identified, assessed and recommended (c,d,e) [2,4]

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

**Process Evidence**

Not applicable.


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## UNIT SSL3/C01 (DD8J 04) Assess Work Methods, Resources and Systems to Meet Work Requirements

**Element C01.1 Assess and recommend work methods**

**Evidence Requirements — 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.*

**In relation to**:
Project data related to work methods [1]
**Know how to**
summarise (a)
**Know how to examine in order to understand, explain or predict**
assess (a)

**In relation to:**
Work methods [2]
**Know what and why**
identify (c)
**Know how to bring together in order that something can be decided or acted upon**
recommend identified methods (e)

**In relation to:**
Alternative sources of information [3]
**Know how to**
obtain information from (b)

**Evidence Requirements — Knowledge and Understanding (cont)**

**In relation to:**
Technical, environmental and project criteria for evaluating work methods [4]
**Know how to**
identify methods which best meet (d)
**Know how to examine in order to understand explain or predict**
assess methods against (d)


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## UNIT SSL3/C01 (DD8J 04) Assess Work Methods, Resources and Systems to Meet Work Requirements

**Element C01.1 Assess and recommend work methods**

| | | Performance Criteria | | | | | Range | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | a | b | c | d | e | 1a | 1b | 1c | 1d | 1e | 1f | 2a | 2b | 2c | 2d | 3a | 3b | 3c | 3d | 4a | 4b | 4c | 4d | 4e | 4f | 4g | 4h | 4i | 4j | 4k | 4l | 4m | 4n | | | |
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## UNIT SSL3/C01 (DD8J 04) Assess Work Methods, Resources and Systems to Meet Work Requirements

**Element C01.1 Assess and recommend work methods**

| Evidence Comments: Where knowledge evidence is used to cover items of Range not included in the workplace evidence, this should be specified here. Reference should be made to the relevant expert witness statements and assessor Q&A reports in the portfolio. |
|---|

| Notes/Comments |
|---|

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT SSL3/C01 (DD8J 04) Assess Work Methods, Resources and Systems to Meet Work Requirements

**Element C01.2 Assess work activities and resources to meet works requirements**

**Performance Criteria**

This involves:

(a) identifying major activities, assessing the **resources** needed from the **programme information** available
(b) obtaining **clarification and advice** where the **resources** needed are not available
(c) assessing the activities against **project requirements** and the requirements of significant **external factors**
(d) assessing how long each activity will take, identifying activities which influence each other and sequencing them logically and realistically so that they make the best use of the **resources** available
(e) identifying alterations and variations to the **programme information** which will meet changed circumstances or offer cost and time benefits, and recommending them to decision makers

**Range**

1 **Resources**
- (a) personnel
- (b) plant and equipment
- (c) materials and component
- (d) sub-contractors

2 **Programme information**
- (a) bar charts
- (b) critical activities
- (c) action lists
- (d) method statements

3 **Clarification and advice — from**
- (a) the client/client's representative
- (b) project team partners
- (c) line manager
- (d) technical specialist
- (e) contractors and/or sub-contractors
- (f) suppliers

4 **Project requirements**
- (a) contract and statutory obligations
- (b) project programme stipulations
- (c) third party obligations
- (d) heath, safety, welfare and environmental requirements


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## UNIT SSL3/C01 (DD8J 04) Assess Work Methods, Resources and Systems to Meet Work Requirements

**Element C01.2 Assess work activities and resources to meet works requirements**

**Range (cont)**

5 **External factors**
- (a) other related programmes
- (b) supply lead times
- (c) contingencies
- (d) special working conditions
- (e) seasonal weather conditions

**Evidence Requirements — Performance**

*Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the Range 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.*

**Product Evidence**

*There must be workplace performance evidence against each Performance Criteria. 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 Criteria.*

*The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence:*

1 Records of assessment of resources from programme information (a,b) [1,2,3]
2 Records of activities assessed against project requirements, external factors, length and sequence (c,d,) [1,4,5]
3 Alterations to works programmes with benefits assessed and recommended (e)

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

**Process Evidence**

Not applicable.


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## UNIT SSL3/C01 (DD8J 04) Assess Work Methods, Resources and Systems to Meet Work Requirements

**Element C01.2 Assess work activities and resources to meet works requirements**

**Evidence Requirements — 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.*

**In relation to:**
Resources [1]
**Know how to**
obtain clarification and advice about (b) [3]
**Know how to examine in order to understand, explain or predict**
assess (a) [2]

**In relation to:**
Programme information [2]
**Know what and why**
identify major activities (a)
identify activities which influence each other (d)
identify alterations and variations (e)
**Know how to**
sequence activities (d)
**Know how to examine in order to understand, explain or predict**
assess length of activities (d)
**Know how to bring together in order that something can be decided or acted upon**
recommend alterations and variations to decision makers (e)

**Evidence Requirements — Knowledge and Understanding (cont)**

**In relation to:**
Project requirements [4]
**Know how to examine in order to understand, explain or predict**
assess methods against (c)

**In relation to:**
External factors [5]
**Know how to examine in order to understand, explain or predict**
Assess requirements (c)


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## UNIT SSL3/C01 (DD8J 04) Assess Work Methods, Resources and Systems to Meet Work Requirements

**Element C01.2 Assess work activities and resources to meet works requirements**

| No | Description of Evidence | Performance Criteria | | | | | Range | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | a | b | c | d | e | 1a | 1b | 1c | 1d | 2a | 2b | 2c | 2d | 3a | 3b | 3c | 3d | 3e | 3f | 4a | 4b | 4c | 4d | 5a | 5b | 5c | 5d | 5e | |
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## UNIT SSL3/C01 (DD8J 04) Assess Work Methods, Resources and Systems to Meet Work Requirements

**Element C01.2 Assess work activities and resources to meet works requirements**

| Evidence Comments: Where knowledge evidence is used to cover items of Range not included in the workplace evidence, this should be specified here. Reference should be made to the relevant expert witness statements and assessor Q&A reports in the portfolio. |
|---|

| Notes/Comments |
|---|

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT SSL3/C01 (DD8J 04) Assess Work Methods, Resources and Systems to Meet Work Requirements

### Element C01.3 Contribute to the identification of a works team

**Performance Criteria**

This involves:

(a) identifying the **site personnel and services** that are needed and **where they can be obtained**
(b) identifying any **constraints** which will affect the number, type and availability of **site personnel and services**
(c) discussing and agreeing proposals for **site personnel and services** which are likely to produce an effective team
(d) following the organisational processes for obtaining **site personnel and services**
(e) evaluating the quality and reliability of **site personnel and services** and circulating the results to decision makers

**Range**

1 **Site personnel and services**
- (a) technical staff
- (b) operatives
- (c) craft
- (d) sub-contractors
- (e) specialist services

2 **Where (staff) can be obtained**
- (a) internal
- (b) external to the organisation

3 **Constraints**
- (a) location
- (b) cost
- (c) time
- (d) skills and experience required and available
- (e) training and development requirements
- (f) equal opportunities


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## UNIT SSL3/C01 (DD8J 04) Assess Work Methods, Resources and Systems to Meet Work Requirements

### Element C01.3 Contribute to the identification of a works team

**Evidence Requirements — Performance**

*Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the Range 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.*

**Product Evidence**

*There must be performance evidence against each Performance Criteria. Where the evidence does not cover a whole Range, knowledge evidence must be provided to cover the remaining items of Range for each relevant Performance Criteria.*

*The candidate must produce documentary evidence from the workplace or through simulation as detailed below covering the following items that are considered to be common and key/critical to demonstrating competence.*

1 Records of negotiated and agreed proposals for site personnel and services (c) [1] which include:
- identified and evaluated site personnel, services (a,e) [1,2]
- identified constraints (b) [3]
- followed organisational processes (d)

*Simulations are considered to be an acceptable alternative for producing evidence for the above. The contingencies; standards and quality specifications; timescales; types of interaction; communication methods and media; information and data.*

**Process Evidence**

Not applicable.

**Evidence Requirements — 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.*

**In relation to**:
Site personnel and services needs [1]
**Know what and why**
identify (a) [2]
**Know how to**
follow organisational processes for obtaining (d)
circulate results of evaluation (e)
**Know how to bring together in order that something can be decided or acted upon**
negotiate proposals for (c)
**Know how to weigh up ideas and make a judgement**
agree proposals for (c)
evaluate quality and reliability of services and resources (e)

**In relation to:**
Constraints affecting the number, type and availability of staff and services [3]
**Know what and why**
identify (b)


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## UNIT SSL3/C01 (DD8J 04) Assess Work Methods, Resources and Systems to Meet Work Requirements

**Element C01.3 Contribute to the identification of a works team**

| | | Performance Criteria | | | | | Range | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | a | b | c | d | e | 1a | 1b | 1c | 1d | 1e | 2a | 2b | 3a | 3b | 3c | 3d | 3e | 3f |
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## UNIT SSL3/C01 (DD8J 04) Assess Work Methods, Resources and Systems to Meet Work Requirements

**Element C01.3 Contribute to the identification of a works team**

| Evidence Comments: Where knowledge evidence is used to cover items of Range not included in the workplace evidence, this should be specified here. Reference should be made to the relevant expert witness statements and assessor Q&A reports in the portfolio. |
|---|

| Notes/Comments |
|---|

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT SSL3/C01 (DD8J 04) Assess Work Methods, Resources and Systems to Meet Work Requirements

### Element C01.4 Implement works organisation and communication systems

**Performance Criteria**

This involves:

(a) implementing **organisational and communication** systems which enable clear effective management, and administrative and operational controls
(b) providing accurate and unambiguous **information about people's roles and responsibilities** and circulating the information to **people and organisations who have an interest**
(c) implementing **methods of communicating, reporting and recording information** which are appropriate to the needs of the project, and monitoring the methods regularly for effectiveness
(d) identifying and investigating breakdowns in communication, and taking action to restore effective communication
(e) implementing systems for recording and providing feedback on the ways in which **resources** are allocated and used

**Range**

1 **Organisational and communication systems**
- (a) site management
- (b) project teams
- (c) head office interface
- (d) contract administration
- (e) health and safety records

2 **Information about people's roles and responsibilities**
- (a) individual job descriptions
- (b) team responsibilities
- (c) organisation charts
- (d) contractual arrangements
- (e) health, safety, welfare and environment

3 **People and organisations who have an interest**
- (a) clients/client's representative
- (b) technical specialists
- (c) contractors and/or sub-contractors
- (d) operatives
- (e) third parties
- (f) public utilities
- (g) emergency services
- (h) public


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## UNIT SSL3/C01 (DD8J 04) Assess Work Methods, Resources and Systems to Meet Work Requirements

**Element C01.4 Implement works organisation and communication systems**

**Range (cont)**

4 **Methods of communicating, reporting and recording**
- (a) oral
- (b) written
- (c) drawings
- (d) electronic

5 **Resources**
- (a) personnel
- (b) plant and equipment
- (c) materials and components
- (d) sub-contractors
- (e) current project information

**Evidence Requirements — Performance**

*Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the Range 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.*

**Product Evidence**

*There must be workplace performance evidence against each Performance Criteria. 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 Criteria.*

*The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence:*

1 Records of project organisational and communication systems which have been implemented (a) [1]
2 Information about people's roles and responsibilities (b) [2,3]
3 Records of communicating, reporting and recording information (c) [4] which include:
- ♦ investigations into breakdowns in communication and the actions taken to resolve them (d)

4 Records of systems for recording, reporting and providing feedback on the allocation and use of resources (e) [5]

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

**Process Evidence**

Not applicable.


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## UNIT SSL3/C01 (DD8J 04) Assess Work Methods, Resources and Systems to Meet Work Requirements

**Element C01.4 Implement works organisation and communication systems**

**Evidence Requirements — 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.*

**In relation to:**
Organisational and communication systems [1]
**Know how to:**
implement (a)

**In relation to:**
Information about people's roles and responsibilities [2]
**Know how to**
provide and circulate information about (b) [3]

**In relation to:**
Methods of communicating, reporting and recording information [4]
**Know what and why**
identify breakdowns in communication (d)
**Know how to**
implement and monitor (c)
take action to restore communications (d)
**Know how to examine in order to understand, explain or predict**
investigate breakdowns in communication (d)

**Evidence Requirements — Knowledge and Understanding (cont)**

**In relation to:**
Resources [5]
**Know how to**
implement systems for recording and provide feedback on resource allocation and use (e)


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## UNIT SSL3/C01 (DD8J 04) Assess Work Methods, Resources and Systems to Meet Work Requirements

**Element C01.4 Implement works organisation and communication systems**

| | | Performance Criteria | | | | | Range | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **No** | **Description of Evidence** | a | b | c | d | e | 1a | 1b | 1c | 1d | 1e | 2a | 2b | 2c | 2d | 2e | 3a | 3b | 3c | 3d | 3e | 3f | 3g | 3h | 4a | 4b | 4c | 4d | 5a | 5b | 5c | 5d | 5e |
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## UNIT SSL3/C01 (DD8J 04) Assess Work Methods, Resources and Systems to Meet Work Requirements

**Element C01.4 Implement works organisation and communication systems**

| Evidence Comments: Where knowledge evidence is used to cover items of Range not included in the workplace evidence, this should be specified here. Reference should be made to the relevant expert witness statements and assessor Q&A reports in the portfolio. |
|---|

| Notes/Comments |
|---|

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT SSL3/C02 (DD94 04)  Supervise Materials, Plant and Equipment on Site

This Unit has the following Elements:

SSL3/C02.1 Supervise supplies of materials to meet works requirements
SSL3/C02.2 Deploy and monitor plant and equipment on site

**Unit Summary**

This Unit is about physical resource management.

Your competence to deploy and monitor the use of planned levels of physical resources to meet programmed site operations.

Element 2.1 **Materials supply**
The day-to-day processes of ensuring that materials are suitable and available for the construction works. Checking materials deliveries to ensure that the quantity and quality is correct and taking suitable action to rectify material deficiencies prior to and during building operations.

Element 2.2 **Plant and equipment deployment and monitoring**
Ensuring that the planned and necessary plant and equipment is suitable and available for construction operations. It involves checking the suitability of plant and equipment on arrival, ensuring its correct use and in returning it when no longer required.


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## UNIT SSL3/C02 (DD94 04) Supervise Materials, Plant and Equipment on Site

### Element C02.1 Supervise supplies of materials to meet works requirements

**Performance Criteria**

This involves:

(a) keeping accurate records of deliveries, assessing the current delivery and stock position and passing the information on to **people who have an interest**
(b) checking for variations in the required **delivery position**, investigating the causes of variations found and providing **people who have an interest** with an assessment of the action required to restore the required delivery position
(c) checking stock records regularly and assessing what replacement stock will be needed
(d) identifying opportunities for improving the use of stock and stock turnover and recommending improvements to **people who have an interest**
(e) providing **people who have an interest** with prompt and accurate information on project changes which may affect **supply requirements**
(f) identifying **problems with supply**, recording them, passing the information on to the **people who have an interest**

**Range**

1 **People who have an interest**
- (a) line managers
- (b) purchasing personnel
- (c) contractors and/or sub-contractors
- (d) suppliers
- (e) operatives

2 **Delivery position**
- (a) time
- (b) quantity
- (c) quality
- (d) location

3 **Supply requirements**
- (a) raw materials
- (b) manufactured materials
- (c) components

4 **Problems with supply**
- (a) quantity
- (b) quality
- (c) availability
- (d) schedule of delivery
- (e) lead time
- (f) storage and handling facilities
- (g) environmental issues
- (h) health, safety and welfare issues
- (i) transportation
- (j) deterioration


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## UNIT SSL3/C02 (DD94 04) Supervise Materials, Plant and Equipment on Site

**Element C02.1 Supervise supplies of materials to meet works requirements**

**Range (cont)**

(k) damage
(l) loss/theft
(m) purchasing system

**Evidence Requirements — Performance**

*Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, recognised education and training course assessment which is across the Range 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.*

**Product Evidence**

*There must be workplace performance evidence against each Performance Criteria. 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 Criteria.*

*The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence:*

1 Records of deliveries (a) [1] including:
   - ♦ assessment of delivery position (a) [2]
   - ♦ investigation of variations (b)
   - ♦ assessments of required action (b) [2]
2 Record showing assessments of the current stock position and replacement needs (a,c) [1].
3 Records of information provided on project changes affecting supplies (e) [1,3].


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## UNIT SSL3/C02 (DD94 04) Supervise Materials, Plant and Equipment on Site

### Element C02.1 Supervise supplies of materials to meet works requirements

**Evidence Requirements — Performance (cont)**

4 Records of identified supply problems (f) [4]

*The following item is considered to be rare, but basic to demonstrating competence and could be demonstrated through evidence of knowledge and understanding:*

5 Records which identify opportunities for improving the use of stock and stock turnover including recommended improvements (d) [1].

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

**Process Evidence**

*Not applicable.*

**Evidence Requirements — 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.*

**In relation to**:
Required delivery position [2]
**Know how to**
keep records of deliveries (a)
pass on information (a) [1]
check variation in (b)
check stock records (c)
**Know how to examine in order to understand, explain or predict**
assess current delivery position (a)
investigate causes of variations (b)
provide assessments of action required to restore (b) [1]

**In relation to:**
Supply requirements [3]
**Know what and why**
identify opportunities for improving stock use and turnover (d)
identify problems (f)
**Know how to**
pass on information (a) [1]
check stock records (c)
provide information on project changes affecting supplies (e) [1]
**Know how to examine in order to understand, explain or predict**
assess current delivery position (a)
assess replacement stock needs (c)


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## UNIT SSL3/C02 (DD94 04) Supervise Materials, Plant and Equipment on Site

**Element C02.1 Supervise supplies of materials to meet works requirements**

**Evidence Requirements — Knowledge and Understanding (cont)**

**Know how to bring together in order that something can be decided or acted upon**
recommend opportunities for improving stock use and turnover (d) [1]

**In relation to:**
Problems with supply [4]
**Know what and why**
identify problems (f)
**Know how to**
record and pass on information on problems (f) [1]


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## UNIT SSL3/C02 (DD94 04) Supervise Materials, Plant and Equipment on Site

**Element C02.1 Supervise supplies of materials to meet works requirements**

| | | Performance Criteria | | | | | | Range | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | a | b | c | d | e | f | 1a | 1b | 1c | 1d | 1e | 2a | 2b | 2c | 2d | 3a | 3b | 3c | 4a | 4b | 4c | 4d | 4e | 4f | 4g | 4h | 4i | 4j | 4k | 4l | 4m |
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## UNIT SSL3/C02 (DD94 04) Supervise Materials, Plant and Equipment on Site

**Element C02.1 Supervise supplies of materials to meet works requirements**

| Evidence Comments: Where knowledge evidence is used to cover items of Range not included in the workplace evidence, this should be specified here. Reference should be made to the relevant expert witness statements and assessor Q&A reports in the portfolio. |
|---|

| Notes/Comments |
|---|

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT SSL3/C02 (DD94 04) Supervise Materials, Plant and Equipment on Site

### Element C02.2 Deploy and monitor plant and equipment on site

**Performance Criteria**

This involves:

(a) organising and deploying **plant and equipment** to meet organisational and **works requirements**, and notifying the people who need the information
(b) implementing an appropriate system of **recording** the deployment of **plant and equipment**
(c) assessing the capabilities and limitations of **plant and equipment** and passing the **information** on to operators
(d) recommending alternatives to decision makers, where **plant and equipment** is **unsuitable** for use on the site
(e) assessing the health and safety risks to operators and other **people who might be affected**, identifying potential hazards and deciding what to do to minimise risk
(f) checking and confirming that operators of **plant and equipment** have the required level of training and certification
(g) briefing site personnel on safe working practices and **statutory requirements** and regularly checking that people are working safely
(h) maintaining systems for a competent person, as defined in health and safety legislation, to supervise hazardous operations
(i) encouraging **plant and equipment** operators, and other **people affected** by plant operation, to suggest improvements in the safe operation of **plant and equipment**
(j) arranging for the storage, servicing and maintenance of **plant and equipment** to meet **works** and **statutory requirements**
(k) removing, promptly, **plant and equipment** which is no longer needed

**Range**

1 **Plant and equipment**
- (a) static
- (b) mobile
- (c) standard
- (d) non-standard
- (e) electro-mechanical

2 **Works requirements**
- (a) health, safety and welfare of workforce
- (b) security of resources
- (c) obligations to third parties
- (d) regulatory authorities
- (e) contractual commitments

3 **Recording**
- (a) delivery
- (b) allocation
- (c) location
- (d) movement
- (e) usage
- (f) maintenance
- (g) dispatch

4 **Information**
- (a) oral
- (b) written
- (c) graphic


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## UNIT SSL3/C02 (DD94 04) Supervise Materials, Plant and Equipment on Site

**Element C02.2 Deploy and monitor plant and equipment on site**

**Range (cont)**

5 **Unsuitable — because of**
- (a) operational efficiency
- (b) health and safety
- (c) reliability
- (d) use

6 **People who might be affected**
- (a) other personnel on site
- (b) members of the public
- (c) site visitors
- (d) owners and occupiers of adjoining property

7 **Statutory requirements**
- (a) construction specific health and safety
- (b) general health and safety
- (c) recognised industry codes of practice

**Evidence Requirements — Performance**

*Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the Range 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.*

**Product Evidence**

*There must be workplace performance evidence against each Performance Criteria. 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 Criteria.*

*The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence:*

1 Notifications of organised and deployed plant and equipment (a) [1,2]
2 Records of implemented systems of recording deployment of plant and equipment (b) [1,3] which include:
- ♦ removal of plant and equipment (k) [1]

3 Records of information passed to operators and site staff (c,g) [1,4,7] which include:
- ♦ information about the capabilities and limitations of plant and equipment
- ♦ briefing on safe working practices and statutory requirements (g) [7]


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## UNIT SSL3/C02 (DD94 04) Supervise Materials, Plant and Equipment on Site

### Element C02.2 Deploy and monitor plant and equipment on site

**Evidence Requirements — Performance (cont)**

4 Health and safety records (e,f,g,h) which include:
- health and safety risk assessments, identified hazards and decisions on minimising risk (e) [6]
- checks on operator training and certification (f) [1]
- checks on safe working (g) [7]
- systems for supervision of hazardous operations (h)
- encouraging suggestions for improvements in the safe operation of plant and equipment (i) [1,6]

*The following item is considered to be rare, but basic to demonstrating competence and could be demonstrated through evidence of knowledge and understanding:*

5 Recommendations for alternative plant and equipment (d) [1,5]

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

**Process Evidence**

*The candidate must produce observed evidence from the workplace covering the following item that is considered to be common and key/critical to demonstrating competence:*

1 Information passed to operators on capabilities and limitations of plant and equipment (c) [1,4]

**Evidence Requirements — 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.*

**In relation to:**
Works requirements and suitability for plant and equipment [1,2,5]
**Know what and why**
identify potential hazards (d)

**Know how to**
notify about (a)
pass on information to operators (c) [4]
check and confirm training and certification (f)
arrange storage, servicing and maintenance (j)
remove plant and equipment no longer required (k)
**Know how to examine in order to understand, explain or predict**
assess capabilities and limitations (c)
assess risks to operators (e)
**Know how to bring together in order that something can be decided or acted upon**
organise and deploy plant and equipment (a) [1]
recommending suitable alternatives (d) [5]
**Know how to weigh up ideas and make a judgement**
decide what to do about potential hazards (e)

**In relation to:**
Recording deployment of plant and equipment [3]
**Know how to**
implement systems of (b)


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## UNIT SSL3/C02 (DD94 04) Supervise Materials, Plant and Equipment on Site

**Element C02.2 Deploy and monitor plant and equipment on site**

**Evidence Requirements — Knowledge and Understanding**

**In relation to:**
people who might be affected [6]
**Know how to**
encourage suggestion of improvements in safe operation of plant and equipment (i) [1]
**Know how to examine in order to understand, explain or predict**
assess risks to (e)

**In relation to:**
Statutory requirements on safe working practices and hazardous operations [7]
**Know how to**
brief and check on safe working practices (g)
**Know how to**
maintain systems for supervision of hazardous operations (h)
arrange storage, servicing and maintenance (j)


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## UNIT SSL3/C02 (DD94 04) Supervise Materials, Plant and Equipment on Site

### Element C02.2 Deploy and monitor plant and equipment on site

| No | Description of Evidence | Performance Criteria | | | | | | | | | | |
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## UNIT SSL3/C02 (DD94 04) Supervise Materials, Plant and Equipment on Site

**Element C02.2 Deploy and monitor plant and equipment on site**

| No | Description of Evidence | Range | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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## UNIT SSL3/C02 (DD94 04) Supervise Materials, Plant and Equipment on Site

**Element C02.2 Deploy and monitor plant and equipment on site**

| Evidence Comments: Where knowledge evidence is used to cover items of Range not included in the workplace evidence, this should be specified here. Reference should be made to the relevant expert witness statements and assessor Q&A reports in the portfolio. |
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| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT SSL3/C03 (DD8X 04) Implement Works and Health and Safety Systems to Meet Project Requirements

This Unit has the following Elements:

SSL3/C03.1 Co-ordinate site preparation
SSL3/C03.2 Co-ordinate work activities
SSL3/C03.3 Implement systems for managing works health, safety and welfare

**Unit Summary**

This Unit is about implementing works and health and safety.

Your competence to ensure the site is suitable for work to be carried out and systems put in place enabling effective and safe site construction operations.

Element 3.1 **Site set up**
The pre-start and ongoing inspection of the place of work and any necessary actions to ensure it is suitable for work to take place.

Element 3.2 **Co-ordination**
Providing information to all workplace personnel regarding their job responsibilities. Planning, organising and controlling site resources.

Element 3.3 **Health, safety and welfare**
Implementing, monitoring and reviewing the conditions for a safe and healthy workplace. Ensuring that personnel are aware of their responsibilities and have access to necessary equipment and resources for welfare and safe and healthy working.


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## UNIT SSL3/C03 (DD8X 04) Implement Works and Health and Safety Systems to Meet Project Requirements

### Element C03.1 Co-ordinate site preparation

**Performance Criteria**

This involves:

(a) identifying **special considerations**, recording them and passing them to people who may be affected by them
(b) identifying **factors which might compromise the proposed works**, describing and summarising them accurately, and passing on the information to the appropriate authorities
(c) identifying access and egress points for the site and works
(d) giving accurate details about the proposed work to the utility and emergency services
(e) making arrangements for adequate site security before work starts, and whilst working on the site
(f) checking the **site layout for operational purposes** and passing on information about the plans to the people who will be working on the site
(g) planning the storage and use of materials and components so that materials handling and movement is efficient and wastage is minimised
(h) siting and maintaining notices which provide accurate information to the public and which conform to statutory requirements

**Range**

1 **Special considerations**
   (a) occupiers
   (b) near neighbours
   (c) public access

2 **Factors which might compromise the proposed works**
   (a) site conditions
   (b) statutory regulations and limitations
   (c) codes of practice
   (d) health, safety, welfare and environmental
   (e) hazards

3 **Site layout for operational purposes**
   (a) storage
   (b) temporary accommodation
   (c) work areas
   (d) plant
   (e) temporary services
   (f) access
   (g) security


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## UNIT SSL3/C03 (DD8X 04) Implement Works and Health and Safety Systems to Meet Project Requirements

### Element C03.1 Co-ordinate site preparation

**Evidence Requirements — Performance**

*Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria across the Range 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.*

**Product Evidence**

*There must be workplace performance evidence against each Performance Criteria. 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 Criteria.*

*The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence:*

1 Records of special considerations and factors which might compromise the proposed works which have been identified (a,b) [1,2]
2 Records showing access and egress points (c)
3 Communications with the utility and emergency services (d)
4 Records of arrangements made for site security and notices (e,h)

**Evidence Requirements — Performance (cont)**

5 Checked information on plans for the site layout (f) [3]
6 Plans for the storage and use of materials and components (g)

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

**Process Evidence**

*Not applicable.*


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## UNIT SSL3/C03 (DD8X 04) Implement Works and Health and Safety Systems to Meet Project Requirements

### Element C03.1 Co-ordinate site preparation

**Evidence Requirements — 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.*

**In relation to**:
Special considerations affecting site operations [1]
**Know what and why**
identify (a)
**Know how to**
record and pass on (a)

**In relation to:**
Factors which might compromise the proposed works [2]
**Know what and why**
identify (b)
describe (b)
**Know how to**
summarise and pass on information (b)
give details about works to utility and emergency services (d)
make arrangements for site security (e)

**In relation to**:
Site layout to operational purposes [3]
**Know what and why**
identify access and egress points (c)

**Evidence Requirements — Knowledge and Understanding (cont)**

**Know how to**
check (f)
pass on information (f)
site and maintain notices (h)
**Know how to bring together in order that something can be decided or acted upon**
plan storage and use of materials (g)


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## UNIT SSL3/C03 (DD8X 04) Implement Works and Health and Safety Systems to Meet Project Requirements

**Element C03.1 Co-ordinate site preparation**

| | | Performance Criteria | | | | | | | | Range | | | | | | | | | | | | | | |
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| **No** | **Description of Evidence** | a | b | c | d | e | f | g | h | 1a | 1b | 1c | 2a | 2b | 2c | 2d | 2e | 3a | 3b | 3c | 3d | 3e | 3f | 3g |
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## UNIT SSL3/C03 (DD8X 04) Implement Works and Health and Safety Systems to Meet Project Requirements

**Element C03.1 Co-ordinate site preparation**

| Evidence Comments: Where knowledge evidence is used to cover items of Range not included in the workplace evidence, this should be specified here. Reference should be made to the relevant expert witness statements and assessor Q&A reports in the portfolio. |
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| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT SSL3/C03 (DD8X 04) Implement Works and Health and Safety Systems to Meet Project Requirements

### Element C03.2 Co-ordinate work activities

**Performance Criteria**

This involves:

(a) agreeing a programme and methods with the people who will be doing the work
(b) identifying recording and obtaining design and planning information requirements before work starts
(c) organising attendance on sub-contractors in accordance with contractual agreements
(d) planning and obtaining sufficient **resources** of the appropriate type which will meet the project requirements and timescales
(e) organising and controlling the site and **resources** so that conditions are safe, the site is tidy and creates a favourable image of the organisation, its products and its services
(f) implementing plans to meet **special requirements** and contingencies which are sufficient to minimise disruption to those likely to be affected by the works programme

**Range**

1 **Resources**
- (a) personnel
- (b) plant and equipment
- (c) materials and components
- (d) contractors and/or sub-contractors
- (e) information

2 **Special requirements — relating to**
- (a) occupiers
- (b) near neighbours
- (c) public access
- (d) site conditions
- (e) statutory regulations and limitations
- (f) codes of practice
- (g) environmental considerations


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## UNIT SSL3/C03 (DD8X 04) Implement Works and Health and Safety Systems to Meet Project Requirements

### Element C03.2 Co-ordinate work activities

**Evidence Requirements — Performance**

*Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the Range 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.*

**Product Evidence**

*There must be workplace performance evidence against each Performance Criteria. 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 Criteria.*

*The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence:*

1 Programmes and methods agreed. (a)
2 Records of design and planning information. (b)
3 Records of organised attendance on sub-contractors. (c)
4 Plans for obtaining resources. (d) [1]
5 Records about the organisation and control of the site and resources. (e) [1]
6 Plans for special requirements and contingencies. (f) [2]

**Evidence Requirements — Performance (cont)**

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

**Process Evidence**

*Not applicable.*


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## UNIT SSL3/C03 (DD8X 04) Implement Works and Health and Safety Systems to Meet Project Requirements

### Element C03.2 Co-ordinate work activities

**Evidence Requirements — 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.*

**In relation to:**
Resources for construction and installation work [1]
**Know what and why**
identify design information requirements (b)
**Know how to**
record and obtain design information requirements (b)
obtain resources (d)
**Know how to bring together in order that something can be decided or acted upon**
organise attendance on sub-contractors (c)
plan resources (d)
organise sites and resources (e)
**Know how to weigh up ideas and make a judgement**
control sites and resources (e)

**In relation to:**
Special requirements affecting work [2]
**Know how to**
implement plans to meet (f)


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## UNIT SSL3/C03 (DD8X 04) Implement Works and Health and Safety Systems to Meet Project Requirements

**Element C03.2 Co-ordinate work activities**

| No | Description of Evidence | Performance Criteria | | | | | | Range | | | | | | | | | | | |
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## UNIT SSL3/C03 (DD8X 04) Implement Works and Health and Safety Systems to Meet Project Requirements

**Element C03.2 Co-ordinate work activities**

| Evidence Comments: Where knowledge evidence is used to cover items of Range not included in the workplace evidence, this should be specified here. Reference should be made to the relevant expert witness statements and assessor Q&A reports in the portfolio. |
|---|

| Notes/Comments |
|---|

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT SSL3/C03 (DD8X 04) Implement Works and Health and Safety Systems to Meet Project Requirements

### Element C03.3 Implement systems for managing works health, safety and welfare

**Performance Criteria**

This involves:

(a) allocating health, safety and welfare responsibilities which are consistent with the contract, **statutory requirements**, organisational policy and the specific requirements of the project and inducting staff on their responsibilities
(b) ensuring that accurate **statutory notices** and hazard warnings are posted which are appropriate to construction operations and the project environment
(c) ensuring that appropriate and sufficient **health, safety and welfare equipment and resources** to are allocated to the site
(d) briefing personnel about first aid arrangements
(e) maintaining welfare provisions which meet the project, contractual and **statutory requirements**
(f) implementing systems which meet **statutory requirements** for identifying and reducing hazards and reporting accidents and emergencies
(g) implementing and monitoring traffic management in accordance with safe working practices
(h) checking health, safety and welfare systems regularly, in accordance with **statutory requirements**, and identifying and recording special site conditions and examples which do not comply with regulations
(i) identifying and recommending opportunities for improving the health and safety of the work environment
(j) dealing with breaches in health, safety and welfare requirements promptly and in line with organisational and legal requirements and take necessary corrective action

**Range**

1 **Statutory requirements**
   (a) health, safety and welfare legislation
   (b) recognised industry codes of practice

2 **Statutory notices**
   (a) prescribed notices
   (b) Certificate of Insurance (Employer Liability Act)
   (c) site safety signs

3 **Health, safety and welfare equipment and resources**
   (a) protective clothing
   (b) protective equipment
   (c) first aid facilities
   (d) welfare facilities
   (e) storage and security of materials and equipment
   (f) accident and incident reporting
   (g) fire fighting equipment
   (h) provision of health, safety and welfare training


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## UNIT SSL3/C03 (DD8X 04) Implement Works and Health and Safety Systems to Meet Project Requirements

### Element C03.3 Implement systems for managing works health, safety and welfare

**Evidence Requirements — Performance**

*Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the Range 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.*

**Product Evidence**

*There must be workplace performance evidence against each Performance Criteria. 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 Criteria.*

*The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence:*

1 Records of allocated health, safety and welfare responsibilities, including staff inductions. (a) [1]
2 Records showing the posting of statutory notices and Hazard warnings. (b) [2]
3 Records allocated and maintained health, safety and welfare equipment and resources. (c,e) [1,3]
4 Records showing briefing of first aid arrangements. (d)

**Evidence Requirements — Performance (cont)**

5 Systems implemented for identifying and reducing hazards and reporting accidents and emergencies (f) [1] which include:
- implemented and monitored traffic management (g)
- records of checks, identified special site conditions and examples of non-compliance (h) [1]
- recommendations for improvements (i)
- corrective action taken on breaches (j)

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

**Process Evidence**

*Not applicable.*


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## UNIT SSL3/C03 (DD8X 04) Implement Works and Health and Safety Systems to Meet Project Requirements

### Element C03.3 Implement systems for managing works health, safety and welfare

**Evidence Requirements — 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.*

**In relation to:**
Statutory requirements on health, safety and welfare [1]
**Know what and why:**
identify special site conditions and non compliance (h)
identify opportunities for improving health and safety of work environments (i)
**Know how to**
allocate and induct about health, safety and welfare responsibilities (a)
maintain welfare provisions (e)
implement systems for identifying and reducing hazards and reporting accidents and emergencies (f)
implement traffic management (g)
check health, safety and welfare systems (h)
record special site conditions and non compliance (h)
deal with breaches and take corrective action (j)
**Know how to examine information in order to understand, explain or predict**
monitor traffic management (g)

**Evidence Requirements — Knowledge and Understanding (cont)**

**Know how to bring information together in order that something can be decided or acted upon**
recommend opportunities for improving health and safety of work environments (i)

**In relation to:**
Statutory notices about health, safety and welfare [2]
**Know how to**
ensure that notices and warnings are posted (b)
**In relation to:**
Health, safety and welfare equipment and resources [3]
**Know how to**
ensure that resources are allocated (c)
brief about first aid arrangements (d)


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## UNIT SSL3/C03 (DD8X 04) Implement Works and Health and Safety Systems to Meet Project Requirements

### Element C03.3 Implement systems for managing works health, safety and welfare

| No | Description of Evidence | Performance Criteria | | | | | | | | | | Range | | | | | | | | | | | | |
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## UNIT SSL3/C03 (DD8X 04) Implement Works and Health and Safety Systems to Meet Project Requirements

**Element C03.3 Implement systems for managing works health, safety and welfare**

| Evidence Comments: Where knowledge evidence is used to cover items of Range not included in the workplace evidence, this should be specified here. Reference should be made to the relevant expert witness statements and assessor Q&A reports in the portfolio. |
|---|

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost

This Unit has the following Elements:

SSL3/C04.1 Control works against agreed quality standards
SSL3/C04.2 Monitor the dimensional accuracy of the works
SSL3/C04.3 Control works progress against agreed programmes
SSL3/C04.4 Contribute to controlling works costs against agreed budgets

**Unit Summary**

This Unit is about monitoring and control.

Your competence to ensure work progress, quality, cost and dimensional accuracy meets planned and specified requirements.

Element 4.1 **Quality**
Implementing operational quality assurance and control processes and procedures as specified. It involves ensuring all personnel work to the required quality standards, and in checking quality and taking appropriates action to correct deficiencies.

Element 4.2 **Setting out**
Maintaining the dimensional accuracy of work.

Element 4.3 **Progress**
The process of regularly checking the progress of planned work. It will involve recommending action necessary to correct deviations from programmes.

Element 4.4 **Cost**
Implementing cost control systems, identifying variances and recommending cost savings in executing work.


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## UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost

### Element C04.1 Control works against agreed quality standards

**Performance Criteria**

This involves:

(a) identifying **quality standards** from available information and passing them on to **people responsible** for implementing them before they start work on the contract
(b) specifying, clearly and unambiguously, the responsibilities which individuals have for maintaining **quality standards**
(c) implementing **systems** for inspecting and controlling the quality of work and recording the outcomes
(d) checking, regularly, that materials conform to specified requirements
(e) checking, regularly, that methods of construction and the use of materials conform to the design requirements and the specified **quality standards**
(f) identifying work which fails to meet the requirements and specified **quality standards** and ensuring corrective action is taken
(g) implementing amendments to the contract quality requirements and specifications and recording them accurately
(h) identifying improvements from feedback received and recommending them to decision makers

**Range**

1 **Quality standards**
- (a) statutory requirements
- (b) project specifications
- (c) British Standards
- (d) Codes of Practice
- (e) Company standards
- (f) trade advisory guidance and best practice

2 **People responsible**
- (a) the client
- (b) contractors and/or sub-contractors
- (c) consultants
- (d) suppliers
- (e) craftspeople
- (f) operatives

3 **Systems**
- (a) visual inspection
- (b) comparison with design requirements
- (c) comparison with standard documentation
- (d) checking manufacturers' documentation
- (e) checking delivery notes
- (f) sampling
- (g) testing
- (h) clerks of works reports
- (i) contractors' reports
- (j) site meetings


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## UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost

### Element C04.1 Control works against agreed quality standards

**Evidence Requirements — Performance**

*Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria across the Range 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.*

**Product Evidence**

*There must be workplace performance evidence against each Performance Criteria. 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 Criteria.*

*The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence:*

1 Records of quality standards (a,b) [1,2] which include:
   - individual responsibilities (b) [1]

2 Inspection and control system records (c) [3] which include:
   - checks on materials (d)
   - checks on methods of construction and the use of materials (e) [1]
   - identified work which fails to meet requirements and corrective action (f) [1]

**Evidence Requirements — Performance (cont)**

3 Records of recommendations for improvements (h)

*Simulations are considered to be an acceptable alternative for producing evidence for the following items that are considered to be rare, but key/critical to demonstrating competence. The following conditions of realism should be present: contingencies, standards and quality specifications; timescales; communication methods and media, information and data:*

4 Records of implemented amendments to contract quality requirements. (g)

**Process Evidence**

Not applicable.


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## UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost

### Element C04.1 Control works against agreed quality standards

**Evidence Requirements — 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.*

**In relation to**:
Quality standards [1]
**Know what and why**
identify (a)
identify non-conforming work (f)
identify improvements from feedback (h)
**Know how to**
pass on (a) [2]
ensure corrective action is taken regarding unacceptable work (f)
implement and record amendments to contract quality requirements and specifications (g)
**Know how to bring together in order that something can be decided or acted upon**
recommend improvements to decision makers (h)
**Know how to weigh up ideas and make a judgement**
specify responsibilities for maintaining (b)

**In relation to:**
Systems for inspecting and controlling quality of work and recording outcomes [3]
**Know how to**
implement (c)
check materials conformance (d)
check methods of construction and use of materials conformance (e)


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## UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost

**Element C04.1 Control works against agreed quality standards**

| | | Performance Criteria | | | | | | | | Range | | | | | | | | | | | | | | | | | | | | | |
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| **No** | **Description of Evidence** | a | b | c | d | e | f | g | h | 1a | 1b | 1c | 1d | 1e | 1f | 2a | 2b | 2c | 2d | 2e | 2f | 3a | 3b | 3c | 3d | 3e | 3f | 3g | 3h | 3i | 3j |
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## UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost

**Element C04.1 Control works against agreed quality standards**

| Evidence Comments: Where knowledge evidence is used to cover items of Range not included in the workplace evidence, this should be specified here. Reference should be made to the relevant expert witness statements and assessor Q&A reports in the portfolio. |
|---|

| Notes/Comments |
|---|

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost

### Element C04.2 Monitor the dimensional accuracy of the works

**Performance Criteria**

This involves:

(a) ensuring personnel are provided with sufficient clear and accurate information to enable them to accurately position, align and level the work
(b) ensuring **dimensional controls**, setting out points, lines and profiles are checked accurately and recording the results to meet quality standards
(c) ensuring that **measuring and recording equipment** is checked to maintain the specified accuracy criteria
(d) identifying **deviations in dimensional controls** and ensuring that they are corrected promptly
(e) revising work procedures and practices to minimise deviations and to allow for different **circumstances and conditions**

**Range**

1 **Dimensional controls**
   (a) lines
   (b) levels

2 **Measuring and recording equipment**
   (a) mechanical
   (b) optical
   (c) electronic

3 **Deviations – arising from**
   (a) transfer of lines and levels
   (b) use of wrong lines and levels

4 **Circumstances and conditions**
   (a) land
   (b) water
   (c) obstacles
   (d) climate variation
   (e) 'live' conditions (eg buildings and sites in use, roads, railways, runways)
   (f) emergency circumstances


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## UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost

### Element C04.2 Monitor the dimensional accuracy of the works

**Evidence Requirements — Performance**

*Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the Range 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.*

**Product Evidence**

*There must be workplace performance evidence against each Performance Criteria. 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 Criteria.*

*The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence:*

1 Information provided to personnel. (a)
2 Records of checked dimensional controls, setting out points, lines and profiles. (b) [1]
3 Records of checks on measuring and recording equipment. (c) [2]
4 Records of identified corrections to deviations. (d) [1,3]

**Evidence Requirements — Performance (cont)**

*Simulations are considered to be an acceptable alternative for producing evidence for the following items that are considered to be rare, but key/critical to demonstrating competence. The following conditions of realism should be present: contingencies, standards and quality specifications; timescales; communication methods and media, information and data:*

5 Records of revisions to work procedures and practices. (e) [4]

**Process Evidence**

Not applicable.


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## UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost

### Element C04.2 Monitor the dimensional accuracy of the works

**Evidence Requirements — 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.*

**In relation to:**
Dimensional controls [1]
**Know what and why**
identify deviations (d) [3]
**Know how to**
ensure personnel are provided with information (a)
ensure dimensional controls, setting out points, lines and profiles are checked (b)
record results (b)
ensure deviations are corrected (d)
revise work procedures to minimise deviations (e)

**In relation to:**
Measuring and recording equipment [2]
**Know how to weigh**
ensure checks to maintain accuracy (c)

**In relation to:**
Circumstances and conditions
**Know how to**
revise work procedures to allow for different (e) [4]


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## UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost

**Element C04.2 Monitor the dimensional accuracy of the works**

| No | Description of Evidence | Performance Criteria | | | | | Range | | | | | | | | | | | | |
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## UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost

**Element C04.2 Monitor the dimensional accuracy of the works**

| Evidence Comments: Where knowledge evidence is used to cover items of Range not included in the workplace evidence, this should be specified here. Reference should be made to the relevant expert witness statements and assessor Q&A reports in the portfolio. |
|---|

| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost

### Element C04.3 Control works progress against agreed programmes

**Performance Criteria**

This involves:

(a) implementing **systems to monitor and record** the progress of the works against the agreed **programmes**
(b) identifying inadequately and inappropriately specified **resources** and informing decision makers
(c) identifying and quantifying any **variations** from planned progress which have occurred, or which may occur, and which could disrupt the **programme**
(d) investigating the circumstances of any **variations** thoroughly implementing appropriate corrective action
(e) recommending options which are most likely to minimise increases in cost and time and help the contract progress, and passing these on to **people who have an interest**
(f) regularly informing decision makers about progress, changes to the operational programme, **resource** needs, and suggesting the decisions and actions that need to be taken
(g) identifying improvements from feedback received and recommending them to decision makers

**Range**

1 **Systems to monitor and record**
- (a) visual inspection
- (b) resource records
- (c) clerk of works' reports
- (d) contractors' reports
- (e) written and graphical records of actual work against programmed work
- (f) site meetings

2 **Programmes**
- (a) bar charts
- (b) critical activities
- (c) action lists
- (d) method statements

3 **Resources**
- (a) personnel
- (b) plant and equipment
- (c) materials and components

4 **Variations**
- (a) resource shortages
- (b) design problems and constraints
- (c) lack of essential construction information
- (d) construction errors
- (e) inclement weather
- (f) physical (site) constraints


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**UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost**

**Element C04.3 Control works progress against agreed programmes**

**Range**

5 **People who have an interest**
- (a) the client
- (b) contractors and/or subcontractors
- (c) consultants
- (d) suppliers
- (e) operatives

**Evidence Requirements — Performance**

*Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the Range 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.*

**Product Evidence**

*There must be performance evidence against each Performance Criteria. 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 Criteria.*

*The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence.*

1 Records of progress monitoring and recording systems (a) [1,2] including:
- ♦ records showing the monitoring of resources and the quantification of any variations (a,b,c) [1,2,3,4]
- ♦ informing decision makers about progress, changes to the operational programme, resource needs, decisions and actions that need to be taken (f)


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## UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost

**Element C04.3 Control works progress against agreed programmes**

**Evidence Requirements — Performance (cont)**

2 Records of investigations on variations and the action implemented. (d) [4]

3 Records of recommended options and improvements. (e,g) [5]

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

**Process Evidence**

Not applicable.

**Evidence Requirements — 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.*

**In relation to:**
Systems to monitor and record progress against programmes [1]
**Know what and why**
identify improvements from feedback (g)
**Know how to**
implement (a)
inform about progress and programmes (f)
**Know how to bring together in order that something can be decided or acted upon**
suggest decisions and actions needed (f)
recommend improvements to decision makers (g)

**In relation to:**
Contract resources [3]
**Know what and why**
identify inadequately and inappropriately specified (b)
**Know how to**
inform about inadequate and inappropriately specified (b)
inform about resource needs (f)


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## UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost

**Element C04.3 Control works progress against agreed programmes**

**Evidence Requirements — Knowledge and Understanding (cont)**

**In relation to:**
Variations from planned progress [4]
**Know what and why**
identify (c)
**Know how to**
quantify (c)
implement corrective action (d)
pass on recommendations (e) [5]

**Know how to examine in order to understand, explain or predict**
investigate circumstances of (d)
**Know how to bring together in order that something can be decided or acted upon**
recommend options to minimise increase in cost and time and help progress (e)


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## UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost

### Element C04.3 Control works progress against agreed programmes

| | | Performance Criteria | | | | | | | Range | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | a | b | c | d | e | f | g | 1a | 1b | 1c | 1d | 1e | 1f | 2a | 2b | 2c | 2d | 3a | 3b | 3c | 4a | 4b | 4c | 4d | 4e | 4f | 5a | 5b | 5c | 5d | 5e |
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## UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost

**Element C04.3 Control works progress against agreed programmes**

| Evidence Comments: Where knowledge evidence is used to cover items of Range not included in the workplace evidence, this should be specified here. Reference should be made to the relevant expert witness statements and assessor Q&A reports in the portfolio. |
|---|

| Notes/Comments |
|---|

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost

### Element C04.4 Contribute to controlling works costs against agreed budgets

**Performance Criteria**

This involves:

(a) implementing appropriate contract cost control systems which are able to provide early warning of problems
(b) collecting **cost data** regularly and ensuring it is recorded correctly and passing it on to the people who need it in time for them to be able to use it
(c) identifying variations and trends **cost data** and passing it on to the people who need it in time for them to be able to use it programme
(d) investigating any variations and agreeing and implementing appropriate corrective action with decision makers
(e) identifying **opportunities for cost savings** and recommending them to decision makers

**Range**

1 **Cost data**
- (a) material costs
- (b) plant costs
- (c) labour costs
- (d) sub-contractor costs

2 **Opportunities for cost saving**
- (a) waste reduction
- (b) energy management
- (c) recyclable materials
- (d) applications of new technology
- (e) alternative sources and types of materials
- (f) plant and labour which meet project requirements
- (g) variations in specification


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## UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost

### Element C04.4 Contribute to controlling works costs against agreed budgets

**Evidence Requirements — Performance**

*Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the Range 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.*

**Product Evidence**

*There must be performance evidence against each Performance Criteria. 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 Criteria.*

*The candidate must produce documentary evidence from the workplace or through simulation as detailed below, covering the following items that are considered to be common and key/critical to demonstrating competence:*

1 Contract cost control systems implemented which include:
   - ♦ records of cost data collection (b) [1]
   - ♦ identified variations and trends (c) [1]
2 Records of investigations of variations and the action implemented. (d)
3 Systems and process for identifying opportunities for cost-saving and improvements which have been identified and recommended. (e,f) [2]

**Evidence Requirements — Performance (cont)**

*Simulations are considered to be an acceptable alternative for producing evidence for the above items that are considered to be rare, but key/critical to demonstrating competence. The following conditions of realism should be present: contingencies, standards and quality specifications; quantities; communication methods and media, information and data.*

**Process Evidence**

Not applicable.


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## UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost

**Element C04.4 Contribute to controlling works costs against agreed budgets**

**Evidence Requirements — 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.*

**In relation to:**
Cost data [1]
**Know how to**
implement contract cost control systems (a)
collect and pass on (b)
ensure it is recorded correctly (b)
pass on variations and trends (c)
implement corrective action (d)
**Know how to examine in order to understand, explain or predict**
identify variations and trends (c)
investigate variations (d)
**Know how to weigh up ideas and make a judgement**
agree corrective action (d)

**In relation to:**
Opportunities for cost saving [2]
**Know what and why**
identify (e)
**Know how to bring together in order that something can be decided or acted upon**
recommend (e)


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## UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost

**Element C04.4 Contribute to controlling works costs against agreed budgets**

| | | Performance Criteria | | | | | Range | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | a | b | c | d | e | 1a | 1b | 1c | 1d | 2a | 2b | 2c | 2d | 2e | 2f | 2g |
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## UNIT SSL3/C04 (DD8L 04) Contribute to Controlling Work Quality, Progress and Cost

**Element C04.4 Contribute to controlling works costs against agreed budgets**

| Evidence Comments: Where knowledge evidence is used to cover items of Range not included in the workplace evidence, this should be specified here. Reference should be made to the relevant expert witness statements and assessor Q&A reports in the portfolio. |
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| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT SSL3/C05 (DD8N 04) Contribute to the Performance of Teams, Individuals and Self

This Unit has the following Elements:

SSL3/C05.1 Assess the performance of teams and individuals
SSL3/C05.2 Enable others to learn
SSL3/C05.3 Undertake personal development

**Unit Summary**

This Unit is about teams, individuals and self.

Your competence to develop team skills, an individual's knowledge and self-improvement to ensure the best possible performance.

Element 5.1 **Assessing performance**
Assessing and monitoring performance of teams and individuals. This Element originates from the Standards developed by the Management and Enterprise National Training Organisation (MSC C13.3). As such its format differs slightly from other Elements in the qualification.

Element 5.2 **Learning**
Encouraging others to adopt appropriate learning techniques, reviewing their learning needs and providing feedback to improve performance.

Element 5.3 **Personal development**
Improving the development of self through personal planning, action and review.


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# UNIT SSL3/C05 (DD8N 04) Contribute to the Performance of Teams, Individuals and Self

**Element C05.1 Assess the performance of teams and individuals**

**Performance Criteria**

This involves:

(a) explaining clearly the **purpose** of **monitoring and assessment** to all those involved
(b) giving opportunities to teams and individuals to **monitor and assess** their own performance against objectives and work plans
(c) **monitoring** the performance of teams and individuals at times most likely to maintain and improve effective performance
(d) **assessing** the performance of teams and individuals based on sufficient, valid and reliable **information**
(e) carrying out **assessments** objectively, against clear, agreed criteria
(f) **assessing by** talking due account of the personal circumstances of team members and the **organisational constraints** on their work

**Range**

1 **Purpose**
- (a) assuring that objectives have been achieved
- (b) assuring that quality and customer requirements have been met
- (c) appraising team or individual performance
- (d) assessing performance for reward
- (e) recognising competent performance and achievement

2 **Monitoring and assessment**
- (a) specific to one activity or objective
- (b) general to overall performance of the team or individual

3 **Information**
- (a) qualitative
- (b) quantitative

4 **Organisational constraints**
- (a) organisational objectives
- (b) organisational policies
- (c) resources


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# UNIT SSL3/C05 (DD8N 04) Contribute to the Performance of Teams, Individuals and Self

**Element C05.1 Assess the performance of teams and individuals**

**Evidence Requirements — Performance**

*Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, recognised education and training course assessment which is across the Range 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.*

*You must prove that you assess the performance of teams and individuals to the National Standard of Competence.*

*To do this, you must provide evidence to convince your assessor that you consistently meet all the Performance Criteria.*

1 You must show evidence that your assessments have at least two of the types of purpose [1]
2 You must show evidence that your assessments have at least one of the type of monitoring and assessment [2]
3 You must show evidence that your assessments have both types of information [3]
4 You must show evidence that you take account of all of the types of organisational constraints [4]

*Your evidence must be the result of real work activities undertaken by yourself. Evidence from simulated activities is not acceptable for this Element.*

**Evidence Requirements — Performance (cont)**

*You must, however, convince your assessor that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all types of purpose, monitoring and assessment, listed.*


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# UNIT SSL3/C05 (DD8N 04) Contribute to the Performance of Teams, Individuals and Self

**Element C05.1 Assess the performance of teams and individuals**

**Evidence Requirements — 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.*

Communication (a) [1,2]

- the importance of being clear yourself about the purpose of monitoring and assessment and communicating this effectively to those involved

Continuous improvement (b,c,d,e,f) [2]

- the importance of monitoring and assessing the ongoing performance of teams and individuals
- different purposes of work monitoring and assessment
- how to make fair and objective assessments
- how to monitor and assess the performance of teams and individuals
- the standard against which work is to be assessed
- the information needed to assess the performance of teams and individuals

Information handling (d) [3]

- how the necessary information should be gathered and validated

Involvement and motivation (b)

- the importance of providing opportunities to team members to monitor and assess their own work, and how to enable this

**Evidence Requirements — Knowledge and Understanding (cont)**

Organisational context (b) [4]

- the organisational constraints which may affect the achievements of objectives

Providing support (f)

- the types of personal circumstances which may impact on individual performance


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## UNIT SSL3/C05 (DD8N 04) Contribute to the Performance of Teams, Individuals and Self

**Element C05.1 Assess the performance of teams and individuals**

| | | Performance Criteria | | | | | | Range | | | | | | | | | | | |
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| **No** | **Description of Evidence** | a | b | c | d | e | f | 1a | 1b | 1c | 1d | 1e | 2a | 2b | 3a | 3b | 4a | 4b | 4c |
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## UNIT SSL3/C05 (DD8N 04) Contribute to the Performance of Teams, Individuals and Self

**Element C05.1 Assess the performance of teams and individuals**

| Evidence Comments: Where knowledge evidence is used to cover items of Range not included in the workplace evidence, this should be specified here. Reference should be made to the relevant expert witness statements and assessor Q&A reports in the portfolio. |
|---|

| Notes/Comments |
|---|

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT SSL3/C05 (DD8N 04) Contribute to the Performance of Teams, Individuals and Self

**Element C05.2 Enable others to learn**

**Performance Criteria**

This involves:

(a) identifying and offering adequate and appropriate **opportunities for others** to learn
(b) advising and coaching **others** so that they can identify their current level of competence, their learning needs and targets
(c) selecting and recommending appropriate **learning techniques and methods** which are suitable to the topic and the needs of the individual
(d) presenting information to **others** using a pace, style and form which is appropriate to their needs
(e) encouraging **others** to ask questions, to ask for clarification and to for advice when they need help and during learning activities
(f) reviewing **others'** progress towards agreed objectives and giving realistic and positive feedback on achievements
(g) identifying, through discussion with **others**, areas in which they need help to achieve agreed competence levels and using the information to produce an agreed personal development plan

**Range**

1 **Opportunities:**
   (a) paid time
   (b) personal times
   (c) office
   (d) site, group and mutual collaboration

2 **Others:**
   (a) colleagues
   (b) trainees entering the profession

3 **Learning techniques and methods:**
   (a) attending training and educational programmes
   (b) coaching
   (c) instructing
   (d) agreeing work based learning opportunities


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# UNIT SSL3/C05 (DD8N 04) Contribute to the Performance of Teams, Individuals and Self

**Element C05.2 Enable others to learn**

**Evidence Requirements — Performance**

*Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the Range 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.*

**Product Evidence**

*There must be workplace performance evidence against each Performance Criteria. 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 Criteria.*

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

1 Records of learning opportunities, advice and coaching given (a,b,c) [1,2,3]
2 Presentations of information (d,e) [2]
3 Reviews of progress including agreed personal development plans (f,g) [2]

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

**Evidence Requirements — Performance (cont)**

**Process Evidence:**

*The candidate must produce observed evidence from the workplace covering the following item that is considered to be common and basic to demonstrating competence:*

1 Presentations of information (d,e) [2]


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## UNIT SSL3/C05 (DD8N 04) Contribute to the Performance of Teams, Individuals and Self

**Element C05.2 Enable others to learn**

**Evidence Requirements — 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.*

**In relation to:**
Opportunities for others to learn [1]
**Know what and why**
identify (a)
**Know how to bring together in order that something can be decided or acted upon**
offer (a)

**In relation to:**
Others who learn and benefit from one's experience [2]
**Know what and why**
identify areas in which to achieve competence (g)
**Know how to**
use information to produce a development plan (g)
**Know how to examine in order to understand, explain or predict**
review progress (f)
**Know how to bring together in order that something can be decided or acted upon**
give feedback (f)

**Evidence Requirements — Knowledge and Understanding (cont)**

**In relation to:**
Learning techniques and methods [3]
**Know how to**
recommend (c)
present information (d)
encourage questions and responses (e)
**Know how to weight up ideas and make a judgement**
advise and coach (b)
select (c)


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## UNIT SSL3/C05 (DD8N 04) Contribute to the Performance of Teams, Individuals and Self

**Element C05.2 Enable others to learn**

| No | Description of Evidence | Performance Criteria | | | | | | | Range | | | | | | | | | |
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## UNIT SSL3/C05 (DD8N 04) Contribute to the Performance of Teams, Individuals and Self

**Element C05.2 Enable others to learn**

| Evidence Comments: Where knowledge evidence is used to cover items of Range not included in the workplace evidence, this should be specified here. Reference should be made to the relevant expert witness statements and assessor Q&A reports in the portfolio. |
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| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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# UNIT SSL3/C05 (DD8N 04) Contribute to the Performance of Teams, Individuals and Self

**Element C05.3 Undertake personal development**

**Performance Criteria**

This involves:

(a) identifying **personal development needs**
(b) identifying relevant **standards of competence** against which **personal development** can be measured
(c) identifying and contacting **sources of support and guidance** for undertaking personal development
(d) preparing **a development plan** for achieving identified development needs
(e) undertaking **development activities** aimed at achieving identified development needs, recording progress and evaluating the effectiveness of the activities
(f) reviewing the cycle of **personal development** and revising and updating personal development needs to suit changing circumstances

**Range**

1 **Personal development needs:**
- (a) preparation for new jobs
- (b) need for updating
- (c) need for provide evidence of competence
- (d) compliance with employer requirements
- (e) career progression
- (f) awareness of shortcomings

2 **Standards of competence:**
- (a) job descriptions
- (b) industry national standards

3 **Personal development**
- (a) maintenance of existing competence
- (b) improvements of existing competence
- (c) development of new competence

4 **Sources of support and guidance:**
- (a) national/industry/Professional bodies
- (b) education and training providers
- (c) in house

5 **Development plan includes:**
- (a) priorities
- (b) target dates
- (c) development activities

6 **Development activities:**
- (a) format courses
- (b) work experience
- (c) personal study


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# UNIT SSL3/C05 (DD8N 04) Contribute to the Performance of Teams, Individuals and Self

**Element C05.3 Undertake personal development**

**Evidence Requirements — Performance**

*Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the Range 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.*

**Product Evidence**

*There must be workplace performance evidence against each Performance Criteria. 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 Criteria.*

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

1 Personal development plans (d) [5] which include:
   - ♦ identified personal development needs (a) [1]
   - ♦ identified standards of competence (b) [2,3]
2 Records of development activities undertaken (e) [6]
3 Reviews of personal development including revisions and updates to development plans (f) [1,3]

**Evidence Requirements — Performance (cont)**

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

**Process Evidence**

*Not applicable.*


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# UNIT SSL3/C05 (DD8N 04) Contribute to the Performance of Teams, Individuals and Self

**Element C05.3 Undertake personal development**

**Evidence Requirements — 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.*

**In relation to:**
Personal development [2]
**Know what and why**
identify needs (a) [1]
**Know how to**
revise and update personal development needs (f)
**Know how to examine in order to understand, explain or predict**
review cycle of (f)

**In relation to:**
standards of competence for measuring personal development [2]
**Know what and why**
identify (b)

**In relation to:**
Sources of support and guidance for personnel development [4]
**Know what and why**
identify (c)
**Know how to**
contact (c)

**Evidence Requirements — Knowledge and Understanding (cont)**

**In relation to:**
Personal development plans [5]
**Know how to bring together in order that something can be decided or acted upon**
prepare (d)

**In relation to:**
Personal development activities
**Know how to**
record progress (e)
**Know how to weigh up ideas and make a judgement**
undertake (e)
evaluate effectiveness (e)


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## UNIT SSL3/C05 (DD8N 04) Contribute to the Performance of Teams, Individuals and Self

**Element C05.3 Undertake personal development**

| No | Description of Evidence | Performance Criteria | | | | | | Range | | | | | | | | | | | | | | | | | | | | |
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| | | a | b | c | d | e | f | 1a | 1b | 1c | 1d | 1e | 1f | 2a | 2b | 3a | 3b | 3c | 4a | 4b | 4c | 5a | 5b | 5c | 6a | 6b | 6c | |
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## UNIT SSL3/C05 (DD8N 04) Contribute to the Performance of Teams, Individuals and Self

**Element C05.3 Undertake personal development**

| Evidence Comments: Where knowledge evidence is used to cover items of Range not included in the workplace evidence, this should be specified here. Reference should be made to the relevant expert witness statements and assessor Q&A reports in the portfolio. |
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| Notes/Comments |
|---|

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT SSL3/C06 (DD8M 04) Contribute to Productive Working Relationships

This Unit has the following Elements:

SSL3/C06.1 Enhance the trust and support of colleagues
SSL3/C06.2 Enhance the trust and support of those to whom you report
SSL3/C06.3 Develop and maintain relationships with people affected by one's work

**Unit Summary**

This Unit is about working relationships.

Your competence to create and maintain working relationships, reducing the opportunity for conflict to a minimum with an immediate manager, team members and others.

Element 6.1 **Colleagues**
Consulting with others regarding proposed activities. Keeping them informed about work and offering them appropriate support when needed. Ensuring they are treated with respect, promises are kept with discussions that are open and frank. This Element originates from the Standards developed by the Management and Enterprise NTO (MSC C6.1). As such its format differs slightly from other Elements in the qualification.

Element 6.2 **Immediate manager**
Keeping them informed about activities, plans and any problems, threats or opportunities which arise. Consulting and clarifying policies and ways of working; resolving any disagreements in a constructive way. This Element originates from the Standards developed by the Management and Enterprise NTO (MSC C6.2). As such its format differs slightly from other Elements in the qualification.

Element 6.3 **Others**
Ensuring that others are kept informed and consulted on those matters which affect their normal lives and well being. Common courtesies in dealing with requests for information and assistance.


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## UNIT SSL3/C06 (DD8M 04) Contribute to Productive Working Relationships

### Element C06.1 Enhance the trust and support of colleagues

**Performance Criteria**

This involves:

(a) consulting with **colleagues** about proposed activities at appropriate times and in a manner which encourages open, frank discussion
(b) keeping **colleagues** informed about organisational plans and activities, emerging threats and opportunities
(c) honouring the commitments you make to **colleagues**
(d) treating **colleagues** in a manner which shows your respect for individuals and the need for confidentiality
(e) giving **colleagues** sufficient support for them to achieve their work objectives
(f) discussing directly with the **colleagues** concerned your evaluation of their work and behaviour

**Range**

1 **Colleagues**
   (a) those working at the same level
   (b) those working at a higher level
   (c) those working at a lower level


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## UNIT SSL3/C06 (DD8M 04) Contribute to Productive Working Relationships

### Element C06.1 Enhance the trust and support of colleagues

**Evidence Requirements — Performance**

*Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria across the Range 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.*

**Product Evidence**

You must prove that you enhance the trust and support of colleagues to the National Standard of competence.

To do this, you must provide evidence to convince your assessor that you consistently meet all the Performance Criteria.

You must show evidence of gaining the trust and support of two of the types of colleagues [1].

*Your evidence must be the result of real work activities undertaken by yourself. Evidence from simulated activities is not acceptable for this Element.*

*You must, however, convince your assessor that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all types of purpose, monitoring and assessment, listed.*

**Evidence Requirements — 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.*

**Communication (a) [1]**

- how to consult with colleagues in a way which encourages open and frank discussions
- how to select communication methods appropriate to the issues and contexts
- the importance of effective communication methods to productive working relationships
- the importance of discussing evaluations of output and behaviour at work promptly and directly with those concerned
- how to provide feedback in a way which will lead to a constructive outcome

**Information handling (d) [1]**

- the types of information concerning colleagues which need to be treated confidentially and procedures to follow to ensure this

**Organisational context (b) [1]**

- the organisational plans and activities, emerging threats and opportunities, which are relevant to the work of colleagues and about which they need to be informed


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## UNIT SSL3/C06 (DD8M 04) Contribute to Productive Working Relationships

**Element C06.1 Enhance the trust and support of colleagues**

**Evidence Requirements — Knowledge and Understanding (cont)**

**Providing support (e) [1]**

- the support colleagues may require to achieve their objectives and how to provide such support

**Working relationships (c,d) [1]**

- how people work in groups especially at senior levels within an organisation
- the strategies and styles of working which encourage effective working relationships
- the importance of honouring commitments to colleagues
- the importance of showing respect for colleagues and how to do this


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## UNIT SSL3/C06 (DD8M 04) Contribute to Productive Working Relationships

**Element C06.1 Enhance the trust and support of colleagues**

| | | Performance Criteria | | | | | | Range | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | a | b | c | d | e | f | 1a | 1b | 1c |
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## UNIT SSL3/C06 (DD8M 04) Contribute to Productive Working Relationships

**Element C06.1 Enhance the trust and support of colleagues**

| Evidence Comments: Where knowledge evidence is used to cover items of Range not included in the workplace evidence, this should be specified here. Reference should be made to the relevant expert witness statements and assessor Q&A reports in the portfolio. |
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| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT SSL3/C06 (DD8M 04) Contribute to Productive Working Relationships

### Element C06.2 Enhance the trust and support of those to whom you report

**Performance Criteria**

This involves:

(a) giving **those to whom you report** timely and accurate reports on activities, progress, results and achievements
(b) giving **those to whom you report** clear and accurate information about emerging threats opportunities with a degree of urgency appropriate to the situation
(c) making proposals for action that are clear and realistic
(d) **presenting** your **proposals** for action to those to whom you report at appropriate times
(e) making constructive efforts to resolve disagreements and maintain good working relationships where you have disagreements with **those to whom you report**

**Range**

1 **Those to whom you report**
   (a) an individual
   (b) an organisation, board or other authority

2 **Present proposals**
   (a) spoken
   (b) written


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## UNIT SSL3/C06 (DD8M 04) Contribute to Productive Working Relationships

### Element C06.2 Enhance the trust and support of those to whom you report

**Evidence Requirements — Performance**

*Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the Range 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.*

**Product Evidence**

*You must prove that you enhance the trust and support of those to whom you report to the National Standard of competence.*

*To do this, you must provide evidence to convince your assessor that you consistently meet all the Performance Criteria.*

You must show evidence that you present proposals one of the types of those to whom you report [1].

You must show evidence that you present proposals in one of the forms [2].

*Your evidence must be the result of real work activities undertaken by yourself. Evidence from simulated activities is acceptable only for performance criterion (e) in this Element.*

*You must, however, convince your assessor that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all types of those to whom you report and proposals, listed.*

**Evidence Requirements — 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.*

**Communication (a,d) [1,2]**

- the importance of keeping those to whom you report informed of activities, progress, results and achievements and how to do this
- how to develop and present proposals in ways which are realistic, clear and likely to influence those to whom you report positively

**Organisational context (b) [1]**

- the management structures, lines of accountability and control in your organisation
- the general responsibilities of those to whom you report
- the decision making processes within your organisation
- the types of emerging threats and opportunities about which those to whom you report need to be informed and the degree of urgency attached to these
- the types of organisational policies and ways of working about which you need to consult with those to whom you report, and how to do this

**Working relationships (e) [1]**

- strategies and styles of working which encourage effective support and how to provide such support
- methods of handling disagreements with those to whom you report in a constructive manner


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## UNIT SSL3/C06 (DD8M 04) Contribute to Productive Working Relationships

### Element C06.2 Enhance the trust and support of those to whom you report

| | | Performance Criteria | | | | | Range | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | a | b | c | d | e | 1a | 1b | 2a | 2b |
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## UNIT SSL3/C06 (DD8M 04) Contribute to Productive Working Relationships

**Element C06.2 Enhance the trust and support of those to whom you report**

| Evidence Comments: Where knowledge evidence is used to cover items of Range not included in the workplace evidence, this should be specified here. Reference should be made to the relevant expert witness statements and assessor Q&A reports in the portfolio. |
|---|

| Notes/Comments |
|---|

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT SSL3/C06 (DD8M 04) Contribute to Productive Working Relationships

### Element C06.3 Develop and maintain relationships with people affected by one's work

**Performance Criteria**

This involves:

(a) developing, maintaining and encouraging **working relationships** with **people** which promote **goodwill and trust**
(b) **informing people** about **work activities** in an appropriate level of detail and with an appropriate degree of urgency
(c) **offering advice** and help to **people** about **work activities** with sensitivity and encouraging questions, requests for clarification and comments
(d) **clarifying** with **people** objections to proposals and suggesting alternative proposals
(e) resolving conflicts and differences of opinion in ways which minimise offence, and maintain respect

**Range**

1 **Working relationships**
- (a) formal
- (b) informal

2 **People**
- (a) employers
- (b) clients and customers
- (c) users
- (d) contractual
- (e) general public
- (f) community groups
- (g) suppliers of products and services

3 **Promote goodwill and trust**
- (a) demonstrating a duty of care
- (b) honouring promises and undertakings
- (c) honest relationships
- (d) constructive relationships

4 **Informing, offering advice, presenting and clarifying**
- (a) orally
- (b) in writing
- (c) using graphics

5 **Work activities**
- (a) progress
- (b) results
- (c) achievements
- (d) emerging threats
- (e) opportunities


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## UNIT SSL3/C06 (DD8M 04) Contribute to Productive Working Relationships

### Element C06.3 Develop and maintain relationships with people affected by one's work

**Evidence Requirements — Performance**

*Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the Range 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.*

**Product Evidence**

*There must be workplace performance evidence against each Performance Criteria. 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 Criteria.*

*The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence:*

1 Records of information and advice provided about work activities (a,b,c,e) [1,2,3,4,5]
2 Information presented, including clarification offered (a,d,e) [1,2,3,4]

*Simulation is not considered to be acceptable for producing evidence for this Element.*

**Evidence Requirements — Performance (cont)**

**Process Evidence**

The candidate must produce observed evidence from the workplace covering the following item that is considered to be common and basic to demonstrating competence:

1 Informing and advising (all) [all]


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## UNIT SSL3/C06 (DD8M 04) Contribute to Productive Working Relationships

**Element C06.3 Develop and maintain relationships with people affected by one's work**

**Evidence Requirements — 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.*

**In relation to:**
Working relationships with people [2]
**Know how to**
maintain and encourage (a) [3]
**Know how to bring together in order that something can be decided or acted upon**
develop (a) [1]
resolve conflicts and differences of opinion (e)

**In relation to:**
Advising, information, presenting and clarifying about work activities [4]
**Know how to**
inform about (b) [5]
encourage responses (c)
clarify objections to proposals (d) [2]
**Know how to bring together in order that something can be decided or acted upon**
offer advice (c)
suggest alternative proposals (d)


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## UNIT SSL3/C06 (DD8M 04) Contribute to Productive Working Relationships

**Element C06.3 Develop and maintain relationships with people affected by one's work**

| | | Performance Criteria | | | | | Range | | | | | | | | | | | | | | | | | | | |
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| **No** | **Description of Evidence** | a | b | c | d | e | 1a | 1b | 2a | 2b | 2c | 2d | 2e | 2f | 2g | 3a | 3b | 3c | 3d | 4a | 4b | 4c | 5a | 5b | 5c | 5d | 5e |
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## UNIT SSL3/C06 (DD8M 04) Contribute to Productive Working Relationships

**Element C06.3 Develop and maintain relationships with people affected by one's work**

| Evidence Comments: Where knowledge evidence is used to cover items of Range not included in the workplace evidence, this should be specified here. Reference should be made to the relevant expert witness statements and assessor Q&A reports in the portfolio. |
|---|

| Notes/Comments |
|---|

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT SSL3/C07 (DD93 04)  Plan and Implement Highways Maintenance Activities

This Unit has the following Elements:

SSL3/C07.1 Plan and schedule highways maintenance activities
SSL3/C07.2 Monitor and maintain highways maintenance activities

**Unit Summary**

This Unit is specifically designed for those operating as highways maintenance supervisors and is required to complete the NVQ/SVQ for this discipline.

This Unit is about highways maintenance.

Your competence to identify, review and prioritise highways maintenance activities and monitor their implementation and maintain performance.

Element 7.1 **Planning**
Reviewing highways maintenance requirements, prioritising activities and scheduling and agreeing them with decision makers.

Element 7.2 **Monitoring and maintaining**
Monitoring and maintaining highways maintenance activities by inspection, controlling necessary resources, compliance with statutory requirements, identifying problems and implementing corrective action.


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## UNIT SSL3/C07 (DD93 04) Plan and Implement Highways Maintenance Activities

### Element C07.1 Plan and schedule highways maintenance activities

**Performance Criteria**

This involves:

(a) identifying work requirements for **highways maintenance**
(b) identifying and reviewing **influencing factors** and **guidance material** about **highways maintenance**
(c) prioritising **maintenance activities** by assessing and accounting for all the **influencing factors**
(d) ensuring that priorities take account of **changing circumstances** whilst maintaining consistency with the **influencing factors**
(e) preparing plans and schedules of **maintenance activities** and negotiating and agreeing them with decision makers

**Range**

1 **Highways**
- (a) dual carriageway
- (b) single carriageway
- (c) carriageway with footway

2 **Maintenance**
- (a) scheduled and preventative
- (b) unscheduled and corrective
- (c) emergency

3 **Influencing factors**
- (a) work requirements
- (b) contractual requirements
- (c) statutory requirement
- (d) resource allocation
- (e) environmental considerations

4 **Guidance material**
- (a) maintenance manuals
- (b) traffic control
- (c) practice guides/specifications

5 **Maintenance activities**
- (a) regular programmes
- (b) responsive works
- (c) winter maintenance
- (d) traffic management (signing, lighting, guarding)


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## UNIT SSL3/C07 (DD93 04) Plan and Implement Highways Maintenance Activities

### Element C07.1 Plan and schedule highways maintenance activities

**Range (cont)**

6 **Changing circumstances**
- (a) susceptibility to damage
- (b) safety requirements
- (c) compromised operational effectiveness
- (d) weather conditions

**Evidence Requirements — Performance**

*Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the Range 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.*

**Product Evidence**

*There must be workplace performance evidence against each Performance Criteria. 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 Criteria.*

*The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence:*

1 Plans and schedules of maintenance activities (e) [5] which include:
- ♦ identified work requirements (a) [1,2]
- ♦ reviews and assessments of influencing factors and guidance material (b,c) [3,4]
- ♦ prioritised activities (c,d) [3,6]

Simulation is not considered to be acceptable for producing evidence for this Element.


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## UNIT SSL3/C07 (DD93 04) Plan and Implement Highways Maintenance Activities

### Element C07.1 Plan and schedule highways maintenance activities

**Evidence Requirements — Performance (cont)**

**Process Evidence**

*Not applicable.*

**Evidence Requirements — 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.*

**In relation to:**
Highways maintenance [1,2]
**Know what and why**
identify work requirements for (a)

**In relation to:**
Factors influencing highways maintenance [3]
**Know what and why**
identify (b)
**Know how to**
account for (c)[5]
maintain consistency between priorities and (d)
**Know how to examine in order to understand, explain or predict**
review (b)
assess (c)

**In relation to:**
Guidance material [4]
**Know what and why**
identify (b)
**Know how to examine in order to understand, explain or predict**
review (b)


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## UNIT SSL3/C07 (DD93 04) Plan and Implement Highways Maintenance Activities

**Element C07.1 Plan and schedule highways maintenance activities**

**Evidence Requirements — Knowledge and Understanding (cont)**

**In relation to:**
Maintenance activities [5]
**Know how to**
Prepare plans and schedules (e)
**Know how to examine in order to understand, explain or predict**
prioritise (c)
**Know how to bring together in order that something can be decided or acted upon**
negotiate plans and schedules (e)
**Know how to weigh up ideas and make a judgement**
agree plans and schedules (e)

**In relation to:**
Changing circumstances affecting maintenance [6]
**Know how to**
ensure that priorities take account of (d) [3]


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## UNIT SSL3/C07 (DD93 04) Plan and Implement Highways Maintenance Activities

**Element C07.1 Plan and schedule highways maintenance activities**

| | | Performance Criteria | | | | | Range | | | | | | | | | | | | | | | | | | | | | |
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| **No** | **Description of Evidence** | a | b | c | d | e | 1a | 1b | 1c | 2a | 2b | 2c | 3a | 3b | 3c | 3d | 3e | 4a | 4b | 4c | 5a | 5b | 5c | 5d | 6a | 6b | 6c | 6d |
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## UNIT SSL3/C07 (DD93 04) Plan and Implement Highways Maintenance Activities

**Element C07.1 Plan and schedule highways maintenance activities**

| Evidence Comments: Where knowledge evidence is used to cover items of Range not included in the workplace evidence, this should be specified here. Reference should be made to the relevant expert witness statements and assessor Q&A reports in the portfolio. |
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| Notes/Comments |
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*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## UNIT SSL3/C07 (DD93 04) Plan and Implement Highways Maintenance Activities

### Element C07.2 Monitor and maintain highways maintenance activities

**Performance Criteria**

This involves:

(a) carrying out programmes of regular **inspection** which will minimise **highways** disruption and maintain optimum performance
(b) complying with legal and statutory requirements for **highways maintenance** using safe working methods and practices
(c) identifying and assessing problems and recommending and implementing corrective action which conforms to safe working methods and practices
(d) keeping accurate records of **inspections**, and corrective action and the costs involved
(e) identifying, assessing and maintaining the necessary **resources** for **maintenance activities**

**Range**

1 **Inspections**
- (a) health and safety
- (b) performance

2 **Highways**
- (a) dual carriageway
- (b) single carriageway
- (c) carriageway with footway

3 **Maintenance**
- (a) scheduled and preventative
- (b) unscheduled and corrective
- (c) emergency

4 **Resources**
- (a) materials
- (b) plant and equipment
- (c) time
- (d) personnel

5 **Maintenance activities**
- (a) regular programmes
- (b) responsive works
- (c) winter maintenance
- (d) traffic management (signing, lighting, guarding)


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## UNIT SSL3/C07 (DD93 04) Plan and Implement Highways Maintenance Activities

### Element C07.2 Monitor and maintain highways maintenance activities

**Evidence Requirements — Performance**

*Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the Range 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.*

**Product Evidence**

*There must be workplace performance evidence against each Performance Criteria. 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 Criteria.*

*The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical demonstrating competence:*

1 Records of inspection programmes which have been carried out (a,d) [1] which include:
   - ♦ compliance with legal and statutory requirements and safe working practices and methods (b) [2,3]

2 Records of corrective action which includes:
   - ♦ problems identified and assessed and recommendations for corrective action (c)

3 Assessments of resource requirements. (e) [4,5]

*Simulation is not considered to be acceptable for producing evidence for this Element.*

**Evidence Requirements — Performance (cont)**

**Process Evidence**

Not applicable.


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## UNIT SSL3/C07 (DD93 04) Plan and Implement Highways Maintenance Activities

**Element C07.2 Monitor and maintain highways maintenance activities**

**Evidence Requirements — 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.*

**In relation to:**
Inspections [1]
**Know what and why**
identify problems (c)
**Know how to**
carry out programmes of (a)
implement corrective action (c)
keep records (d)
**Know how to examine in order to understand, explain or predict**
assess problems (c)
**Know how to bring together in order that something can be decided or acted upon**
recommend corrective action (c)

**In relation to:**
Highways maintenance [2,3]
**Know how to**
comply with legal and statutory requirements for (b)
use safe working methods and practices (b)

**Evidence Requirements — Knowledge and Understanding (cont)**

**In relation to:**
Resources for maintenance activities [4,5]
**Know what and why**
identify (e) [4]
**Know how to**
maintain (e)
**Know how to examine in order to understand, explain or predict**
assess (e)


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## UNIT SSL3/C07 (DD93 04) Plan and Implement Highways Maintenance Activities

**Element C07.2 Monitor and maintain highways maintenance activities**

| | | Performance Criteria | | | | | Range | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **No** | **Description of Evidence** | a | b | c | d | e | 1a | 1b | 2a | 2b | 2c | 3a | 3b | 3c | 4a | 4b | 4c | 4d | 5a | 5b | 5c | 5d |
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## UNIT SSL3/C07 (DD93 04) Plan and Implement Highways Maintenance Activities

**Element C07.2 Monitor and maintain highways maintenance activities**

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| Evidence Comments: Where knowledge evidence is used to cover items of Range not included in the workplace evidence, this should be specified here. Reference should be made to the relevant expert witness statements and assessor Q&A reports in the portfolio. |

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| Notes/Comments |

*The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.*

**Candidate:** _____ **Date:** _____

**Assessor:** _____ **Date:** _____

**Internal Verifier:** _____ **Date:** _____


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## Glossary of terms

| | |
|---|---|
| **Advisor** | A person who carries out, either singly or in combination, the functions of advising a candidate, collecting evidence of his or her competence on behalf of the assessor and authenticating the work candidates have undertaken. A mentor might also provide witness testimony. |
| **Assessment** | The process of generating and collecting evidence of a candidate's performance and judging that evidence against defined criteria. |
| **Assessor** | The person designated in a centre to be responsible for collecting evidence of candidates' competence, judging it and recording achievement. |
| **Authentication** | The process by which an advisor or assessor confirms that an assessment has been undertaken by a candidate and that all regulations governing the assessment have been observed. |
| **Candidate** | The person enrolling for an SQA qualification. |
| **Centre** | The college, training organisation or workplace where SQA qualifications are delivered and assessed. |
| **Element of competence** | Statements which define the products of learning. The statements describe the activities that the candidate needs to perform in order to achieve the Unit. They contain Performance Criteria and sometimes statements on range and evidence. (see Outcome) |
| **Evidence** | materials the candidate has to provide as proof of his or her competence against specified Performance Criteria. |
| **Evidence requirements** | Specify the evidence that must be gathered to show that the candidate has met the standards laid down in the Performance Criteria. |
| **External verifier** | The person appointed by the SQA who is responsible for the quality assurance of a centre's provision. An external verifier is often appointed on a subject area basis or for cognate groups of Units. |
| **Instrument of assessment** | A means of generating evidence of the candidate's performance. |
| **Internal verifier** | The person appointed from within the centre who ensures that assessors apply the standards uniformly and consistently. |
| **Observation** | A means of assessment in which the candidate is observed carrying out tasks that reflect the Performance Criteria given in Outcomes. |
| **Outcome** | Statement which defines the products of learning. They describe the activities the candidate has to perform to achieve the Unit, and contain Performance Criteria, and, sometimes, statements on range and evidence (see elements of competence). |
| **Performance Criteria** | Statements which describe the standard to which candidates must perform the activities which are stated in the Outcome. |


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| | |
|---|---|
| **Portfolio** | A compilation of evidence which can form the basis for assessment. The portfolio is commonly used in SVQ awards and in alternative routes to assessment such as APL and credit transfer. |
| **Product evaluation** | A means of assessment which enables the quality of a product produced by the candidate, rather than the process of producing it, to be evaluated. |
| **Range/Scope** | A statement in the Unit which specifies the different contexts in which the activities described in the outcome have to be demonstrated. Where they appear, range/scope statements are mandatory. |


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# Section 4 — Blank recording forms

This section consists of the blank forms referred to in Section 2 for you to photocopy. You may find these useful when compiling your portfolio.


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# Portfolio title page

**Your name:** _____

**Job title:** _____

**Name of Employer/ Training Provider/ College:** _____

**Their address:** _____

_____

**Tel no:** _____

**SVQ:** _____

**level:** _____

**Units submitted for assessment:**

**Mentor:** _____

**(Please provide details of Mentor's experience)** _____

**Assessor:** _____

**Date:** _____


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## Personal profile

| | |
|---|---|
| **Name** | |
| **Address** | |
| **Postcode** | |
| **Tel no** | **Home:** **Work:** |
| **Job title** | |

## Relevant experience

| | |
|---|---|
| **Description of your current job** | |
| **Previous work experience** | |
| **Qualifications and training** | |

**Continued overleaf ….**


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| | |
|---|---|
| **Qualifications and Training (continued)** | |
| **Voluntary work/interests** | |
| **Name of Employer/Training Provider/College** | |
| **Address** | |
| **Postcode** | |
| **Tel no** | |
| **Type of Business** | |
| **Number of Staff** | |
| **Structure of organisation (include chart or diagram if available)** | |


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## Contents checklist

You might also find it useful to complete the following checklist as you work your way through your portfolio. This will help you to see if you have included all the relevant items. Once you have completed your portfolio, you will be able to use this checklist again as a contents page, by inserting the relevant page or section numbers in the right hand column.

| | Completed? | Page/Section number |
|---|---|---|
| Title page for the portfolio | ☐ | |
| Personal profile | | |
| ♦ your own personal details | ☐ | |
| ♦ a brief CV or career profile | ☐ | |
| ♦ description of your job | ☐ | |
| ♦ information about your employer/training provider/ college | ☐ | |
| Unit Assessment Plans | ☐ | |
| Unit progress record | ☐ | |
| Completed Element Achievement Records for each Unit | | |
| ♦ signed by yourself, your assessor and the internal verifier (where relevant) | ☐ | |
| ♦ Evidence reference numbers included | ☐ | |
| Index of evidence (with cross-referencing information completed) | ☐ | |
| Evidence (with reference numbers) | | |
| ♦ observation records | ☐ | |
| ♦ details of witnesses (witness testimony sheets) | ☐ | |
| ♦ personal statements | ☐ | |
| ♦ products of performance | ☐ | |


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# Index of evidence

| SVQ title and level: |
|---|

| Evidence number | Description of evidence | Included in portfolio (Yes/No) If no, state location | Sampled by the IV (initials and date) |
|---|---|---|---|
| | | | |
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# Personal statement

| Date | Evidence index number | Details of statement | Links to other evidence (enter numbers) | Units, elements, pcs, and range covered |
|---|---|---|---|---|
| | | | | |

Candidate signature: _____ Date: _____


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# Observation record

**Unit/Element(s):**

**Candidate:** _____ **Date of observation:** _____

**Evidence index number**: _____

| **Skills/activities observed:** | **PCs and range covered:** |
|---|---|
| | |

| Knowledge and understanding apparent from this observation: |
|---|

| Other Units/elements to which this evidence may contribute: |
|---|

| Assessor comments and feedback to candidate: |
|---|

I can confirm the candidate's performance was satisfactory.

Assessor's signature: _____ Date: _____

Candidate's signature: _____ Date: _____


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# Witness testimony

**SVQ title and level:** _____

**Candidate name:** _____

**Evidence index no:** _____

**Where applicable, evidence no. to which this testimony relates:** Element(s): _____ _____

**Date of evidence:** _____

**Witness name:** _____

**Designation/relationship to candidate:** _____

**Details of testimony:**

I can confirm the candidate's evidence is authentic and accurate.

Witness signature: _____

Name: _____

Date: _____

Please tick the appropriate box:

☐ **A1/A2 or D32/D33 Award**

☐ **Familiar with the SVQ standards to which the candidate is working**


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# Record of questions and candidate's answers

| **Unit:** | **Element(s)**: |
|---|---|
| **Evidence index number:** | |
| Circumstances of assessment: | |
| List of questions and candidate's responses:<br>Q:<br>A:<br><br>Q:<br>A:<br><br>Q:<br>A:<br><br>Q:<br>A:<br><br>Q:<br>A: | |
| Assessor's signature: | Date: |
| Candidate's signature | Date: |


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**Scottish Qualifications Authority**

**Portfolio:**

We hope this portfolio was appropriate to your needs. We welcome feedback on our products and services. If you have any comments on this document, please use this form to let us know about them. Thank you.

**Comments**

**Please return this form to:**

Support Materials
Scottish Qualifications Authority
The Optima Building
58 Robertson Street
Glasgow G2 8DQ

**Optional information:**

Name:

Organisation:


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