

# Construction Contracting Operations Level 3 CCOL3 (SQA Unit Code-F51G 04)

## The Unit:

**CCOL3/O20 Recommend, advise on and determine the selection and design of products and services**

## The Standards that are part of this Unit

CCOL3/O20.1 Prepare and present design recommendations for products and services

CCOL3/O20.2 Advise on the selection and modification to the design recommendation

CCOL3/O20.3 Agree design for products and services

## The Unit Commentary

This Optional Unit is about recommending, advising on and determining the selection and design of products and services.

O20.1 Prepare and present design recommendations for products and services

You will need to liaise on the presentation of the design aspects with a specialist design team and others associated with the detailed development and construction of products and services

O20.2 Advise on the selection and modification to the design recommendations

You will need to identify changes to customer requirements. You will also need to provide advice on the selection of and modifications to designs.

O20.3 Agree design for products and services

You will need to reach an agreement with the customer on the design requirements and the application of products and services.

O20 Recommend, advise on and determine the selection and design of products and services

**O20.1 Prepare and present design recommendations for products and services**

*Performance Criteria - this involves...*

- (a) identifying and agreeing with the design team the purpose and **mode** of the **design presentation**
- (b) evaluating and selecting the most appropriate **methods and techniques of presentation** for communicating the **design** proposals
- (c) presenting the recommendations, proposals and design options using the selected **methods and techniques**
- (d) identifying valid alternative options where the **design** options do not meet all customer requirements
- (e) encouraging **interested parties** to seek clarifications and comment at appropriate stages in the **presentation**
- (f) **presenting** additional material clearly to assist discussions in support of **design** options
- (g) conducting and concluding **presentations** in a manner which promotes goodwill and trust, and also define, agree and record any amendments

*The Range...*

- [1] Modes of design presentation:**
  - sketches;
  - drawings;
  - models;
  - computer generated data;
  - photomontage;
  - written reports
- [2] Methods and techniques of presentation:**
  - documentary;
  - comparative studies with similar projects;
  - presentations;
  - computer modelled simulations
- [3] Interested parties:**
  - customers;
  - design consultants and advisors;
  - potential contractors;
  - subcontractors and suppliers;
  - regulatory authorities;
  - public interest organisations;
  - media

O20 Recommend, advise on and determine the selection and design of products and services

### O20.1 Prepare and present design recommendations for products and services

#### *The Evidence - performance and process*

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

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

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

#### **Product Evidence:**

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

- (1) Selected and agreed modes, methods and techniques of design presentation (a,b) [1,2]
- (2) Presentations of recommendations, proposals and design options including agreed amendments (c,d,e,f,g) [1,2,3]

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

#### **Process Evidence:**

- (1) Presentation(s) of recommendations, proposals and design options which include encouraging the interested parties to seek clarifications and make comments (c,d,e,g) [all]

#### *Evidence: knowledge and understanding*

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

- (1) How and why do you identify and agree the purpose and **mode of the design presentation?** (synthesis) (a) [1]
- (2) How do and why do you evaluate and select the most appropriate **methods and techniques of presentation** for communicating the **design** proposals? (evaluation)(b) [2]
- (3) How do you **present** the recommendations, proposals and design options? (application) (c) [1,3]
- (4) How do you identify valid alternative options? (application) (d) [1,2]
- (5) How do you encourage **interested parties to** seek clarifications and comment at appropriate stages in the **presentation?** (application) (e)[3]
- (6) How do you **present** additional material to assist discussions in support of **design** options? (application) (f) [1,2]
- (7) How do you conduct and conclude **presentations** in a manner which promotes goodwill and trust? (application) (g) [All]
- (8) How and why do you define, agree and record any amendments? (evaluation) (g) [3]

O20 Recommend, advise on and determine the selection and design of products and services

**O20.2 Advise on the selection and modification to the design recommendation**

*Performance Criteria - this involves...*

- (a) identifying those elements of designs which meet the requirements of the original concept and any subsequent modifications
- (b) identifying changes in the project that are not reflected in any formal variations to the design
- (c) providing clear **advice** to the **interested parties** on the links between the original design concept and the actual design
- (d) advising **interested parties** on the implications of accepting, modifying or rejecting the design proposals in terms of costs, planning, programme and performance
- (e) advising **interested parties** about the level of any additional research and consultancy necessary for further designs

*The Range...*

- [1] Advice:**
  - in writing;
  - orally
- [2] Requirements of interested parties:**
  - customers;
  - design consultants and advisors;
  - potential contractors;
  - subcontractors and suppliers;
  - regulatory authorities;
  - public interest organisations;
  - media

O20 Recommend, advise on and determine the selection and design of products and services

## O20.2 Advise on the selection and modification to the design recommendation

### *The Evidence - performance and process*

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

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

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

#### **Product Evidence:**

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

- (1) Record(s) of advice provided (all) [all]

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

#### **Process Evidence:**

- (1) Advice provided (all) [all]

### *Evidence: knowledge and understanding*

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

- (1) How and why do you **advise interested parties** on the links between the original design concept and the actual design? (synthesis) (c) [1,2]
- (2) How and why do you **advise interested parties** on the implications of accepting, modifying or rejecting design proposals? (synthesis) (d) [1,2]
- (3) How and why do you **advise interested parties** about the level of any additional research and consultancy which will be necessary? (synthesis) (e) [1,2]
- (4) What elements of designs do you identify as meeting the requirements of the original concept and any subsequent modifications? (understanding) (a)
- (5) What changes in the project do you identify as not being reflected in any formal variations to the design? (understanding) (b)

O20 Recommend, advise on and determine the selection and design of products and services

### O20.3 Agree design for products and services

#### *Performance Criteria - this involves...*

- (a) providing interested parties with sufficient **relevant information** to agree a design
- (b) making available rejected design options for future reference
- (c) assessing and agreeing the features and benefits of preferred design solutions
- (d) assessing and agreeing the extent to which the preferred design fulfills the requirements of the design concept
- (e) making explicit to **interested parties** any cost and time implications of agreeing to a preferred design solution
- (f) reaching a mutually acceptable agreement with **interested parties** to proceed to the next stage of the process

#### *The Range...*

##### **[1] Interested parties:**

- customers;
- design consultants and advisors;
- potential contractors;
- subcontractors and suppliers;
- regulatory authorities;
- public interest organisations

##### **[2] Relevant design information:**

- sketches;
- drawings;
- models;
- computer generated data;
- photo-montage;
- written reports and estimates;
- programmes;
- outline approvals from regulatory authorities

O20 Recommend, advise on and determine the selection and design of products and services

### O20.3 Agree design for products and services

#### *The Evidence - performance and process*

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

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

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

#### **Product Evidence:**

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

- (1) Information provided (a,b) [1,2]
- (2) Assessments and agreements of preferred design solutions (c,d,e) [1,2]
- (3) Agreements to proceed to the next stage of the process (f) [1]

*Simulation are not considered to be acceptable for producing evidence for this Element*

#### **Process Evidence:**

*None applicable*

#### *Evidence: knowledge and understanding*

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

- (1) How do you provide sufficient **relevant information to interested parties**? (application) (a)[1,2]
- (2) How do you make available rejected design options for future reference? (application) (b)[2]
- (3) How do you assess and agree the features and benefits of preferred design solutions? (analysis) (c)[1,2]
- (4) How do you assess and agree the extent to which the preferred design fulfills the requirements of the design concept? (application) (d)[1,2]
- (5) How do you make explicit to **interested parties** any cost and time implications of agreeing to a preferred design solution? (application) (e)[1,2]
- (6) How do you reach a mutually acceptable agreement with **interested parties** to proceed to the next stage of the process? (application) (f)[1]