



Regulated Qualifications Unit and Assessment Specification

Unit title	Control Contract Work in Construction Contracting Operations Management
Regulator unit code	R/616/7136
SQA unit code	H81G 84
SSC Ref	COSCCOMO16

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	Control Contract Work in Construction Contracting Operations Management	
Level	6	
Credit value	13	
Learning Outcomes	Assessment Criteria	
The learner will:	The learner can:	
1 Be able to control contracts against agreed quality standards and guidance.	1.1	Research quality standards and guidance from available information and pass them to people responsible for their implementation before they start work.
	1.2	Specify the responsibilities which individuals have for maintaining quality standards and guidance.
	1.3	Set up systems for inspecting and controlling the quality of work and record the outcomes.
	1.4	Check, regularly, that work conforms to the design requirements and the specified quality standards and guidance.
	1.5	Identify work which fails to meet the requirements and specified quality standards and guidance and implement corrective action.
	1.6	Inform decision makers regularly about significant variations in quality standards and guidance programme and safety implications, and suggest appropriate actions which they need to take.
	1.7	Identify specifications which conflict with statutory and contractual requirements and refer them to decision makers for modification.
	1.8	Identify improvements from feedback received and recommend them to decision makers.
	1.9	Agree amendments to the contract quality requirements and specifications and record them accurately.

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
<p>2 Understand how to control contracts against agreed quality standards and guidance.</p>	<p>2.1 Examine how to research quality standards and guidance from available information.</p> <p>2.2 Explain how to pass quality standards and guidance to people responsible for their implementation before they start work.</p> <p>2.3 Evaluate how to specify the responsibilities which individuals have for maintaining quality standards and guidance.</p> <p>2.4 Propose how to set up systems for inspecting and controlling the quality of work.</p> <p>2.5 Explain how to record the outcomes of setting up systems for inspecting and controlling the quality of work.</p> <p>2.6 Explain how to check, regularly, that work conforms to the design requirements and the specified quality standards and guidance.</p> <p>2.7 Describe what to identify as work which fails to meet the requirements and specified quality standards and guidance.</p> <p>2.8 Explain how to implement corrective action where work fails to meet the requirements and specified quality standards and guidance.</p> <p>2.9 Explain how to inform decision makers regularly about significant variations in quality standards and guidance.</p> <p>2.10 Describe what to identify as specifications which conflict with statutory and contractual requirements.</p> <p>2.11 Explain how to refer specifications which conflict with statutory and contractual requirements to decision makers for modification.</p>

Learning Outcomes	Assessment Criteria
<p>The learner will:</p>	<p>The learner can:</p> <p>2.12 Describe what to identify as improvements from feedback received.</p> <p>2.13 Propose how to recommend improvements from feedback received to decision makers.</p> <p>2.14 Evaluate how to agree amendments to the contract quality requirements and specifications.</p> <p>2.15 Explain how to record the agreed amendments to the contract quality requirements and specifications.</p>
<p>3 Be able to maintain contract compliance with statutory and contractual requirements.</p>	<p>3.1 Identify statutory and contractual requirements from available information and clarify them where there is uncertainty.</p> <p>3.2 Brief people about their statutory and contractual requirements before they start work on the contract.</p> <p>3.3 Develop and implement monitoring systems, collect information regularly and summarise it accurately.</p> <p>3.4 Identify situations which do not comply with statutory and contractual requirements, investigate the circumstances thoroughly and take appropriate corrective action.</p> <p>3.5 Identify any new statutory and contractual requirements which may have an impact on the project, summarise the important details and pass this on to people who have an interest.</p>
<p>4 Understand how to maintain contract compliance with statutory and contractual requirements.</p>	<p>4.1 Describe what to identify as statutory and contractual requirements from available information.</p> <p>4.2 Explain how to clarify statutory and contractual requirements from available information where there is uncertainty.</p>

Learning Outcomes The learner will:	Assessment Criteria The learner can:
	<p>4.3 Explain how to brief people about their statutory and contractual requirements before they start work on the contract.</p> <p>4.4 Propose how to develop monitoring systems.</p> <p>4.5 Explain how to implement monitoring systems, collect information regularly and summarise it accurately.</p> <p>4.6 Describe what to identify as situations which do not comply with statutory and contractual requirements.</p> <p>4.7 Examine how to investigate the circumstances thoroughly and take appropriate corrective action.</p> <p>4.8 Explain how to take appropriate corrective action where situations do not comply with statutory and contractual requirements.</p> <p>4.9 Describe what to identify as any new statutory and contractual requirements which may have an impact on the project.</p> <p>4.10 Explain how to summarise the important details and pass this on to people who have an interest.</p>

Additional information about the unit
Unit purpose and aim(s)
<p>This unit is about controlling work activities ensuring that they comply with quality standards and statutory and contractual requirements.</p> <p>You will need to research quality standards, implement systems and check for conformity. You will need to implement corrective action where there is non-conformity.</p> <p>You will need to identify statutory and contractual requirements, implement systems and identify non-compliance. You will need to implement corrective action where there is non-compliance.</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 COSCCOM016 in Construction Contracting Operations Management.
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:</p> <p>Learning Outcomes 1 and 2</p> <ul style="list-style-type: none"> ◆ Quality standards and guidance: <ul style="list-style-type: none"> — statutory requirements — project specifications — British Standards — International Standards — Codes of Practice — certification and accreditation of products, systems & personnel — organisation standards — trade advisory guidance and best practice — setting out information — benchmarks — dimensional control criteria ◆ People responsible: <ul style="list-style-type: none"> — the client — workforce

Additional information about the unit (cont)

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

- contractors
- consultants
- sub-contractors
- suppliers
- ◆ Work:
 - workmanship
 - materials and components and their use
 - methods of construction
 - dimensional control
 - completed elements

Learning Outcomes 3 and 4

- ◆ Statutory and contractual requirements and requirements for:
 - Building regulations
 - health, safety and welfare
 - environment (eg noise, dust, transport, emissions, waste management)
 - compliance for new products & technologies
 - certificates & accreditation on products, systems and personnel
 - fire
 - utility regulations
 - highways
 - heritage
 - development licences and building permits
 - employment practice
 - community benefits
 - byelaws
 - non-statutory guidelines
 - energy and carbon use
 - insurance
 - project activities
 - security
- ◆ Monitoring systems:
 - inspection and testing
 - comparison with design requirements
 - comparison with standard documentation
 - checking manufacturers' documentation
 - checking delivery notes
 - sampling
 - site inspection reports
 - contractors' reports
 - site meetings
 - dimension checks
 - supply chain management
- ◆ Corrective action:
 - instigate contingency action and restore compliance
 - agree waiver

Additional information about the unit (cont)
Assessment requirements specified by a sector or regulatory body (if appropriate) (cont)
<ul style="list-style-type: none"> ◆ People who have an interest: <ul style="list-style-type: none"> — the client — workforce — contractors — consultants — sub-contractors — suppliers <p>This Unit must be assessed in a work environment in accordance with</p> <ul style="list-style-type: none"> ◆ the Additional Requirements for Qualifications using the title NVQ in QCF ◆ the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment. <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, 5.2 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.