



Regulated Qualifications Unit and Assessment Specification

Unit title	Ensuring that Work Activities and Resources Meet Project Work Requirements in the Workplace
Regulator unit code	J/616/7151
SQA unit code	H6TY 84
SSC Ref	VR 731

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	Ensuring that Work Activities and Resources Meet Project Work Requirements in the Workplace	
Level	6	
Credit value	11	
Learning Outcomes	Assessment Criteria	
The learner will:	The learner can:	
1	Identify major activities, determine the resources needed from the information available and prepare draft work programmes and schedules.	<p>1.1 Determine and investigate major site activities on various projects.</p> <p>1.2 Identify the required resources for major site activities from available project information.</p> <p>1.3 Plan initial work programmes and schedules for various projects ensuring that activities and resources meet project requirements.</p> <p>1.4 Explain ways that allows major work activities to be identified.</p> <p>1.5 Explain how needed resources can be determined from the information available.</p> <p>1.6 Explain how draft programmes and schedules can be prepared and why they need to be prepared.</p>
2	Evaluate alternative methods, resources and systems in order to select the best solution to meet project requirements.	<p>2.1 Examine current production methods, resources and systems.</p> <p>2.2 Evaluate findings of production methods, resources and system examinations to identify alternative methods, resources and systems.</p> <p>2.3 Explain ways that can evaluate alternative work methods, resources and systems.</p> <p>2.4 Describe how the best solutions to meet project requirements can be selected.</p> <p>2.5 Describe the factors that determine project requirements.</p>

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
<p>3 Obtain clarification and advice where the resources needed are not available.</p>	<p>3.1 Consult with at least two of the following to gain advice on lack of suitable resources:</p> <ul style="list-style-type: none"> ◆ the client, customer or their representative ◆ consultants ◆ project team partners ◆ workforce ◆ technical and trade literature <p>3.2 Explain how clarification and advice can be obtained when the resources needed are not available, and who with.</p>
<p>4 Analyse the activities against project requirements and the requirements of external factors.</p>	<p>4.1 Examine work activities against project requirements for various projects.</p> <p>4.2 Identify the effects of at least four of the following external factors on project requirements:</p> <ul style="list-style-type: none"> ◆ other related programmes ◆ supply lead times ◆ contingencies ◆ special working conditions ◆ weather conditions ◆ statutory limitations ◆ site conditions ◆ environmental considerations ◆ customers <p>4.3 Explain how work activities can be analysed against project requirements.</p> <p>4.4 Describe ways that external factors can be identified and considered.</p> <p>4.5 Explain how work activities can be analysed against external factors.</p>

Learning Outcomes	Assessment Criteria
<p>The learner will:</p> <p>5 Determine how long each activity will take, identify activities which influence each other and sequence them logically and realistically so that they make the best use of the resources available.</p>	<p>The learner can:</p> <p>5.1 Identify the duration of project activities.</p> <p>5.2 Investigate and identify work activities that influence each other.</p> <p>5.3 Schedule the sequence of work activities in order to use resources effectively.</p> <p>5.4 Describe how durations of programmes and schedules can be calculated.</p> <p>5.5 Explain how to identify work activities that can influence each other.</p> <p>5.6 Explain methods that can make best use of resources when sequencing activities logically and realistically.</p>
<p>6 Ensure the production of detailed programmes and schedules of planned activities which are consistent with the complexity of the project.</p>	<p>6.1 Specify work programmes and schedules that consist of at least two of the following:</p> <ul style="list-style-type: none"> ◆ bar charts ◆ network analysis ◆ critical activities ◆ action lists ◆ resource schedules <p>6.2 Explain how the production of detailed programmes and schedules are ensured.</p> <p>6.3 Explain methods that ensure programmes and schedules of planned activities are consistent with the complexity of the project.</p>

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
<p>7 Develop a system to monitor the works programmes and schedules, implement it and use the results to improve production and planning.</p>	<p>7.1 Plan and implement systems that can monitor works programmes and schedules.</p> <p>7.2 Monitor works programmes and schedules using a developed monitoring system.</p> <p>7.3 Analyse results of monitoring systems and make recommendations to improve production and planning.</p> <p>7.4 Explain how systems can be developed that monitor works programmes and schedules.</p> <p>7.5 Explain how systems for monitoring works programmes and schedules can be developed.</p> <p>7.6 Explain ways that systems for monitoring works programmes and schedules can be implemented.</p> <p>7.7 Explain how the using of monitoring results of work programmes and schedules can improve production and planning.</p>
<p>8 Identify alterations to the works programmes and schedules to ensure they will meet changed circumstances.</p>	<p>8.1 Examine work activities and compare to works programmes and schedules.</p> <p>8.2 Identify alterations to work programmes caused by circumstances, and calculating cost and time benefits for required changes.</p> <p>8.3 Seek and obtain decision-maker's endorsement of changes to the works programmes and schedules.</p> <p>8.4 Explain how alterations to works programmes and schedules can be identified.</p> <p>8.5 Describe ways of ensuring that alterations to work programmes and schedules meet changed circumstances.</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 Ensuring that Work Activities and Resources Meet Project 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 'Ensure that Work Activities and Resources Meet Project Work Requirements' (VR 731)
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 — Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) title and SVQs <p>Assessors for this unit must use a combination of the following assessment methods:</p> <ul style="list-style-type: none"> ◆ observation of normal work activities within the workplace that clearly confirms the required skills ◆ questioning the learner on knowledge criteria that clearly confirms the required understanding ◆ review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of ensuring that work activities and resources meet project work requirements to be effective and reliable when confirming a learner's competence.</p> <p>Workplace evidence of skills cannot be simulated.</p>

Additional information about the unit (cont)
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
Guided Learning Hours
40

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.