Regulated Qualifications Unit and Assessment Specification

Unit title	Monitor Projects in Built Environment Design
Regulator unit code	J/506/0106
SQA unit code	H7S6 79
SSC Ref	COSBEDO12v2

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

Regulated Qualifications Unit specification

Title	Monitor Projects in Built Environment Design
Level	3
Credit value	23

Learning Outcomes The learner will:	Assessment Criteria The learner can:
1 Be able to monitor health and safety requirements in your area of responsibility.	1.1 Identify your personal responsibilities and liabilities under health and safety legislation. 1.2 Ensure that your organisation's written health and safety policy statement is clearly communicated to all people in your area of responsibility and other relevant parties. 1.3 Ensure that the health and safety policy statement is put into practice in your area of responsibility and is subject to review as situations change and at regular intervals and the findings passed to the appropriate people for consideration. 1.4 Ensure regular consultation with people in your area of responsibility or their representatives on health and safety issues. 1.5 Seek and make use of specialist expertise in relation to health and safety issues. 1.6 Ensure that a system is in place for identifying hazards and assessing risks in your area of responsibility and that prompt and effective action is taken to eliminate or control identified hazards and risks. 1.7 Ensure that systems are in place for effective monitoring, measuring and reporting of health and safety performance in your area of responsibility. 1.8 Show continuous improvement in your area of responsibility in relation to health and safety performance.

Learning Outcomes	Assessment Criteria
The learner will:	**The learner can:**
	1.9 Make health and safety a priority area in terms of informing planning and decision-making in your area of responsibility.
	1.10 Demonstrate that your own actions reinforce the messages in your organisation's health and safety policy statement.
	1.11 Ensure that sufficient resources are allocated across your area of responsibility to deal with health and safety issues.
	1.12 Develop a culture within your area of responsibility which puts health and safety first.
2 Understand how to monitor health and safety requirements in your area of responsibility.	2.1 Describe how to identify personal responsibilities and liabilities under health and safety legislation.
	2.2 Explain how to ensure that your organisation's written health and safety policy statement is clearly communicated to all people in your area of responsibility and other relevant parties.
	2.3 Explain how to ensure that the health and safety policy statement is put into practice in your area of responsibility and is subject to review as situations change and at regular intervals and the findings passed to the appropriate people for consideration.
	2.4 Explain how to ensure regular consultation with people in your area of responsibility or their representatives on health and safety issues.
	2.5 Explain how to seek and make use of specialist expertise in relation to health and safety issues.

Learning Outcomes	Assessment Criteria
The learner will:	**The learner can:**
	2.6 Explain how to ensure that a system is in place for identifying hazards and assessing risks in your area of responsibility and that prompt and effective action is taken to eliminate or control identified hazards and risks.
	2.7 Explain how to ensure that systems are in place for effective monitoring, measuring and reporting of health and safety performance in your area of responsibility.
	2.8 Explain how to show continuous improvement in your area of responsibility in relation to health and safety performance.
	2.9 Explain how to make health and safety a priority area in terms of informing planning and decision-making in your area of responsibility.
	2.10 Propose how to demonstrate that your own actions reinforce the messages in your organisation's health and safety policy statement.
	2.11 Explain how to ensure that sufficient resources are allocated across your area of responsibility to deal with health and safety issues.
	2.12 Propose how to develop a culture within your area of responsibility which puts health and safety first.
3 Be able to monitor contracts against agreed quality standards.	3.1 Identify quality standards from available information and pass them to people responsible for their implementation, before they start work.
	3.2 Confirm the responsibilities which individuals have for maintaining quality standards.
	3.3 Implement systems for inspecting and controlling the quality of work and record the Outcomes.

Learning Outcomes	Assessment Criteria
The learner will:	**The learner can:**
	3.4 Check, regularly, that work conforms to the design requirements and the specified quality standards.
	3.5 Identify work which fails to meet the requirements and specified quality standards and recommend corrective action.
	3.6 Inform people responsible about significant variations in quality standards, programme and safety implications, and suggest the decisions which they need to make and actions they need to take.
	3.7 Identify improvements from feedback received and recommend them to people responsible.
4 Understand how to monitor contracts against agreed quality standards.	4.1 Describe how to identify quality standards from available information.
	4.2 Explain how to pass quality standards on to people responsible for implementing them before they start work.
	4.3 Explain how to confirm the responsibilities which individuals have for maintaining quality standards.
	4.4 Explain how to implement systems for inspecting and controlling the quality of work and record the outcomes.
	4.5 Explain how to check that work conforms to the design requirements and the specified quality standard.
	4.6 Describe how to identify work which fails to meet the requirements and specified quality standards.
	4.7 Propose how to recommend corrective action where work fails to meet the requirements and specified quality standards.

Learning Outcomes	Assessment Criteria
The learner will:	**The learner can:**
	4.8 Explain how to inform people responsible about significant variations in quality standards, programme and safety implications.
	4.9 Propose how to suggest the decisions which people responsible need to make about significant variations in quality standards and the actions they need to take.
	4.10 Describe how to identify improvements from feedback received.
	4.11 Propose how to recommend improvements to people responsible.
5 Be able to monitor contract progress against agreed programmes.	5.1 Implement systems to monitor and record the progress of the contract against the agreed programmes.
	5.2 Identify inadequately and inappropriately specified resources and inform people responsible.
	5.3 Identify and quantify any deviations from planned progress which have occurred, or which may occur, and which could disrupt the programme.
	5.4 Investigate the circumstances of any deviations thoroughly and recommend appropriate corrective action.
	5.5 Recommend options which are most likely to minimise increases in cost and time and help the contract progress, and pass these on to people responsible.
	5.6 Regularly inform people responsible about progress, changes to the operational programme and resource needs.
	5.7 Identify improvements from feedback received and recommend them to people responsible.

Learning Outcomes	Assessment Criteria
The learner will:	**The learner can:**
6 Understand how to monitor contract progress against agreed programmes.	6.1 Explain how to implement systems to monitor and record the progress of the contract against the agreed programmes.
	6.2 Describe how to identify inadequately and inappropriately specified resources.
	6.3 Explain how to inform people responsible about inadequately and inappropriately specified resources.
	6.4 Describe how to identify any deviations from planned progress which have occurred, or which may occur, and which could disrupt the programme.
	6.5 Examine how to quantify any deviations from planned progress.
	6.6 Examine how to investigate the circumstances of any deviations.
	6.7 Propose how to recommend corrective action.
	6.8 Propose how to recommend options which are most likely to minimise increases in cost and time and help the contract progress.
	6.9 Explain how to pass on options which are most likely to minimise increases in cost and time and help the contract progress.
	6.10 Explain how to regularly inform people responsible about progress, changes to the operational programme and resource needs.
	6.11 Describe how to identify improvements from feedback received.
	6.12 Propose how to recommend improvements from feedback received to people responsible.

Learning Outcomes		Assessment Criteria	
The learner will:		**The learner can:**	
7	Be able to monitor contract costs and information for certification	7.1	Implement appropriate contract cost control systems which are able to provide early warning of problems.
		7.2	Ensure that accurate quantities and cost data is calculated and presented in an agreed format to the people responsible.
		7.3	Identify and investigate any variations thoroughly and recommend appropriate action with people responsible.
		7.4	Develop and implement systems and processes for identifying opportunities for cost savings and recommend them to people responsible.
		7.5	Inspect and check work against the contract requirements, record any variations and review for a certification decision to be made.
8	Understand how to monitor contract costs and information for certification.	8.1	Explain how to implement appropriate contract cost control systems which are able to provide early warning of problems.
		8.2	Explain how to ensure that accurate quantities and cost data is calculated and presented to people responsible.
		8.3	Describe how to identify as variations in quantities and cost data.
		8.4	Examine how to investigate any variations.
		8.5	Propose how to recommend appropriate action with people responsible.
		8.6	Propose how to develop systems and processes for identifying opportunities for cost savings.
		8.7	Explain how to implement systems and processes for identifying opportunities for cost savings.

Learning Outcomes	Assessment Criteria
The learner will:	**The learner can:**
	8.8 Propose how to recommend opportunities for cost savings to people responsible.
	8.9 Examine how to inspect work against contract requirements and record any variations.
	8.10 Explain how to check work against contract requirements and record any variations.
	8.11 Examine how to review work for a certification decision to be made.

Additional information about the unit
Unit purpose and aim(s)
This unit applies to designers who go onto site and get involved in monitoring the construction process and health and safety requirements. It is about ensuring the quality of the work. You must be able to confirm what quality you want, implement systems for carrying out the work to the agreed standards, deal with contingencies and non-compliance, and gather feedback to identify what can be improved. It is about working to programme. You must be able to implement systems for monitoring progress, to deal with resource problems, delays and disruptions, and to continually seek ways of improving progress. It is about controlling costs and organising payments. You must be able to implement cost control systems; deal with variations, identify cost savings; and prepare information for instructions and certificates.
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 COSBEDO12 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)
The following ranges apply: **Learning Outcomes 1 and 2** ♦ Liabilities under health and safety legislation: — CDM regulations and Approved Codes of Practice — current health, safety and welfare regulations — Construction and Building Regulations — civil law and criminal law — duty of care ♦ Relevant parties: — clients — CDM — HSE — other designers — project and construction managers — contractors and specialist contractors — operators and maintainers

Additional information about the unit (cont)
Assessment requirements specified by a sector or regulatory body (if appropriate) (cont)

- ♦ Hazards:
  - — falls from height
  - — slips, trips and falls
  - — hit by falling or moving objects
  - — manual handling
  - — health issues
  - — power sources
  - — hazardous substances
  - — trapped by something collapsing or overturning
  - — confined spaces
  - — fire
  - — obstructions
  - — moving vehicles
  - — public access

Learning Outcomes 3 and 4

- ♦ Quality standards:
  - — project specifications
  - — British, European and International Standards
  - — Codes of Practice
  - — organisation standards
  - — trade advisory guidance and best practice
  - — environmental standards
  - — client standards
  - — certification and accreditation of products, systems and personnel
  - — dimensional control criteria
- ♦ People responsible:
  - — the client
  - — contractors
  - — consultants
  - — sub-contractors
  - — suppliers
- ♦ Systems:
  - — visual inspection
  - — comparison with design requirements
  - — comparison with standard documentation
  - — checking manufacturers documentation
  - — checking materials supply
  - — sampling and mock-ups
  - — testing
  - — site inspection reports
  - — contractors reports
  - — meetings
  - — checking delivery notes
  - — dimension checks

Additional information about the unit (cont)
Assessment requirements specified by a sector or regulatory body (if appropriate) (cont)

♦ Work:
— materials and components and their use
— methods of construction
— completed elements

Learning Outcomes 5 and 6

♦ Systems to monitor and record:
— visual inspection
— resource records
— site inspection reports
— contractors' reports
— written, graphical and electronic records of actual work against programmed work
— site meetings
— organisational procedures
— comparison with project requirements
♦ Programmes:
— bar charts
— critical path
— method statements
— meeting records
♦ Resources:
— people
— plant and equipment
— materials and components
— time
— specialist services
♦ People responsible:
— the client
— contractors
— consultants
— sub-contractors
— suppliers
♦ Deviations:
— resource shortages and delivery times
— design problems and constraints
— lack of essential construction information
— construction errors
— scope of work
— inclement weather
— physical constraints
— environmental
— force majeure

Additional information about the unit (cont)
Assessment requirements specified by a sector or regulatory body (if appropriate) (cont)

♦ Corrective action:
  — restore progress in accordance with agreed programme
  — agree new completion dates
  — securing additional resources
  — altering planned work

Learning Outcomes 7 and 8

♦ Quantities and cost data:
  — materials
  — completed work
  — dayworks
  — periodic valuations
♦ Appropriate action:
  — agree cost changes
  — agree quality changes
  — agree programme changes
♦ Opportunities for cost saving:
  — waste minimisation
  — resource management and logistics
  — applications of new technologies and materials
  — alternative sources and types of materials
  — standardisation
♦ People responsible:
  — the client
  — line managers
  — contractors
  — consultants
  — sub-contractors
  — suppliers

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

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.

Workplace evidence of skills cannot be simulated.

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
4.1 Engineering, 5.1 Architecture, 5.2 Building and Construction
Name of the organisation submitting the unit
CITB
Guided Learning Hours
70

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**.