



## Higher National Unit specification

### General information for centres

**Unit title:** Quality Assurance in Construction

**Unit Code:** F8RG 34

**Unit purpose:** This Unit is designed to enable candidates the opportunity to develop their knowledge and understanding of the concepts of Quality Assurance in the Construction Sector.

On completion of the Unit the candidate should be able to:

- 1 Explain the Principals of Quality Assurance.
- 2 Describe the need for Quality Assurance within an Organisation.
- 3 Prepare a Quality Plan for a Painting and Decorating Project.

**Credit points and level:** 1 HN credit at SCQF level 7: (8 SCQF credit points at SCQF level 7\*)

*\*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

**Recommended prior knowledge and skills:** Access to this Unit is at the discretion of centres. However it is recommended that candidates have completed the Professional Development Award in Painting and Decorating at SQF level 7 or have the equivalent level of industrial experience and prior learning.

**Core Skills:** There are opportunities to develop the Core Skill(s) of *Communication; Working with Others* at SCQF level 5 and *Information and Communication Technology* at SCQF level 4 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

**Context for delivery:** If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes. This Unit was developed as part of the Higher National Certificate in Painting and Decorating at SCQF level 7 and is aimed at candidates following a career in Painting and Decorating with current industrial experience.

**Assessment:** The candidate will be given the opportunity to enhance their skills and knowledge in by learning of the importance of the use of Quality Assurance in Construction within a Painting and Decorating organisation.

This Unit is assessed on the candidates` demonstrating their understanding of the use of Control measures, Planning and Maintenance of a Quality assurance system and the ability to meet the Evidence Requirements in all Outcomes.

## **General information for centres (cont)**

In order to achieve this Unit, candidates are required to present sufficient evidence that they have met all the Knowledge and/or Skills elements for each Outcome. Details of these requirements are given for each Outcome.

The assessment instruments used should follow the general guidance offered by the Scottish Qualifications Authority (SQA) assessment model and an integrative approach to assessment is encouraged.

Evidence will be gathered through assignments and assessments for all Outcomes. Assessment should be carried out under controlled, supervised conditions. Candidates must achieve all of the Knowledge and/or Skills and Evidence Requirements specified for each Outcome to gain this Unit.

Accurate records should be made of the assessment instruments used showing how evidence is generated for each Outcome and giving marking schemes, checklists and recorded candidate feedback. Records of candidates' achievements should be retained. These records will be made available for external verification.

## **Higher National Unit specification: statement of standards**

**Unit title:** Quality Assurance in Construction

**Unit code:** F8RG 34

### **Outcome 1**

Explain the principles of quality assurance

#### **Knowledge and/or Skills**

- ◆ Quality Standards –BSI, CEN
- ◆ Standardisation of Procedures and Instructions
- ◆ Quality Audits and Third Party certification

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ define principles of quality assurance
- ◆ demonstrate understanding of the need for standardisation of quality assurance
- ◆ understand requirements of third party certification and quality audits

All the Evidence Requirements must be met and all items in the knowledge and skills covered. Evidence should be gathered through an assessment outlining the principles of quality assurance in the decorating industry. Assessment should be conducted under open-book supervised conditions.

#### **Assessment Guidelines**

The assessment for this Outcome should be a range of short answer questions produced in written and/or oral evidence explaining the need for effective Quality management, Standardised Procedures and also Third Party certification within organisations. Assessment will be in the form of closed-book.

### **Outcome 2**

Describe the need for quality assurance within an organisation

#### **Knowledge and/or Skills**

- ◆ Developing a Quality System describing the Aims and Objectives
- ◆ Benefits to Organisation with regards to Value and Efficiency
- ◆ Roles and responsibilities for employees
- ◆ Implications for Organisation, workforce and potential clients

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Quality Assurance in Construction

### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ identify the processes involved in developing a quality system within an organisation
- ◆ understand the cost implications and the benefits establishing a quality management system
- ◆ define the importance of establishing an organisational structure
- ◆ explain the concept of 'right first time' for an organisation
- ◆ explain the need for maintaining the system

All the Evidence Requirements must be met and all items in the knowledge and skills covered. Evidence should be gathered through an assessment outlining quality assurance in the decorating industry. Assessment should be conducted under open-book supervised conditions.

### **Assessment Guidelines**

Candidates are required to produce written/oral evidence that ensures their understanding of processes and issues involved in 'setting up' and maintaining a quality system within an organisation. The evidence required for this assessment should take the form of the candidate producing a paper for a potential client explaining the process of developing a Quality Assurance System and the potential benefits it can bring to the organisation.

## **Outcome 3**

Preparing a Quality Plan for a Painting and Decorating Project

### **Knowledge and/or Skills**

- ◆ Framework of a quality plan
- ◆ Organisational procedures
- ◆ Method statements
- ◆ Requirements of a system review — Tests, checks and audits
- ◆ Use of External parties — Sub contractors
- ◆ Procurement

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Quality Assurance in Construction

### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ describe the content of an organisations quality manual
- ◆ outline the required documentation contained within a quality plan
- ◆ produce a quality plan to be used on a painting and decorating contract

All the Evidence Requirements must be met and all items in the knowledge and skills covered. Evidence should be gathered through an assessment outlining quality planning in the decorating industry. Assessment should be conducted under open-book supervised conditions.

### **Assessment Guidelines**

Candidates are required to produce an oral/written and graphical evidence to demonstrate their knowledge of producing a suitable quality plan for use on a decorating project. The evidence required within the plan could contain the following: Project description, Project organisation (flowchart), External parties (Sub-contractors, Material suppliers, Specialists contractors) etc, Specification, Programme of Work, Contract cost (Estimate and Complete).

## Administrative Information

**Unit code:** F8RG 34  
**Unit title:** Quality Assurance in Construction  
**Superclass category:** VD  
**Original date of publication:** August 2010  
**Version:** 01

### History of changes:

Version	Description of change	Date

**Source:** SQA

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## **Higher National Unit specification: support notes**

### **Unit title:** Quality Assurance in Construction

This part of the Unit specification is offered as guidance. The support notes are not mandatory. While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

### **Guidance on the content and context for this Unit**

This Unit has been written in order to allow candidates to develop knowledge, understanding and skills in the following areas:

- 1 Principals of Quality Assurance
- 2 Quality Assurance within an Organisation
- 3 Quality Plan for a Painting and Decorating Project

This Unit is designed to enable candidates to gain knowledge and understanding of the use of Quality Assurance within the Painting and Decorating/Construction industry. The candidate/s successfully completing this Unit should achieve a level of competence required of site supervisory staff in the Painting and Decorating/Construction industry. As a requirement for understanding of the use of Quality Assurance, candidates are required to engage in a supervisory role within their employment.

The Unit deals with Quality Assurance in Construction, and is complemented by other units dealing with related aspects of Painting and Decorating. The Unit would be offered to candidates from the Painting and Decorating industry. The skills are transferable within different working environments, but the Unit is primarily aimed at candidates whose normal place of work would be a construction site.

Candidates must meet the minimum Evidence Requirements as specified in the Statement of Standards Section. Lecturers could adopt the range of topics identified below to decide what depth of treatment should be given to the topics attached to each of the Outcomes. Whilst it is not mandatory for a centre to use this list of topics, it is strongly recommended that it does so to ensure continuity of teaching and learning across the Quality Assurance Unit and because the assessment exemplar pack for this Unit is based on the Knowledge and/or Skills and list of topics in each of the Outcomes.

## **Higher National Unit specification: support notes (cont)**

### **Unit title: Quality Assurance in Construction**

A list of topics is given below:

#### **Outcome 1**

Explain the Principals of Quality Assurance:

- ◆ UK and international standards
- ◆ provides documented processes within organisation
- ◆ improves efficiency towards clients

#### **Outcome 2**

Describe the need for Quality Assurance within an Organisation:

- ◆ planning effectively
- ◆ motivation for all workforce
- ◆ organisational structure
- ◆ communication
- ◆ control measures
- ◆ creates competitive edge

#### **Outcome 3**

Preparing a Quality Plan for a Painting and Decorating Project:

- ◆ quality plan frameworks
- ◆ project description
- ◆ organisational chart/s
- ◆ schedules of work
- ◆ company procedures
- ◆ method statements
- ◆ audit procedures

### **Guidance on the delivery and assessment of this Unit**

This Unit is designed to enable candidates the opportunity to utilise the tasks and processes of supervision and management in order to improve organisational effectiveness. As such, it is used as a stand alone Unit or as an optional Unit within an existing HNC/D framework. Opportunities should be taken to link or integrate with other aspects of the course and a thematic approach adopted for both delivery and assessment to ensure relevance to candidates.

## Higher National Unit specification: support notes (cont)

### Unit title: Quality Assurance in Construction

The Unit could be assessed best by asking candidates to produce reports/evidence of knowledge based on case studies for each Outcome separately. It could be assessed by a single instrument of assessment based on a case study covering all elements of the Unit or be based on a candidate's workplace experience.

Due to the nature of the knowledge assessment for Outcome 1 it should form an individual part of the assessment for the Unit. Knowledge gained from Outcome 1 should be applied for use in Outcome 2. Outcome 1 would best be assessed by using short answer questions. The assessment for Outcome 2 will take the form of candidates producing a written paper detailing the process of developing a quality assurance system. Outcome 3 will take the form of candidates producing a quality plan for a decorating project.

The assessment for Outcomes 1 would best be completed as a single assessment event and carried out under supervised, controlled, closed-book conditions. Outcome 2 assessment should be completed as a single assessment event with candidates being allowed open-book conditions. Outcome 3 assessments can be completed as a single assessment, with candidates being allowed open-book conditions.

#### *Opportunities for developing Core Skills*

*Working with Others* and *Communication Skills* at SCQF level 5 may be developed in assisting each other when working through this Unit. Candidates can develop their skills and use of *Information and Communication Technology* at SCQF level 4 whilst carrying out research for use in the Unit.

### Open learning

E-assessment is appropriate for this Unit. By e-Assessment we mean assessment which is supported by information and communications technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres who wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*. *SQA Guidelines on e-assessment for Schools (BBD2625, June 2003)*.

### Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website

[www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements)

## General information for candidates

### Unit title: Quality Assurance in Construction

This Unit is designed to prepare you for a career as a Supervisor within a Painting and Decorating Environment where an understanding of Quality Assurance is important. This Unit is suited to candidates operating within the Painting and Decorating Industry. The skills are transferable within different working environments, however the Unit is primarily aimed at candidates whose normal place of work would be a construction site.

Outcome 1 considers the effectiveness of Quality Managed Organisations. It also takes into consideration the need for planning and organising. Communication in order to improve Motivation is also discussed and the benefits that be gained from applying control measures to look at maintaining the system. The use of published UK and International standards are used in describing Quality Management will assist in identifying roles and responsibilities.

Outcome 2 considers the value to be gained from the introduction of a Quality System into the organisation and the improved service it can bring to Clients, Consultants, Contractors, Subcontractors and Suppliers. Customer satisfaction will also be covered in relation to specifications and requirements and providing an effective service, which should improve profits, minimise waste and keep staff motivated.

Outcome 3 will look at frameworks of a Quality Plan and the sections contained within. The use of company procedures will be discussed and documentation used to provide method statements, tests and checks, audit procedures, record keeping and amending the system when and if required.

On completion of the Unit you should be able to:

- 1 explain the principals of quality assurance
- 2 describe the need for quality assurance within an organisation
- 3 preparing a quality plan for a painting and decorating project

The Core Skills developed in this Unit are signposted as follows:

- ◆ Communication
- ◆ Working with others
- ◆ Information and Communication Technology