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### 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

# COSVR219 – HL6M 04

## Contribute to the circulation of information

### Performance criteria

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- 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

# COSVR219 – HL6M 04

## Contribute to the circulation of information

### Knowledge and understanding

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*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

<b>Scope/range related to performance criteria</b>	<b>Performance Criteria 1</b>
	1 record(s) of project organisation and communication systems which have been implemented
	<b>Performance Criteria 2</b>
	2 record(s) of communications, reports and retrieval of information relating to the needs of the project
	<b>Performance Criteria 3</b>
	3 record(s) of any breakdowns in communication and the actions taken to resolve them in accordance with organisational procedures
	<b>Performance Criteria 4</b>
	4 record and provide feedback on the use of resources for the project

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<b>Scope/range related to knowledge and understanding</b>	<b>Communicating, reporting, recording and retrieving</b>	
	1	oral
	2	written
	3	graphic
	4	electronic
	<b>Organisational and communication needs</b>	
	5	contract administration
	6	health, safety and welfare
	7	team interfaces
	8	integration of data
	<b>Resources</b>	
	9	people
	10	tools
11	plant and/or ancillary equipment	
12	materials and components	
13	current project information	

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