
Overview

This standard, in the context of your occupation and work environment, is about

- 1 identifying own work activities
- 2 adopting safe and healthy working practices
- 3 identifying resources to carry out the work
- 4 confirmation of a work programme/schedule for own occupational area of work being carried out

**Performance
criteria**

- You must be able to:*
- P1 identify the work activities and assess the resources required from the information available and plan the sequence of work
 - P2 obtain clarification and advice where the resources required are not available
 - P3 evaluate the work activities against project requirements and the requirements of any significant external factors
 - P4 identify work activities which influence each other and make the best use of the resources available
 - P5 identify changed circumstances that will require alterations to the work programme and justify them to the decision makers

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Sequence of work

- K1 how to identify the work activities
- K2 how to assess the **resources** needed from the information available
- K3 how to prepare a work **programme**

Performance Criteria 2

Clarification and advice on the resources

You need to know and understand:

- K4 how to obtain **clarification and advice** where the **resources** required are not available

Performance Criteria 3

Project requirements and external factors

You need to know and understand:

- K5 **evaluation** of the work activities against **project requirements** and the requirements of significant **external factors**

Performance Criteria 4

Work activities

You need to know and understand:

- K6 how to identify which work activities influence each other
- K7 how to determine how long each work activity will take and the sequence of activities
- K8 how work activities and the use of resources can impact on zero and low carbon requirements

Performance Criteria 5

Alterations to the work programme

You need to know and understand:

- K9 how to identify alterations to the work **programme** to meet changed circumstances
- K10 how to assess the contractual/work effects resulting from alterations to the work **programme**
- K11 how to justify to decision makers the effects resulting from alterations to the work **programme**

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 record(s) containing the resources required for the work relating to
 - 1.1 occupations associated with the work
 - 1.2 tools, plant and/or ancillary equipment
 - 1.3 materials and components
- 2 formulate your own plan for the sequence of work

Performance Criteria 2

- 3 record(s) which confirms and advises on what resources are, or are not, available for the work

Performance Criteria 3

- 4 record(s) covering project requirements
- 5 external factors influencing the work relating to
 - 5.1 other occupations and/or customers
 - 5.2 resources
 - 5.3 weather conditions
 - 5.4 health and safety requirements

Performance Criteria 4

- 6 record(s) covering activities that have an influence on each other and the best use of resources
 - 6.1 other occupations and/or customers
 - 6.2 materials and components
 - 6.3 tools, plant and/or ancillary equipment

Performance Criteria 5

- 7 record(s) of proposed alterations to the work and the circumstances to justify them
- 8 inform line management and/or customer of required changes

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Confirm work activities and resources for the work

Scope/range related to knowledge and understanding

Clarification and advice from

- 1 the customer/customer's representative
- 2 manufacturer's technical information
- 3 trade literature
- 4 organisational procedures

Evaluation

- 5 by work study
- 6 by risk assessment

External factors

- 7 other related programmes
- 8 special working conditions
- 9 weather conditions
- 10 other occupations/people
- 11 resources
- 12 health and safety requirements

Programme

- 13 documentation relating to the following and/or occupation specific requirements
 - 13.1 action lists
 - 13.2 method statements
 - 13.3 duration
 - 13.4 schedules

Project requirements

- 14 contract conditions
- 15 contract programme stipulations
- 16 health and safety requirements of operatives

Resources

- 17 other occupations/people associated with the work
- 18 tools, plant and/or ancillary equipment
- 19 materials and components
- 20 awareness of zero and low carbon requirements and the way resources may be used to make a positive contribution to the environment

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Confirm work activities and resources for the work

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