
Overview

This standard is about

- 1 interpreting information for the organisational and communication needs of the project
- 2 implementing the systems of communication for information
- 3 collecting, recording and distributing information
- 4 performing a supervisory role within craft and operative work areas as associated with work carried out in the built environment

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Performance criteria

- You must be able to:*
- P1 identify and implement the organisational and communication needs that are required for the project
 - P2 implement the agreed methods of communicating, reporting, recording and retrieving of information
 - P3 identify any breakdowns in communication, and take action to restore effective communication
 - P4 implement the agreed systems for recording and providing feedback on the ways in which resources are allocated and used

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Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Organisational and communication needs

K1 how to identify the **organisational and communication needs** for the project

Performance Criteria 2

Communicating, reporting, recording and retrieving information

You need to know and understand:

K2 how to monitor the methods of **communicating, reporting, recording and retrieving** information

K3 how to implement methods of **communicating, reporting, recording and retrieving** information which are agreed for the project

Performance Criteria 3

Breakdowns in communication

You need to know and understand:

K4 how to identify breakdowns in communication

K5 how to take action to restore effective communication

Performance Criteria 4

Information on resources

You need to know and understand:

K6 how to implement the agreed systems for recording and providing feedback on the ways in which **resources** are allocated and used

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Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 record(s) of project organisation and communication systems which have been implemented

Performance Criteria 2

- 2 record(s) of communications, reports and retrieval of information relating to the needs of the project

Performance Criteria 3

- 3 record(s) of any breakdowns in communication and the actions taken to resolve them in accordance with organisational procedures

Performance Criteria 4

- 4 record and provide feedback on the use of resources for the project

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Scope/range related to knowledge and understanding

Communicating, reporting, recording and retrieving

- 1 oral
- 2 written
- 3 graphic
- 4 electronic

Organisational and communication needs

- 5 contract administration
- 6 health, safety and welfare
- 7 team interfaces
- 8 integration of data

Resources

- 9 people
- 10 tools
- 11 plant and/or ancillary equipment
- 12 materials and components
- 13 current project information

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