



## **Regulated Qualifications Unit and Assessment Specification**

<b>Unit title</b>	Record the Condition of Property in Construction
<b>Regulator unit code</b>	D/504/7345
<b>SQA unit code</b>	H7SF 79
<b>SSC Ref</b>	COSCC0005

## History of changes

**Publication date:** August 2014

**Version:** 02 (July 2017)

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

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## Regulated Qualifications Unit specification

<b>Title</b>	Record the Condition of Property in Construction	
<b>Level</b>	3	
<b>Credit value</b>	15	
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
<b>The learner will:</b>	<b>The learner can:</b>	
1 Be able to confirm a condition survey process.	1.1 Collate available information and documents and verify the objectives and purpose of the condition survey.	
	1.2 Select valid, accurate and relevant information for the condition survey process.	
	1.3 Identify the levels and types of professional support which will be needed and brief advisers with clear and accurate summaries of the information available.	
	1.4 Select methods and techniques for the condition survey process which meet the requirements of relevant professional codes of practice.	
	1.5 Evaluate relevant information and advice and identify significant factors which may influence the condition survey.	
	1.6 Confirm the instructions and agreements for the condition survey before work starts.	
2 Understand how to confirm a condition survey process.	2.1 Explain how to collate available information and documents.	
	2.2 Examine how to verify the objectives and purpose of the condition survey.	
	2.3 Evaluate how to select valid, accurate and relevant information for the condition survey process.	
	2.4 Describe what to identify as the levels and types of professional support which will be needed.	
	2.5 Explain how to brief advisers with clear and accurate summaries of the information available.	

<b>Learning Outcomes</b> <b>The learner will:</b>	<b>Assessment Criteria</b> <b>The learner can:</b>
	<p>2.6 Evaluate how to select methods and techniques for the condition survey.</p> <p>2.7 Evaluate relevant information and advice.</p> <p>2.8 Describe what to identify as significant factors which may influence the condition survey.</p> <p>2.9 Explain how to confirm the instructions and agreements for the condition survey before work starts.</p>
<p>3 Be able to inspect condition of property.</p>	<p>3.1 Evaluate available data, identify the purpose of the inspection and obtain the equipment and resources that will be needed.</p> <p>3.2 Check and confirm, before starting the condition inspection, that people who will be affected have given their permission.</p> <p>3.3 Take accurate observations and measurements which are necessary for the inspection and record them clearly, accurately and completely using agreed formats and conventions.</p> <p>3.4 Identify gaps in information and obtain and evaluate additional data needed about the property and its use.</p> <p>3.5 Record observations which are inconsistent with existing data and expected findings, and instances of failure and deterioration, and report them to people who have an interest.</p> <p>3.6 Identify and record parts of the property which do not conform to statutory requirements and report them to people who have an interest.</p>
<p>4 Understand how to inspect condition of property</p>	<p>4.1 Evaluate available data.</p> <p>4.2 Describe what to identify as the purpose of the inspection.</p>

<b>Learning Outcomes</b>	<b>Assessment Criteria</b>
<b>The learner will:</b>	<b>The learner can:</b>
	<p>4.3 Explain how to obtain the equipment and resources that will be needed.</p> <p>4.4 Explain how to check and confirm, before starting the inspection, that people who will be affected have given their permission.</p> <p>4.5 Explain how to take and record accurate observations and measurements which are necessary for the inspection, using agreed formats and conventions.</p> <p>4.6 Describe what to identify as gaps in information.</p> <p>4.7 Explain how to obtain additional data needed about the property and its use.</p> <p>4.8 Evaluate additional data needed about the property and its use.</p> <p>4.9 Explain how to record observations which are inconsistent with existing data and expected findings.</p> <p>4.10 Describe how to identify parts of the property that do not conform to statutory requirements.</p> <p>4.11 Explain how to record and report those parts of the property that do not conform to people who have an interest.</p>
<p>5 Be able to prepare and present condition survey reports and records.</p>	<p>5.1 Assemble and collate information on the condition survey.</p> <p>5.2 Prepare a condition survey report which is accurate, complete, meets relevant codes of practice and standards, clearly specifies the level of condition.</p> <p>5.3 Explain clearly where and why accurate inspection and measurement may not be possible.</p> <p>5.4 Answer the client's questions about the condition survey and give appropriate clarification.</p>

<b>Learning Outcomes</b>	<b>Assessment Criteria</b>
<b>The learner will:</b>	<b>The learner can:</b>
	5.5 Maintain records which are clear, accurate and complete and conform to accepted professional and statutory requirements.
6 Understand how to prepare and present condition survey reports and records.	6.1 Explain how to assemble and collate information on the condition survey. 6.2 Explain how to prepare a condition survey report. 6.3 Explain clearly where and why accurate inspection and measurement may not be possible. 6.4 Explain how to answer the client's questions about the condition survey and give appropriate clarification. 6.5 Explain how to maintain records.

<b>Additional information about the unit</b>
<b>Unit purpose and aim(s)</b>
<p>This unit is about recording the condition of property and preparing and presenting condition survey reports and records. You will need to select and evaluate relevant information, methods and techniques for the condition survey process.</p> <p>You will also need to confirm agreements for the condition survey before work starts. You will need to evaluate data to identify the purpose of the inspection. You will need to check and confirm that people affected have given their permission.</p> <p>You will need to take observations and measurements for the inspection and record them. You will need to assemble and collate information on the condition survey. You will then need to prepare a condition survey report. You will also need to answer clients' questions about the condition survey.</p>
<b>Unit start date</b>
01 August 2014
<b>Details of the relationship between the unit and relevant national occupational standards (if appropriate)</b>
The unit sets out the competence and knowledge specification for COSCCOO05 in Construction Contracting Operations.
<b>Details of the relationship between the unit and other standards or curricula (if appropriate)</b>
N/A
<b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>
<p>The following ranges apply: Learning Outcomes 1 and 2</p> <ul style="list-style-type: none"> <li>◆ Information and documents - sources: <ul style="list-style-type: none"> <li>— land registry</li> <li>— local search</li> <li>— statutory notice</li> <li>— acts of parliament</li> <li>— local authority</li> </ul> </li> <li>◆ Condition survey: <ul style="list-style-type: none"> <li>— letting</li> <li>— compensation</li> <li>— insurance</li> <li>— dilapidation</li> <li>— tenant rights</li> <li>— condition</li> <li>— estimating</li> </ul> </li> </ul>

## Additional information about the unit (cont)

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

- ◆ Relevant information:
  - legal
  - physical
  - previous surveys
  - technical
  - historical
  - access & permissions
- ◆ Significant factors:
  - degree of urgency
  - gaps in information
  - susceptibility to damage
  - safety requirements

### Learning Outcomes 3 and 4

- ◆ Sources:
  - the client
  - land registry
  - local search
  - tenants
  - occupiers
  - local authorities
- ◆ Inspection — type:
  - letting
  - compensation
  - insurance
  - dilapidation
  - tenant right
  - condition
  - estimating
- ◆ Record:
  - in writing
  - electronically
  - graphically
- ◆ Conventions:
  - relevant professional bodies' guidance
  - in house
  - health and safety legislation
  - building standards and legislation
- ◆ Condition survey:
  - letting
  - compensation
  - insurance
  - dilapidation
  - tenant right
  - condition
  - estimating



<b>Additional information about the unit (cont)</b>
<b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>
<p>Learning Outcomes 5 and 6</p> <ul style="list-style-type: none"> <li>◆ Information — sources: <ul style="list-style-type: none"> <li>— the client</li> <li>— land registry</li> <li>— local search</li> <li>— tenants</li> <li>— occupiers</li> <li>— survey data</li> <li>— local authorities</li> <li>— industry standards and legislation</li> <li>— published technical data</li> </ul> </li> <li>◆ Condition survey: <ul style="list-style-type: none"> <li>— letting</li> <li>— compensation</li> <li>— insurance</li> <li>— dilapidation</li> <li>— tenant right</li> <li>— condition</li> <li>— estimating</li> </ul> </li> </ul> <p>This unit must be assessed in a work environment, in accordance with:</p> <ul style="list-style-type: none"> <li>◆ the Additional Requirements for Qualifications using the title NVQ in QCF</li> <li>◆ the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</li> </ul> <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>
<b>Endorsement of the unit by a sector or other appropriate body (if required)</b>
CITB
<b>Location of the unit within the subject/sector classification system</b>
4.1 Engineering, 5.2 Building and Construction
<b>Name of the organisation submitting the unit</b>
CITB

<b>Additional information about the unit (cont)</b>
<b>Guided Learning Hours</b>
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](http://www.sqa.org.uk).