



Regulated Qualifications Unit and Assessment Specification

Unit title	Implement Contract Work in Construction
Regulator unit code	Y/616/7171
SQA unit code	H7SK 80
SSC Ref	COSCCOO10v3

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	Implement Contract Work in Construction	
Level	4	
Credit value	16	
Learning Outcomes	Assessment Criteria	
The learner will:	The learner can:	
1 Be able to control work against agreed contract quality standards.	1.1 Identify contract quality standards and guidance and the people responsible for meeting them.	
	1.2 Identify sources of guidance on implementing work to the specified standard and pass that information on to those people responsible for doing the work.	
	1.3 Set up systems for inspecting and controlling the quality of work and record the outcomes.	
	1.4 Specify clearly the responsibilities which individuals have for maintaining quality standards and guidance.	
	1.5 Check that work is carried out in accordance with the guidance obtained and to the quality standards.	
	1.6 Identify work which has not met the quality standards and suggest corrective action to line manager and if agreed, monitor progress.	
	1.7 Identify improvements from feedback received and recommend them to decision makers.	
2 Understand how to be able to control work against agreed contract quality standards.	2.1 Describe what to identify as contract quality standards and guidance and the people responsible for meeting them.	
	2.2 Describe what to identify as sources of guidance on implementing work to the specified standard.	
	2.3 Explain how to pass information on to those people responsible for doing the work.	

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
	<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 systems for inspecting and controlling the quality of work.</p> <p>2.6 Explain how to specify clearly the responsibilities which individuals have for maintaining quality standards and guidance.</p> <p>2.7 Explain how to check that work is carried out in accordance with the guidance obtained and to the quality standards.</p> <p>2.8 Describe what to identify as work which has not met the quality standards.</p> <p>2.9 Propose how to suggest corrective action to line manager.</p> <p>2.10 Examine how to monitor progress of agreed corrective action taken.</p> <p>2.11 Describe what to identify as improvements from feedback received.</p> <p>2.12 Propose how to recommend improvements to decision makers.</p>
<p>3 Be able to maintain contract compliance with statutory and contractual requirements.</p>	<p>3.1 Identify statutory and contractual requirements.</p> <p>3.2 Brief people about their statutory and contractual responsibilities 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>

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
	<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>3.6 Complete statutory and contractual returns accurately and on time.</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.</p> <p>4.2 Explain how to brief people on statutory and contractual responsibilities before they start work on the contract.</p> <p>4.3 Propose how to develop monitoring systems.</p> <p>4.4 Explain how to implement monitoring systems and collect and summarise information.</p> <p>4.5 Describe what to identify as situations which do not comply with statutory and contractual requirements.</p> <p>4.6 Examine how to investigate the circumstances of situations which do not comply with statutory and contractual requirements.</p> <p>4.7 Explain how to take appropriate corrective action in situations which do not comply with legal and statutory requirements.</p> <p>4.8 Describe what to identify as any new statutory and contractual requirements which may have an impact on the project.</p> <p>4.9 Explain how to summarise the important details of any new statutory and contractual requirements which may have an impact on the project.</p> <p>4.10 Explain how to complete statutory and contractual returns.</p>

Additional information about the unit
Unit purpose and aim(s)
This unit is about organising and controlling resources, developing effective plans to meet contingencies, and informing those responsible for making necessary changes. You will need to identify quality standards, implement systems and check for conformity. You will need to implement corrective action where there is non-conformity. 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.
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 COSCCOO10 in Construction Contracting Operations.
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"> ◆ Quality standards and guidance: <ul style="list-style-type: none"> — statutory requirements — contract requirements — project specifications — British Standards — International Standards — Codes of Practice — organisation standards — trade advisory guidance and best practice — benchmarks — dimensional control criteria ◆ People responsible: <ul style="list-style-type: none"> — operatives and tradespersons — consultants — contractors — sub-contractors — suppliers — workforce

Additional information about the unit (cont)

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

- ◆ Systems:
 - inspection
 - comparison with design requirements
 - comparison with standard documentation
 - checking manufacturers documentation
 - checking delivery notes
 - sampling and mock-ups
 - testing
 - inspection reports
 - contractors' reports
 - site meetings
 - dimension checks
- ◆ Work:
 - materials and components and their use
 - construction

Learning Outcomes 3 and 4

- ◆ Statutory and contractual requirements and responsibilities for:
 - Building Control
 - environmental health
 - health, safety and welfare
 - environment (eg noise, dust, transport, emissions, waste management)
 - fire
 - utilities regulations
 - highways
 - heritage and ecology
 - development licences and building permits
 - employment practice
 - byelaws
 - non-statutory guidelines
 - community benefits
 - energy use
 - insurance
 - project activities
 - security
- ◆ Monitoring systems:
 - inspection
 - comparison with design requirements
 - comparison with standard documentation
 - checking manufacturers' documentation
 - checking delivery notes
 - sampling
 - testing
 - site inspection reports
 - contractors' reports
 - meetings
 - dimension checks

Additional information about the unit (cont)
Assessment requirements specified by a sector or regulatory body (if appropriate)
<ul style="list-style-type: none"> ◆ Corrective action: <ul style="list-style-type: none"> — instigate contingency action and restore compliance — agree waiver ◆ People who have an interest: <ul style="list-style-type: none"> — operatives and tradespersons — consultants — contractors — sub-contractors — suppliers — workforce <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 ConstructionSkills' 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
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.