



Regulated Qualifications Unit and Assessment Specification

Unit title	Collate Project Information and Prepare Specifications in Built Environment Design
Regulator unit code	M/616/7127
SQA unit code	H7RX 79
SSC Ref	COSBEO09

History of changes

Publication date: August 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	Collate Project Information and Prepare Specifications in Built Environment Design	
Level	3	
Credit value	12	
Learning Outcomes	Assessment Criteria	
The learner will:	The learner can:	
1 Be able to collate and check project information.	1.1	Implement systems for monitoring and controlling the production of information throughout the project stages.
	1.2	Assess the status of the information and pass it on to people who need it.
	1.3	Collaborate with other members of the project team to achieve integrated project design information.
	1.4	Collate information when they have been produced and check them against the agreed criteria.
	1.5	Identify queries, discrepancies and inconsistencies in the information and refer them to other members of the project team.
	1.6	Collate revisions, requirements and additions to the design information and distribute them promptly to appropriate members of the project team.
	1.7	Obtain necessary checks and approvals of information when they are needed.
	1.8	Produce up-to-date and accurate information on progress and circulate it to the people who need the information.
2 Understand how to collate and check project information.	2.1	Explain how to implement systems for monitoring and controlling the production of information throughout the project stages.
	2.2	Examine how to assess the status of the information.

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
	<p>2.3 Explain how to pass on the status of the information.</p> <p>2.4 Propose how to collaborate with other members of the project team to achieve integrated project design information.</p> <p>2.5 Explain how to collate information when they have been produced.</p> <p>2.6 Explain how to check information against the agreed criteria.</p> <p>2.7 Describe what to identify as queries, discrepancies and inconsistencies in the information.</p> <p>2.8 Explain how to refer queries, discrepancies and inconsistencies in the information to other members of the project team.</p> <p>2.9 Explain how to collate revisions, requirements and additions to the design information and distribute them to responsible members of the design team.</p> <p>2.10 Explain how to obtain necessary checks and approvals of information.</p> <p>2.11 Explain how to produce and circulate information on progress.</p>
<p>3 Be able to prepare design specifications.</p>	<p>3.1 Produce a specification to suit the project requirements which is based on identified, current source information which has been verified.</p> <p>3.2 Select, and where necessary amend technical clauses from standard sources, which define the quality, type and standard of the materials, components and finished work.</p> <p>3.3 Check that the specification is consistent with the currently agreed design and other associated design documentation, and update it promptly and accurately when the design changes.</p>

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
	<p>3.4 Format the specification so that it is referenced and cross-referenced accurately.</p> <p>3.5 Obtain necessary verification for the content and presentation of specifications.</p>
<p>4 Understand how to prepare design specifications.</p>	<p>4.1 Explain how to produce a specification to suit the project requirements based on current source information.</p> <p>4.2 Evaluate how to select technical clauses from standard sources, which define the quality, type and standard of the materials, components and finished work.</p> <p>4.3 Explain how to amend technical clauses from standard sources, which define the quality, type and standard of the materials, components and finished work.</p> <p>4.4 Explain how to check that the specification is consistent with the current design and other design documentation and update the specification promptly and accurately when the design changes.</p> <p>4.5 Explain how to format the specification.</p> <p>4.6 Explain how to obtain necessary verification for the content and presentation of specifications.</p>

Additional information about the unit
Unit purpose and aim(s)
<p>This unit covers two areas of competence. First it covers implementing systems for collating and checking project information for design projects. Second, it covers preparing design specifications. It is about implementing your information system to ensure a successful project. You must be able to assess the status and collate project information, identify discrepancies, obtain checks and approvals and keep people informed.</p> <p>It covers method specifications, identified from standard sources and modified as necessary. These describe how the finished products should be constructed. You must be able to produce specifications based on current information, check and cross-reference them, and have them certified.</p>
Unit start date
01 August 2014
Details of the relationship between the unit and relevant national occupational standards (if appropriate)
The unit sets out the competence and knowledge specification for COSBEDO09 in Built Environment Design.
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>The following ranges apply: Learning Outcomes 1 and 2</p> <ul style="list-style-type: none"> ◆ Systems: <ul style="list-style-type: none"> — incoming and outgoing drawing and document registers — records of document approval and revision — revision management — methods of co-ordination (eg common arrangement) — electronic data transfers — integration of interdisciplinary data — technical query resolution ◆ Information: <ul style="list-style-type: none"> — digital models — electronic — graphical and non-graphical data files — specifications — drawings — bills of quantities — schedules — health and safety plans

Additional information about the unit (cont)

Assessment requirements specified by a sector or regulatory body (if appropriate) (cont)

- ◆ Project Stage:
 - Stage 2 (Concept)
 - Stage 3 (Definition)
 - Stage 4 (Design)
 - Stage 5 (Build and Commission)

- ◆ Criteria:
 - format
 - presentation
 - accuracy
 - technical content
 - completeness
 - referencing
 - cross referencing and correlation with associated documents
 - status
 - project brief
 - contract conditions

Learning Outcomes 3 and 4

- ◆ Project requirements:
 - to obtain consents
 - procurement
 - contract
 - production
- ◆ Source information:
 - design information
 - statutory regulations
 - British and EU Standards
 - codes of practice
 - technical literature
 - company standards
- ◆ Verification:
 - format (eg National Building Specification)
 - presentation
 - accuracy
 - technical content
 - completeness
 - referencing
 - cross-referencing and correlation with associated documents
 - status
 - current

This unit must be assessed in a work environment, in accordance with:

- ◆ the Additional Requirements for Qualifications using the title NVQ in QCF
- ◆ the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment

Additional information about the unit (cont)
Assessment requirements specified by a sector or regulatory body (if appropriate) (cont)
<p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant 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
4.1 Engineering, 5.1 Architecture, 5.2 Building and Construction
Name of the organisation submitting the unit
CITB
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.