



Regulated Qualifications Unit and Assessment Specification

Unit title	Managing the Handover of the Construction Project in the Workplace
Regulator unit code	D/616/7222
SQA unit code	H6V6 84
SSC Ref	VR 742

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	Managing the Handover of the Construction Project in the Workplace	
Level	6	
Credit value	10	
Learning Outcomes	Assessment Criteria	
The learner will:	The learner can:	
1	Confirm project requirements and consult with stakeholders and develop and agree a handover programme.	<p>1.1 Confirm that project requirements have met stakeholder's expectations.</p> <p>1.2 Undertake consultation with stakeholders to negotiate handover arrangements.</p> <p>1.3 Develop and agree a handover programme.</p> <p>1.4 List and describe typical project requirements that must be met for handover purposes.</p> <p>1.5 Explain how project requirements for developing handover programmes can be confirmed.</p> <p>1.6 Explain ways of consulting with stakeholders when developing and agreeing a handover programme.</p> <p>1.7 Give reasons why you need a handover programme.</p>
2	Check that project requirements have been met, or record outstanding work in order to agree and arrange a satisfactory completion.	<p>2.1 Identify work that may need to be completed against the requirements of the project.</p> <p>2.2 Note outstanding work, defects or remedial activities that fail to meet project requirements.</p> <p>2.3 Agree and organise work activities that can complete outstanding work to ensure that the project requirements have been met.</p> <p>2.4 Explain checks that can be made to ensure project requirements are met.</p> <p>2.5 Explain how outstanding work, in order to agree and arrange a satisfactory completion, can be recorded.</p>

Learning Outcomes	Assessment Criteria
<p>The learner will:</p> <p>3 Carry out handover inspections and appropriate tests ensuring they are witnessed by stakeholders and certificated in accordance with current legislation.</p>	<p>The learner can:</p> <p>3.1 Complete handover inspections and appropriate tests, ensuring they are recorded and witnessed by stakeholders.</p> <p>3.2 Undertake commissioning activities and keep records of all certificates issued.</p> <p>3.3 Explain how to carry out handover inspections and appropriate tests.</p> <p>3.4 Describe methods that can be used to ensure that inspections and appropriate tests are witnessed by stakeholders.</p> <p>3.5 Explain how to ensure that the appropriate certification is acquired and why handover inspections and certificates are needed.</p>
<p>4 Record stakeholder concerns during inspection and agree any required actions.</p>	<p>4.1 Seek, identify and note stakeholder concerns during handover inspections.</p> <p>4.2 Agree actions with stakeholders that will resolve stakeholder concerns raised during handover inspections.</p> <p>4.3 Describe methods that can record stakeholders' concerns during inspections.</p> <p>4.4 Explain how appropriate actions can be agreed with stakeholders during inspections.</p> <p>4.5 Give reasons why stakeholders concerns need to be addressed prior to handover.</p>

Learning Outcomes The learner will:	Assessment Criteria The learner can:
<p>5 Ensure that stakeholders' respective responsibilities are accepted and adopted.</p>	<p>5.1 Establish and confirm that stakeholders will accept responsibility on handover for at least three of the following:</p> <ul style="list-style-type: none"> ◆ insurance ◆ security ◆ operations ◆ health and safety ◆ utility supply ◆ environment ◆ sustainability <p>5.2 Explain how to ensure that stakeholders accept and adopt responsibilities on handover.</p> <p>5.3 Explain why stakeholders need to accept their responsibilities on handover.</p>
<p>6 Assemble and hand over appropriate documentation in accordance with the project.</p>	<p>6.1 Collate and prepare appropriate and relevant documentation for at least one of the following:</p> <ul style="list-style-type: none"> ◆ systems ◆ services ◆ equipment <p>6.2 Arrange for and/or hand over assembled documentation that meets agreed project requirements.</p> <p>6.3 Explain how appropriate documentation can be assembled in accordance with the project requirements.</p> <p>6.4 Describe methods of handing over appropriate documentation.</p> <p>6.5 Give reasons why appropriate documentation should be assembled and handed over for the project.</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 Managing the Handover of the Construction Project 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 'Manage Project Handover' (VR 742)
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 managing the handover of the construction project to be effective and reliable when confirming a learner's competence.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Endorsement of the unit by a sector or other appropriate body (if required)
CITB

Additional information about the unit (cont)
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.