



Regulated Qualifications Unit and Assessment Specification

Unit title	Planning Activities and Resources to Meet Work Requirements in the Workplace
Regulator unit code	K/616/7286
SQA unit code	H6TM 80
SSC Ref	VR 702v2

History of changes

Publication date: April 2014

Version: 02 (July 2017)

Version number	Date	Description	Authorised by
02	July 2017	Unit Specification updated to reflect current Ofqual terminology	Qualifications Officer

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Regulated Qualifications Unit specification

Title	Planning Activities and Resources to Meet Work Requirements in the Workplace	
Level	4	
Credit value	12	
Learning Outcomes		Assessment Criteria
The learner will:		The learner can:
1	Organise activities to make the most efficient use of the available resources.	<p>1.1 Plan and implement work activities that efficiently use at least four of the following resources:</p> <ul style="list-style-type: none"> ◆ people ◆ plant, equipment or machinery ◆ materials and components ◆ sub-contractors ◆ information ◆ work area and facilities ◆ waste management ◆ utility providers <p>1.2 Explain different possible ways of organising work activities that can make the best use of resources.</p> <p>1.3 Give reasons why work activities need to be organised to make the best use of resources.</p> <p>1.4 Explain the effects on work programmes and schedules if resources are not effectively organised.</p>
2	Evaluate alternative methods, resources and systems to select the best solution to meet programmes and schedules.	<p>2.1 Assess and identify a variety of effective solutions for alternative work methods, resources and systems to meet a range of programmes, operations and schedules.</p> <p>2.2 Explain the different ways of evaluating alternative resources, methods and systems to meet work programmes, operations and schedules.</p> <p>2.3 Explain the different methods of evaluating information in order to select best solutions to meet work programmes, operations and schedules.</p>

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
<p>3 Obtain clarification or advice from various sources where the resources needed are not available.</p>	<p>3.1 Request and procure advice or clarification to determine required resources from at least three of the following:</p> <ul style="list-style-type: none"> ◆ client, customer or their representative ◆ consultants ◆ lift planner ◆ project team ◆ practice research ◆ technical publications ◆ trade literature ◆ other team members <p>3.2 Explain methods of selecting potential sources for clarification and advice for a range of work programmes.</p> <p>3.3 Outline the types of information that could be gained from various information sources.</p> <p>3.4 Explain the different methods of and reasons for obtaining clarification and advice when the resources needed are not available.</p>
<p>4 Analyse activities against project or operation data and the requirements of external factors.</p>	<p>4.1 Examine a range of work activities using a production study, works study production analysis against three of the following external factors:</p> <ul style="list-style-type: none"> ◆ other related programmes ◆ supply lead times ◆ contingencies ◆ special working conditions ◆ statutory limitations ◆ site conditions ◆ availability of resources <p>4.2 Explain how to identify resources and related information against project or operational data requirements.</p> <p>4.3 Describe ways in which external factors can affect a programme, operation or schedule.</p>

Learning Outcomes The learner will:	Assessment Criteria The learner can:
	<p>4.4 Explain the different methods of analysing work activities against project data, resources, related information and external factors.</p> <p>4.5 Describe the effects external factors can have on programmes and schedules.</p> <p>4.6 Explain the different methods of analysing work activities against resources and related information.</p>
<p>5 Update existing programmes and schedules of planned activities and suggest them to decision makers/persons responsible.</p>	<p>5.1 Carry out updating on at least two of the following programmes or schedule content:</p> <ul style="list-style-type: none"> ◆ bar charts ◆ critical analysis ◆ action lists ◆ method statements <p>5.2 Inform decision makers/persons responsible of updates that should be made on works programmes and schedules.</p> <p>5.3 Explain different methods of updating existing programmes and schedules.</p> <p>5.4 Describe the possible effects on the project if programmes and schedules are not updated when factors change.</p> <p>5.5 Describe the ways and means of suggesting updates to existing programmes and schedules to decision makers.</p>
<p>6 Implement systems to monitor and record works against programmes and schedules, and use the results to improve future production and planning.</p>	<p>6.1 Monitor and record works being undertaken against given programmes and schedules following organisational procedures.</p> <p>6.2 Collect and analyse results of monitoring programmes against given programmes and schedules.</p>

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
	<p>6.3 Identify and record areas of future improvements to production and planning.</p> <p>6.4 Describe the different systems that could be available for monitoring work programmes and schedules.</p> <p>6.5 Describe different methods of implementing systems for monitoring and recording works against programmes and schedules.</p> <p>6.6 Give reasons why it is necessary to monitor and record the results of works against programmes and schedules.</p> <p>6.7 Explain the possible methods of reviewing recorded results of works against programmes and schedules to improve future production and planning.</p>

Additional information about the unit
Unit purpose and aim(s)
The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in Planning Activities and Resources to Meet Work Requirements in the Workplace within the relevant sector of industry.
Unit start date
01 April 2014
Details of the relationship between the unit and relevant national occupational standards (if appropriate)
This unit is based on the National Occupational Standard 'Plan Work Activities and Resources to Meet Work Requirements' (VR 702v2)
Details of the relationship between the unit and other standards or curricula (if appropriate)
N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)
<p>This unit must be assessed in a work environment and in accordance with:</p> <ul style="list-style-type: none"> ◆ the Additional Requirements for Qualifications using the title NVQ in QCF ◆ the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Endorsement of the unit by a sector or other appropriate body (if required)
CITB
Location of the unit within the subject/sector classification system
05.2 Building and Construction
Name of the organisation submitting the unit
CITB

Additional information about the unit (cont)
Guided Learning Hours
50

Regulated Qualifications Assessment specification

Assessment (evidence) requirements

The evidence requirements for this unit are shown in the main body of the unit under the section titled 'Assessment requirements or guidance specified by a sector or regulatory body'.

Guidance on methods/instruments of assessment

Occupational skills (OS) unit

This unit is designed to assess the skills of learners in the workplace. Observation of learner performance can only be carried out on-the-job and should always be the primary and preferred source of evidence of competent performance.

Collection of supplementary evidence of performance can be used to further substantiate, support and expand the evidence base for competent performance where this is necessary. This may arise in situations where evidence from direct observation of the learners on-the-job is deemed insufficient to fully meet the required standards. Supplementary evidence may include:

- ◆ witness testimony
- ◆ questioning
- ◆ professional discussion
- ◆ product and photographic evidence
- ◆ relevant active documentation, reports, presentations
- ◆ other valid evidence which relates directly to learner performance on-the job

SQA's Guide to Assessment is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment. The Guide to Assessment can be downloaded free from SQA's website www.sqa.org.uk.