

SVQ in Construction Contracting Operations level 3

Candidate Guidance and Portfolio

Candidate name:

Publication code: Z0247

The National Occupational Standards which form the basis of this award were developed by Construction Industry Council and CITB-Construction Skills. This document is for candidate use only and should not be used as a substitute for the National Occupational Standards.

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Index

| Section | Contents | Page |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1 | General information about SVQs <ul style="list-style-type: none">— Introducing SVQs— Who offers SVQs?— What is the structure of an SVQ?— An example of an SVQ Element— How are SVQs achieved?— How are SVQs assessed?— Who does what in SVQs?— What is evidence?— When can simulation be used?— Integration of assessment | 3 |
| 2 | How to compile your portfolio (including worked examples) <ul style="list-style-type: none">— General information— Evidence Collection Process— Planning your portfolio— Starting your portfolio— Contents checklist— Collecting your evidence— Presenting your evidence— Referencing your evidence— Worked examples<ul style="list-style-type: none">1 – Index of evidence2 – Unit progress record3 – Element achievement record4 – Personal statement5 – Observation record6 – Witness testimony7 – Record of questions and candidate's answers | 11 |
| 3 | The Units and the recording documents for your SVQ <ul style="list-style-type: none">— The structure of the SVQ in Construction Contracting Operations level 3— Unit Progress Record— Units— Glossary of terms | 25 |

| Section | Contents | Page |
|----------------|-----------------------------------|-------------|
| 4 | Blank recording forms | 343 |
| | — Portfolio title page | |
| | — Personal profile | |
| | — Contents checklist | |
| | — Index of evidence | |
| | — Personal statement | |
| | — Observation record | |
| | — Witness testimony | |
| | — Record of questions and answers | |
| | — Element Achievement Record | |

Section 1 — General information about SVQs

Introducing SVQs

The qualification you are undertaking is a Scottish Vocational Qualification (SVQ).

SVQs are work-based qualifications which assess the skills and knowledge people have and need to perform their job role effectively. The qualifications are designed using national occupational standards.

For each industry sector there is a Sector Skills Council (SSC) which is made up of representatives from the industry or profession and it is the SSC's responsibility to develop the national occupational standards.

These standards define what employees, or potential employees, must be able to do, how well and in what circumstances to show they are competent in their work.

The Sector Skills Council/Standards setting body for Construction Contracting Operations level 3 is: Construction Industry Council and CITB-Construction Skills.

Access to SVQs is open to all and you can be assessed either against a particular Unit(s) or against the full SVQ. There are no entry requirements, no prescribed method of delivery, no time constraints for completion or age limits.

SVQs are available at five levels of achievement which reflect the various technical and supervisory skills, knowledge, and experience which employees should have as they progress in their industry.

Who offers SVQs?

An organisation which offers SVQs is called a centre. This may be a school, college, university, employer, training provider or a combination of these. The centre has responsibility for the quality of the qualification and is required to work within an awarding body's policies and guidelines.

The Scottish Qualifications Authority (SQA) is your awarding body for this SVQ. This means that we are an organisation approved by government to design qualifications and awards. An awarding body endorses candidates' certificates so that an employer can be sure the qualification has gone through a rigorous and effective assessment process. SQA provides qualifications throughout the world and was formed by the merger of the Scottish Examinations Board (SEB) and the Scottish Vocational Education Council (SCOTVEC).

What is the structure of an SVQ?

All SVQs have a common structure and consist of standards which can be broken down into various parts:

| | |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Units and Elements | Units define the broad functions carried out in your particular job and are made up of a number of Elements . Each Element describes a specific work activity which you have to perform and may relate to skills or to the demonstration of knowledge and understanding. |
| Performance Criteria | The level and quality of how you should carry out these activities is determined by a number of statements called Performance Criteria . Performance Criteria are used to judge your competence. |
| Range/Scope statements | A range statement tells you in what circumstances you must be able to prove your competence and allows you to demonstrate that you can carry out tasks in different circumstances. Items included in the range statements must not be treated as optional. Range statements are also called scope in some National Occupational Standards. |
| Evidence Requirements | The Evidence Requirements specify the amount and type of evidence which you will need to provide to your assessor to show that you have met the standards specified in the Performance Criteria and in all the circumstances defined in the range statements. |
| Knowledge and Understanding | The section on Knowledge and Understanding states what you must know and understand and how this knowledge applies to your job. |

If you are not yet clear about how we define standards — just remember that the standards have been developed by experts within your industry or profession and that all candidates aiming for this particular SVQ are being assessed against the same standards.

You will find an example of an SVQ element overleaf.

An example of an SVQ Element

UNIT: (1) Working safely in an engineering environment

This is the **UNIT** title — it describes a role and task.

Element 1 Comply with statutory regulations and organisational requirements

This is the **ELEMENT** title. It describes part of the main role and task.

Performance Criteria

You must ensure that you:

PERFORMANCE CRITERIA set out the standard of performance you need to demonstrate consistently to claim competence in a particular **Element**.

- 1 Describe your duties and obligations (as an individual) under the Health and Safety at Work Act 1974.
- 2 Comply with Statutory Regulations at all times.
- 3 Comply with organisational safety policies and procedures at all times.

Range

This means you need to cover:

- 1 Relevant sections of the Health and Safety at Work Act 1974 (eg with regard to your duties to work in a safe manner, not to interfere with remove or misuse equipment provided for the safety of yourself and others, not to endanger others by your acts or omissions).

The **RANGE** defines the various circumstances in which you must be able to prove you are competent.

You must cover all of the items in the **range** statement.

Evidence Requirements

The things you must prove that you can do:

You need to demonstrate that you understand your duties and obligations under both statutory regulations and organisational requirements and you can do this by:

- 1 Giving an adequate explanation of the duties and responsibilities of every individual as described in the Health and Safety at Work Act 1974.
- 2 Ensuring that whilst carrying out your work and/or visiting other areas of the working environment you are aware of the specific safety requirements and regulations governing your activities.

Knowledge and Understanding

You must prove that you know and understand:

- 1 The roles and responsibilities of your self and others under the Health and Safety at Work Act 1974.
- 2 The general regulations that apply to you being at work.
- 3 The specific regulations which govern your work activities.

The **KNOWLEDGE AND UNDERSTANDING** Requirements state what you must know and understand and how this knowledge applies to your job.

How are SVQs achieved?

When you consistently meet the standards described in the elements and show that you have the required skills and knowledge across the range, you can then claim that you are *competent* in each Unit. You can claim certification for single Units or whole awards. Your centre will register your claim to competence through the Awarding Body. The Awarding Body you are registered with for this SVQ is the Scottish Qualifications Authority (SQA).

Scottish Qualifications Authority
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The process of gaining an SVQ is flexible and depends on your needs. At the beginning of the process your assessor will review your existing competence in relation to the standards and identify the most suitable SVQ. The level you start at will depend on the type and breadth of your current job role together with your past experience, skills and any relevant prior learning.

To achieve an SVQ, or a Unit of an SVQ, you must:

- ◆ Demonstrate you meet the requirements of the Performance Criteria by collecting appropriate evidence as specified by the evidence requirements. This evidence is assessed against the national standards by a qualified assessor, who will be allocated to you by your centre. This will usually be someone who knows you, such as a manager or supervisor.

Evidence may come from:

- ◆ the **accreditation of prior learning** — where evidence relates to past experience or achievements
- ◆ **current practice** — where evidence is generated from a current job role
- ◆ a **programme of development** — where evidence comes from assessment opportunities built into a learning/training programme whether at or away from the workplace
- ◆ a combination of these

How are SVQs assessed?

Assessment is based on what you can do and involves you, your assessor, an internal verifier and an external verifier — see ‘Who does what in SVQs’ on the following page.

You will be asked to prove you are competent by providing evidence which shows:

- ◆ you can perform all the specified tasks consistently to the required standard (**Performance Criteria**)
- ◆ you understand why you are doing things (**Knowledge and Understanding**)
- ◆ you can apply the required skills in different ways (**Range**)

Assessment is flexible and you can be certificated for each Unit you successfully achieve, even if you do not complete the full SVQ. There is no set period of time in which you need to complete a Unit. However, you and your assessor should still set target dates for completing each Unit, otherwise your qualification could go on forever. Be realistic though, as there are many factors such as your previous experience, demands within your workplace and an availability of resources which will affect how quickly you are able to achieve the qualification.

Who does what in SVQs?

A number of individuals and organisations have parts to play in SVQ assessment. Their roles have been designed to guarantee fair, accurate and consistent assessment.

| | <i>Who are they?</i> | <i>What is their role?</i> |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Candidates | The person who wants to achieve the SVQ — in this case, you. | Need to show they can perform to national occupational standards in order to be awarded an SVQ or Unit(s). |
| Assessors* | An experienced person in the same area of work as the candidate, eg supervisor. | Judge the evidence of a candidate's performance, knowledge and understanding against the national occupational standards. Decide whether the candidate has demonstrated competence. Provide guidance and support to the candidate. Assist with planning assessments, giving feedback and recording candidate progress. |
| Internal Verifiers* | Individuals appointed by an approved centre to ensure the quality of assessment within the centre. | Advise assessors and maintain the quality of assessment in a centre. Systematically sample assessments to confirm the quality and consistency of assessment decisions. |
| Approved Centres | Organisations approved by awarding bodies to coordinate assessment arrangements for SVQs. | Manage assessment on a day to day basis. Must have effective assessment practices and internal verification procedures. Must meet criteria laid down by awarding bodies and be able to provide sufficiently-competent assessors and internal verifiers. |
| External Verifiers* | Individuals appointed by the Awarding Body to ensure that standards are being applied uniformly and consistently across all centres offering the SVQ. | Check the quality and consistency of assessments, both within and between centres, by systematic sampling. Make regular visits to Centres to ensure they still meet the criteria to deliver SVQs. |

* Assessors and internal and external verifiers are required to have occupational expertise in the SVQs which they are assessing/verifying. They must also have, or be working towards, an appropriate qualification in assessment and verification.

What is evidence?

To claim competence for an SVQ Unit you need to gather evidence which shows you have met the standards. It is important that your evidence is easily understood so that it can be checked against the standards, by both your assessor, your centre and the Awarding Body.

Evidence can take many forms including:

- ◆ direct observation of your performance by your assessor
- ◆ products of your work
- ◆ authenticated statement — witness testimony
- ◆ personal statement
- ◆ outcomes from questioning
- ◆ outcomes from simulation
- ◆ case studies
- ◆ assignments or projects
- ◆ Accreditation of Prior Learning (APL) — evidence from the past

It is important that your evidence is:

- ◆ **valid** — it relates to the SVQ standard you are trying to prove
- ◆ **authentic** — the evidence, or an identified part of it (eg a report) was produced by *you*
- ◆ **consistent** — achieved on more than one occasion
- ◆ **current** — usually not more than two years old
- ◆ **sufficient** — covers all the performance and knowledge requirements laid down in the standards

Your evidence may be collected through a range of sources, such as employment, voluntary work, training programmes and interests/activities which you perform outside your work. It can also be produced in various formats, eg your own reports; testimonies from colleagues, supervisors or members of the public; projects; models; audio tapes, photographs; videos.

When you first begin your SVQ, you and your assessor should identify all the Units and Elements where you can use **integration of assessment**. Further details about integration of assessment can be found on page 10.

Demonstrating knowledge, understanding and skills

In order to meet the standards, you may also be required to prove knowledge and understanding. Each Unit contains a list summarising the knowledge, understanding and skills a candidate must possess. Evidence of how these have been achieved and applied could be included in the performance evidence as one or all of the following:

- ◆ descriptions of why a particular approach was used
- ◆ personal reports about the learning process
- ◆ reflective reports which include how a theory or principle was applied
- ◆ assessment interviews
- ◆ assessment tests
- ◆ responses to questioning

These should be included in your portfolio.

How will my assessor check I have the knowledge and understanding listed in the standards?

For some Units, it will be clear to your assessor that you have the required knowledge and understanding from how you carry out your work. This is often referred to as *knowledge and understanding apparent from performance*. There will be other occasions though, when your assessor will be unsure if you know why, for example, it is important to give information to clients in certain situations. This could be because your assessor has not had the opportunity to observe all the Performance Criteria and Range during assessment. In these situations, your assessor may wish to assess your knowledge and understanding by asking you some questions. These questions can be given orally or in writing, but will be recorded in your portfolio as evidence.

Your assessor could also check you have the required level of knowledge and understanding by asking you to produce personal statements or to complete a project or assignment.

What if I have previous experience and knowledge and understanding from work and other qualifications?

If you have previous work experience, skills, and knowledge and understanding which you feel is relevant to your SVQ, you should tell your assessor about it. Your assessor may ask you for more proof in the form of letters from previous employers/training providers or details about any courses you have completed.

For example, you may have achieved an HNC in a relevant subject in which case your assessor may feel that you already have some of the knowledge and understanding required for the SVQ.

The process of matching your previous experience and learning is often referred to as the Accreditation of Prior Learning (APL). The purpose of this process is to try and give you some credit towards your SVQ for things you can already do to the national standard. Your assessor judges the evidence available and matches it against the requirements of the SVQ. This means that your assessor should not have to assess you for these things all over again.

However, the success of this process depends on *you* telling *your assessor* what previous work experience or knowledge and understanding you have and how you think it is relevant to your SVQ. The more information you can supply to support your claims, the easier it should be to convince your assessor that you are competent.

When can simulation be used?

Throughout your SVQ, the emphasis is on you being able to carry out real work activities so assessment will normally be carried out in the workplace itself.

There may be times, however, when it might not be appropriate for you to be assessed while you are working. For example your SVQ might require you to carry out emergency or contingency procedures (for safety or confidentiality reasons) or your job role may not cover all aspects of the qualification. In such instances, when you have no other means of generating evidence, **simulation** might be appropriate.

Simulation is any structured exercise involving a specific task which reproduces real-life situations. Care must be taken though to ensure that the conditions in which you are assessed *exactly* mirror the work environment, ie it is a **realistic working environment**.

You and your assessor should check the assessment strategy for your SVQ carefully to find out the Sector Skills Council (SSC's) view of what constitutes a realistic working environment. Some SSC's stipulate the specific elements which are suitable for this approach.

Integration of assessment

It is not necessary for you to have each Element assessed separately — doing so could result in assessment which takes too long and places too great a burden on you and your assessor.

There will be instances when you will be able to use one piece of evidence to prove your competence across different Elements or Performance Criteria. You may even find that evidence is relevant for different Units — this is called **integration of assessment**.

When you first begin your SVQ, you and your assessor will spend time looking at the standards, planning how much time you are both able to devote to the qualification and drawing up an action plan.

At this stage, you should identify any activities which relate to more than one Unit or outcome and arrange for the best way to collect a single piece of evidence which satisfactorily covers all the Performance Criteria.

If you are going to integrate assessments, make sure that the evidence is cross-referenced to the relevant Units. Details of how to cross reference your evidence can be found in Section 2 'How to compile your portfolio'.

Section 2 — How to compile your portfolio (including worked examples)

General information

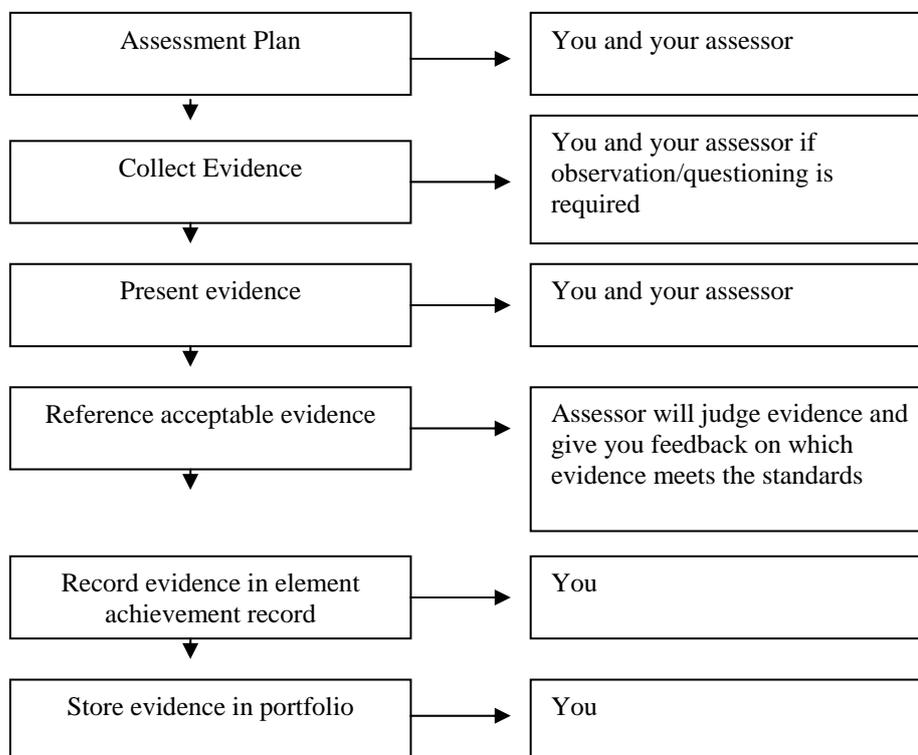
A portfolio, like a log book, is a way of recording evidence of your achievements. It is a collection of different items of evidence which indicates that you have the required skills, knowledge and understanding to support your claim to a qualification.

The production of a well-organised, clearly labelled portfolio which relates each piece of evidence to the relevant outcomes and Performance Criteria requires a careful methodical approach. When your assessor looks through your portfolio, they will find the task of making judgements about your competence much easier if the information in it is presented in a logical sequence.

You will need to present your evidence in a format that is easy to read and in which materials can be added or taken away. This section gives suggestions on how to lay out and present your evidence and includes worked examples. There are also forms and matrices which will assist you to chart your progress through the award.

You do not have to lay out your evidence in the way suggested but you may find it helpful to do so. Each portfolio will be different in content but all should include information about you (the candidate), the organisation where you are undertaking your qualification, the assessor and so on.

Evidence Collection Process



Planning your portfolio

Start by carefully reading through the standards and, together with your assessor, decide which Units you might like to work on first. You do not have to do the Units in order. There may be some Units that relate to tasks which you carry out on a regular basis, therefore making it easier to collect evidence right away. Alternatively, there may be activities in other Units which you only undertake now and again, these can be left until the opportunity arises for you to collect evidence.

Before you start looking for different kinds of evidence and deciding if they should be included in your portfolio, you will find it helpful to plan how you will carry out the tasks and how long they are going to take.

The plan is usually referred to as an '**assessment plan**'. It should be produced in discussion with your assessor and will set out the different stages in developing your portfolio. You will probably want to produce a plan for each Unit.

It is unlikely that you will be able to complete all of the Units straight away and you should therefore think about starting with those Units where you have a lot of experience and in which you work well. You should also remember to identify any opportunities for **integration of assessment**.

We have provided you with a '**Unit progress record**' — see Example 2. Each time you complete a Unit, your assessor should sign and date the relevant section on the form. At this stage, it might be a good idea to check that all your evidence and recording documents have been completed correctly and can easily be located. You can then circle the reference number of that Unit in the checkboxes at the top of the form so that you can see at a glance what stage you are at in your SVQ.

Starting your portfolio

Make sure that you clearly label your portfolio (or disk if you are recording your evidence electronically) with your name together with the title and level of the award.

Your portfolio will need a *title page* and a *contents page*. You should also complete a *Personal Profile* which records details about yourself and your job as well as providing information about your employer, training provider or college. Blank samples of these forms are provided in Section 4.

We recommend that you compile your portfolio in the following order:

| |
|--------------------------------------------------|
| Title Page |
| Contents Checklist |
| Personal Profile |
| Unit Progress Record |
| Completed Element Achievement Records |
| Index of Evidence |
| Pieces of evidence |
| Glossary of terms |
| Standards |

Contents checklist

You might also find it useful to complete the following checklist as you work your way through your portfolio. This will help you to see if you have included all the relevant items. Once you have completed your portfolio, you will be able to use this checklist again as a contents page, by inserting the relevant page or section numbers in the right hand column.

| | Completed? | Page/Section number |
|--------------------------------------------------------------------------------|--------------------------|---------------------|
| Title page for the portfolio | <input type="checkbox"/> | |
| Personal profile | | |
| ◆ your own personal details | <input type="checkbox"/> | |
| ◆ a brief CV or career profile | <input type="checkbox"/> | |
| ◆ description of your job | <input type="checkbox"/> | |
| ◆ information about your employer/training provider/college | <input type="checkbox"/> | |
| Unit Assessment Plans | <input type="checkbox"/> | |
| Unit progress record | <input type="checkbox"/> | |
| Completed Element Achievement Records for each Unit | | |
| ◆ signed by yourself, your assessor and the internal verifier (where relevant) | <input type="checkbox"/> | |
| ◆ Evidence reference numbers included | <input type="checkbox"/> | |
| Index of evidence (with cross-referencing information completed) | <input type="checkbox"/> | |
| Evidence (with reference numbers) | | |
| ◆ observation records | <input type="checkbox"/> | |
| ◆ details of witnesses (witness testimony sheets) | <input type="checkbox"/> | |
| ◆ personal statements | <input type="checkbox"/> | |
| ◆ products of performance | <input type="checkbox"/> | |

Collecting your evidence

All of the evidence which you collect and present for assessment must be relevant to your SVQ. Your assessor will help you choose which pieces of evidence you should include.

We have provided blank forms in Section 4 of this document, which you can photocopy to help you record and present your evidence. Although we have provided you with sample forms, your centre may have their own recording documents which they would prefer you to use.

Some of these forms, eg **observation records** and the **record of questions and answers** will be completed by your assessor. Other forms (**witness testimonies**) will be used by people other than your assessor to testify that they have observed you doing your job, and there is one for you to complete called a **personal statement**.

Explanations are given below about how and when these forms should be used.

Observation record (Example 5)

The observation record is used by your assessor to record what tasks you have performed and to what standard. There is also a section for your assessor to note which other Units or Outcomes are covered by this evidence ('integration of assessment').

The assessor will discuss with you which Performance Criteria and Range you have successfully achieved and give you feedback. This form should then be given a reference number and included in your portfolio as part of your evidence.

Witness testimony (Example 6)

There may be occasions when your assessor is not available to observe you carrying out certain aspects of your job. In such instances, it may be appropriate for another person to comment about your performance by completing a statement called a 'witness testimony'.

Witness testimony should only be used as supporting evidence and should:

- ◆ be provided by a person, not related to you, who is in a position to make a valid comment about your performance, eg supervisor, line manager or possibly a client/customer
- ◆ contain comments which specifically relate your performance to the standards
- ◆ be authenticated by the inclusion of the witness's signature, role, address, telephone number and the date

It is unlikely that your assessor would make an assessment decision based on witness testimony alone. They would normally supplement this type of evidence with questioning.

Record of questions and candidate's answers (Example 7)

This form is used to record any questions which your assessor may ask, to establish whether you have the required level of knowledge and understanding associated with each Unit. There is also space on the form for your answers to be noted.

Personal statement (Example 4)

There will be times when you need to put a piece of your evidence in context for your assessor so that they can decide if it is relevant to your SVQ. You can complete personal statements to help you do this — these can relate either to the pieces of evidence or to each outcome or Unit.

For example, you may refer to paperwork which is often used in your organisation to help you pass on information to a colleague. It may not be clear to an assessor why you are communicating to your colleague in this way and a **brief** explanation of the paperwork and why it is relevant to a particular part of your SVQ may be required.

A personal statement might also be used to record your experience of something, such as, how you handled a specific situation. This can be documented in your personal statement and should be a description of what you did, how you did it and why you did it. It will also allow you to include the people who were present and either assisted you or witnessed your actions. This, in turn, might identify who you should approach for ‘witness testimony’. In your personal statement you could also refer to product evidence that you have produced (eg reports, notes, completed forms), these can also be included as evidence in your portfolio.

The personal statement can be a piece of evidence in itself and should therefore be included in your portfolio.

Presenting your evidence

It is important to present all of your evidence in a clear, consistent and legible manner. Your assessor will then find it much easier to make appropriate judgements about the quality, sufficiency and currency of the materials you are putting forward for consideration.

It is not necessary to produce all of your evidence in typewritten format — some hand-written pieces of evidence, such as notes, will be perfectly acceptable.

There may also be items of evidence which you cannot physically include in your portfolio. This might be for confidentiality reasons or it could be that something which you have produced as part of your day-to-day work is normally kept in a filing cabinet or stored electronically in a PC.

In compiling your portfolio, we suggest that anything you produce as part of your day-to-day work is kept in its normal location, but those pieces of evidence which have been produced specifically for your SVQ, eg witness testimony statements or personal statements, are filed in your portfolio. However, assessors and verifiers should be able to locate and access your evidence at all times. It is, therefore, very important that you clearly reference every item of evidence.

Referencing your evidence

Your assessor, as well as the internal and external verifiers, will need to find their way around your portfolio, so you should give each piece of evidence a number.

Remember, that where you have used ‘integration of assessment’, you need to give details of all the Units and elements which are linked to a specific piece of evidence. The links should be noted on the pieces of evidence themselves as well as on the index of evidence (cross-referencing).

How to complete the Index of evidence (Example 1)

You should complete an *index of evidence* sheet and file it immediately before the actual pieces of evidence in your portfolio.

The index of evidence should be completed by:

- ◆ entering the evidence number in the first column
- ◆ giving a brief description of each piece of evidence in the second column
- ◆ explaining where the evidence can be found in the third column

You must make sure that the information contained in the evidence index is accurate when you give your portfolio to your assessor, particularly in relation to where the evidence can be located.

Completing the Element Achievement Records (Example 3)

There is an Element Achievement Record for every Element within this portfolio. These records have been designed to allow you to record the evidence you have gathered for each Element. Each record has boxes across it which represent the Performance Criteria, Range statement, Evidence Requirements and Knowledge and Understanding statement, these will differ from Element to Element so it is important to make sure you are using the right one. Whilst collecting your evidence you should use these grids to display the Performance Criteria, Range, Knowledge and Understanding and Evidence Requirement that piece of evidence relates to. In the first box write the evidence index number you have given to that piece of evidence. In the second box give a brief description of the evidence, then tick against the relevant Performance Criteria, Range, Evidence Requirements and Knowledge and Understanding.

Worked examples

To give you a clearer picture of how to compile your portfolio, you will find worked examples of the various forms over the next few pages. You should ask your assessor for further advice and support if you are still unsure about how to use the forms and who should complete them.

Index of evidence

(Example 1)

SVQ title and level: Using IT at level 3

| Evidence number | Description of evidence | Included in portfolio (Yes/No) If no, state location | Sampled by the IV (initials and date) |
|------------------------|-----------------------------------------------|-----------------------------------------------------------------|----------------------------------------------|
| 1 | Action plan identifying customer requirements | Yes | |
| 2 | Personal Statement | Yes | |
| 3 | Witness Testimony | Yes | |
| 4 | Record of Questions and Answers | Yes | |
| 5 | Log of configuration details and errors | Yes | |
| 6 | Observation Checklist | Yes | |
| 7 | Procedure for shutting down system | Yes | |
| 8 | Company media storage policy | No. Can be found with General Manager | |

Unit progress record

(Example 2)

Qualification and level: Using IT at level 3

Candidate: Anne Thomas

To achieve the whole qualification, you must prove competence in **mandatory** Units and **optional** Units.

Unit Checklist — circle the reference number of each Unit as you complete

Circle the reference numbers as you complete each Unit. You can then easily see what stage you have reached in your SVQ.

| | | | | | | |
|------------------|-----|-----|-----|-----|-----|-----|
| Mandatory | 206 | 301 | 302 | 303 | 308 | |
| Optional | 305 | 306 | 311 | 312 | 326 | 327 |

Mandatory Units

| Unit Number | Title | Assessor | Date |
|-------------|----------------------------------------------------------------------|----------|-----------|
| 206 | Ensure your own actions reduce risks to H&S | | |
| 301 | Select and enable IT for use | P. Jones | 28/4/2000 |
| 302 | Maintain the Software Environment | P. Jones | 28/4/2000 |
| 303 | Develop and maintain the effectiveness of the IT working environment | P. Jones | 8/4/2000 |
| 308 | Develop your own effectiveness and professionalis | | |

This section of the form is for your assessor to sign each time you successfully achieve a Unit.

Optional Units

| | | | |
|-----|---------------------------------------------|--|--|
| 305 | Design and produce doc | | |
| 306 | Design and produce spreadsheets | | |
| 311 | Design and use databases | | |
| 312 | Design & produce documents using graphics | | |
| 326 | Design & produce presentations using IT | | |
| 327 | Control the use of electronic communication | | |

Element achievement record

(Example 3)

Unit title: Select & enable IT for use

Element: 301.1 Select & configure equipment for use

| Evidence Index No | Description of Evidence | Performance Criteria | | | | | | | | Range | | | Knowledge & Understanding | | | | | |
|-------------------|-------------------------------|----------------------|---|---|---|---|---|---|---|-------|---|---|---------------------------|----|----|----|----|--|
| | | a | b | c | d | e | f | g | h | 1 | 2 | 3 | K1 | K2 | K3 | K4 | K5 | |
| 1 | Action Plan | ✓ | ✓ | | | ✓ | | | | ✓ | | | | | | | | |
| 2 | Personal Statement | ✓ | ✓ | | | ✓ | | | | ✓ | | | | | | | | |
| 3 | Copy of Legislation | | | ✓ | ✓ | | | | | | | ✓ | | | | | | |
| 5 | Record of Questions & Answers | ✓ | ✓ | ✓ | | ✓ | | | | ✓ | ✓ | ✓ | | | | | | |
| 6 | Log of Configuration Details | | | | | | | ✓ | ✓ | ✓ | | ✓ | | | | | | |

These numbers relate to your Evidence Index and will allow your assessor to find your evidence easily

Give a brief description of the evidence you are offering for assessment against each Performance Criteria, range and piece of knowledge and understanding

As you collect your evidence for assessment you should tick the relevant boxes. There is a box which represents each Performance Criteria and range in the element

Candidates should enter which areas of knowledge and understanding that piece of evidence covers.

Candidate: _____ Assessor: _____ IV: _____
 Date: _____ Date: _____ Date: _____

Personal statement

(Example 4)

| Date | Evidence index number | Details of statement | Links to other evidence (enter numbers) | Units, elements, pcs, and range covered |
|--------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------|
| 4/4/00 | 1 | <p>Statement that I know and understand customer requirements. Names of customer and software and hardware requirements in portfolio.</p> <p>Statements that I understand how to set up, equipment, configure software that met customer requirements. Details of equipment and software with dates are listed in portfolio.</p> | 1 | 301.1.a,b,e Range 1 |

Candidate signature: Anne Thomas

Date: 2/4/2000

Observation Record

(Example 5)

Unit/Element(s): (301) Select and Enable IT for Use

Candidate: Anne Thomas Date of observation: 28/4/2000

Evidence index number: 8

| Skills/activities observed: | PCs and range covered: |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Saving and storing files | Element 301.3 PCs: a-f Range: materials (consumables, removable storage media), regulations (current legislation, manufacturer's instructions, organisational procedures), system (application software, hardware, system software). |

Knowledge and understanding apparent from this observation:

Candidate can save and organise files. She can delete unwanted files and can shut down system according to organisation's procedures and manufacturer's instructions.

Other Units/elements to which this evidence may contribute:

302.1.b,c Range 1,3

Assessor comments and feedback to candidate:

I can confirm the candidate's performance was satisfactory.

Assessor signature: Peter Jones

Date: 28/4/2000

Candidate signature: Anne Thomas

Date: 28/4/2000

Witness testimony

(Example 6)

| | | |
|-----------------------------------------------------------------|---------------------|----------|
| SVQ title and level: | Using IT level 3 | |
| Candidate name: | <i>Anne Thomas</i> | |
| Evidence index no: | 4 | |
| Where applicable, evidence no. to which this testimony relates: | | |
| Element(s): | 301.2 | Range: 1 |
| Date of evidence: | 8/4/2000 | |
| Witness name: | Ian Cummings | |
| Designation/relationship to candidate: | Line manager | |
| Details of testimony: | | |

I can attest that I observed Anne Thomas following company and national regulations in the use of software. She understands and has knowledge of these regulations and I observed her following them when selecting and configuring software.

I can confirm the candidate's evidence is authentic and accurate.

Witness signature: *Ian Cummings*

Name: **Ian Cummings**

Date: **8/4/2000**

Please tick the appropriate box:

A1/A2 or D32/D33 Award

Familiar with the SVQ standards to which the candidate is working

Record of questions and candidate's answers (Example 7)

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Unit: 301 Select & enable IT for use | Element(s): 1 |
| Evidence index number: 5 | |
| <p>Circumstances of assessment: As part of the staff induction scheme IT staff are regularly interviewed and asked about their knowledge and skills. Anne Thomas was interviewed on the 21 March 2000 and below is a summary of the interview where it relates to her knowledge of resources and problem solving.</p> | |
| <p>List of questions and candidate's responses:</p> <p>Q: If a member of staff asked you for a particular piece of equipment, would procedures would you follow?</p> <p>A: I would ensure that a hardware requisition form has been filled out with the rational for needing such equipment, countersigned by their line and general managers. If approved, next step would be to ask the member of staff if they need specific training. Pc 301.1.a,b,e Range 1,2,3</p> <p>Q: You discover that a member of staff has installed a piece of software on their workstation PC. What do you do?</p> <p>A: If they installed it themselves then this is a serious breach of company regulations and I would inform the IT manager. I would then remove the software. Pc 301.1.c, Range 2,3</p> | |
| Assessor's signature: Davinder Singh | Date: 21/3/2000 |
| Candidate's signature: <i>Anne Thomas</i> | Date: 21/3/2000 |

Section 3 — The Units and recording documents for your SVQ

Unit Progress Record

Qualification and level: Construction Contracting Operations level 3

Candidate: _____

To achieve the whole qualification, you must prove competence in all **five mandatory** Units plus any **one optional** Unit.

Please note the table below shows the SSC identification codes listed alongside the corresponding SQA Unit numbers. It is important that the SQA Unit numbers are used in all your recording documentation and when your results are communicated to SQA. SSC identification codes are **not valid** in these instances.

Unit Checklist — circle the reference number of each Unit as you complete it.

| | | | | | | | | |
|------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Mandatory | CCOL3/ C01 | CCOL3/ C02 | CCOL3/ C03 | CCOL3/ O10 | | | | |
| Optional | CCOL3/ O04 | CCOL3/ O05 | CCOL3/ O06 | CCOL3/ O07 | CCOL3/ O08 | CCOL3/ O09 | CCOL3/ O12 | CCOL3/ O13 |
| | CCOL3/ O14 | CCOL3/ O15 | CCOL3/ O16 | CCOL3/ O17 | CCOL3/ O18 | CCOL3/ O19 | CCOL3/ O20 | CCOL3/ O21 |
| | CCOL3/ 22 | | | | | | | |

Mandatory Units (*all Units should be completed*)

| SQA Unit Number | SSC Unit Number | Title | Assessor | Internal Verifier | Date |
|------------------------|------------------------|--------------------------------------------------------------------|-----------------|--------------------------|-------------|
| F08A 04 | CCOL3/ C01 | Operate Health, Safety and Welfare Systems | | | |
| F08C 04 | CCOL3/ C02 | Prepare Programmes and Schedules of Work | | | |
| F07R 04 | CCOL3/ C03 | Develop and Maintain Working Relationships of Personal Development | | | |
| F512 04 | CCOL3/ O10 | Implement Contract Work | | | |
| F513 04 | CCOL3/ O11 | Establish and Maintain the Dimensional Control of Works | | | |

Optional Units:*Candidates must achieve one of the following Units:*

| | | | | | |
|---------|---------------|--------------------------------------------------------------------------------------|--|--|--|
| F515 04 | CCOL3/ O04 | Prepare for, Collect, Analyse and Present Survey Data | | | |
| F517 04 | CCOL3/ O05 | Record the Condition of Property | | | |
| F505 04 | CCOL3/ O06 | Prepare Drawings and Schedules | | | |
| F519 04 | CCOL3/ O07 | Prepare and Process Estimate, Bid and Tender Enquiries | | | |
| F50Y 04 | CCOL3/ O08 | Prepare Tenders | | | |
| F51B 04 | CCOL3/ O09 | Prepare for and Organise Work Operations | | | |
| F51C 04 | CCOL3/ O12 | Prepare for, Carry Out and Present Results of Physical Testing | | | |
| F51D 04 | CCOL3/ O13 | Plan, Review and Monitor Project Methods and Progress | | | |
| F089 04 | CCOL3/ O14 | Monitor, Maintain and Improve Supplies of Materials | | | |
| F08D 04 | CCOL3/ O15 | Recommend, Monitor and Improve Supplies of Plant and Equipment | | | |
| F088 04 | CCOL3/ O16 | Monitor Costs, Accounts and Claims | | | |
| F07N 04 | CCOL3/ O17 | Control Expenditure and Income | | | |
| F51E 04 | CCOL3/ O18 | Lead the Work of Teams and Individuals to Achieve their Objectives | | | |
| F51F 04 | CCOL3/ O19 | Identify, Assess and Agree Customer Requirements for Products and Services | | | |
| F51G 04 | CCOL3/ O20 | Recommend, Advise on and Determine the Selection and Design of Products and Services | | | |
| F51H 04 | CCOL3/ O21 | Agree Proposals for the Provision of Products and Services | | | |
| F51J 04 | CCOL3/ O22 | Provide Information and Advice on Products and Services | | | |

UNIT F08A 04 (CCOL3/C01) Operate Health, Safety and Welfare Systems

This Unit has the following Elements:

Element 1 (CCOL3/C01.1) Operate health, safety and welfare systems in the workplace
Element 2 (CCOL3/C01.2) Identify hazards and assess risks in the workplace

Unit Summary

This Core Unit is about health, safety and welfare policy and its implementation within an organisation. It applies to the workplace whether a site, workshop, office or elsewhere.

CO1.1 Operate health, safety and welfare systems in the workplace

You will need to encourage a culture of health, safety and welfare and carry out inductions. You will need to check systems regularly, report/record information, identify possible improvements and make recommendations for improvement.

CO1.2 Identify hazards and assess risks in the workplace

You will need to identify hazards, obtain and review information relating to them and assess risks. You will need to apply the protection and prevention principles, identify any residual risks and pass on information relating to them.

UNIT F08A 04 (CCOL3/C01) Operate Health, Safety and Welfare Systems

Element 1 (CCOL3/C01.1) Operate health, safety and welfare systems in the workplace

Performance Criteria

This involves:

- (a) Taking responsibility for personal health and safety in the **workplace**.
- (b) Encouraging a culture of **health, safety and welfare** whilst in the **workplace** and identifying and recommending opportunities for improving the health and safety of the work environment.
- (c) **Inducting people** and checking that they are correctly certified and monitored whilst in the **workplace**.
- (d) Maintaining **health, safety and welfare equipment and resources** which meet statutory requirements.
- (e) Complying with systems which meet statutory requirements for identifying and reducing hazards and reporting accidents and emergencies and preventing recurrences.
- (f) Checking **health, safety and welfare** systems regularly, in accordance with statutory requirements, and identifying and recording any special **workplace** conditions and situations which do not comply with regulations.
- (g) Making recommendations for improving the work environment clearly and promptly to stakeholders.

Range

- 1 **Workplace**
 - (a) office
 - (b) workshop
 - (c) factory
 - (d) warehouse
 - (e) site
- 2 **Inducting**
 - (a) health and safety responsibilities
 - (b) work operations
 - (c) health, safety and welfare equipment and resources
 - (d) risk control procedures
 - (e) first aid arrangements
- 3 **People**
 - (a) workforce
 - (b) visitors
- 4 **Health, safety and welfare equipment and resources**
 - (a) protective clothing
 - (b) protective equipment
 - (c) first aid facilities and arrangements
 - (d) welfare facilities
 - (e) storage and security of materials and equipment
 - (f) accident and incident reporting
 - (g) fire fighting equipment
 - (h) provision of health, safety and welfare training

UNIT F08A 04 (CCOL3/C01) Operate Health, Safety and Welfare Systems

Element 1 (CCOL3/C01.1) Operate health, safety and welfare systems in the workplace

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you take responsibility for personal health and safety in the **workplace**? (application) (a) (1,4)
- (2) How do you encourage a culture of **health, safety and welfare** whilst in the **workplace**? (application) (b) (1,4)
- (3) How and why do you recommend opportunities for improving the **health and safety of the workplace** environment? (synthesis) (b) (1,3)
- (4) How do you **induct people** and check that **people** are certified and monitored whilst in the **workplace**? (application) (c) (1,2,3)
- (5) How do you maintain **health, safety and welfare equipment and resources** which meet statutory requirements? (application) (d) (4)
- (6) How do you comply with systems which meet statutory requirements for identifying and reducing hazards and reporting accidents and emergencies and preventing recurrences? (application) (e)
- (7) How do you check **health, safety and welfare systems** in accordance with statutory requirements and record any special **workplace** conditions and situations which do not comply? (application) (f) (1)
- (8) What do you identify as special **workplace** conditions which do not comply with regulations? (understanding) (f) (1)
- (9) How and why do you make recommendations for improving the work environment clearly and promptly to stakeholders? (analysis) (g)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence

- (1) Record(s) of health and safety responsibilities and recommendations made (a,b) (3)
- (2) Record(s) of implementing, checking and maintaining system (c,d,e,f,g) (1,2,3,4)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

- (1) Record(s) of inducting and monitoring the health safety and welfare of people in the workplace and encouraging the culture, recommending opportunities for improvement and checking certification (a,b) (1,2,3)

UNIT F08A 04 (CCOL3/C01) Operate Health, Safety and Welfare Systems

Element 1 (CCOL3/C01.1) Operate health, safety and welfare systems in the workplace

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | | Evidence Requirements | |
|----|-------------------------|-----------------------------|---|---|---|---|---|---|---|---|-----------------------|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 |
| | | | | | | | | | | | | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F08A 04 (CCOL3/C01) Operate Health, Safety and Welfare Systems

Element 2 (CCOL3/C01.2) Identify hazards and assess risks in the workplace

Performance Criteria

This involves:

- (a) Identifying the **hazards** in the **workplace** arising from work products, processes and equipment that need to be assessed.
- (b) Obtaining and receiving accurate information on any **factors** relating to the **hazards**.
- (c) **Assessing** the significance of the **hazards**.
- (d) Applying the **principles of prevention and protection**.
- (e) Identifying the residual **risks**.
- (f) Checking that resulting information on significant residual **risks** is provided to the appropriate people.

Range

- 1 **Hazards**
 - (a) falls from height
 - (b) slips, trips and falls (same level)
 - (c) hit by falling or moving objects
 - (d) manual handling
 - (e) health issues
 - (f) power sources
 - (g) hazardous substances
 - (h) trapped by something collapsing or overturning
 - (i) confined spaces
 - (j) fire
- 2 **Workplace**
 - (a) office
 - (b) workshop
 - (c) factory
 - (d) warehouse
 - (e) site
- 3 **Factors**
 - (a) injure people
 - (b) cause ill health
 - (c) damage property
 - (d) adversely affect the man-made and built environment
 - (e) cost

UNIT F08A 04 (CCOL3/C01) Operate Health, Safety and Welfare Systems

Element 2 (CCOL3/C01.2) Identify hazards and assess risks in the workplace

Range (cont)

4 Assessing

- (a) likelihood of occurrence
- (b) severity of harm incurred

5 Risks

- (a) high
- (b) medium
- (c) low

6 Principles of prevention and protection

- (a) eliminate
- (b) control at source
- (c) cumulative protection
- (d) manage
- (e) personal protection equipment

UNIT F08A 04 (CCOL3/C01) Operate Health, Safety and Welfare Systems

Element 2 (CCOL3/C01.2) Identify hazards and assess risks in the workplace

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) What do you identify as the **hazards** in the workplace arising from work products, processes and equipment that need to be assessed? (understanding) (a) (1)
- (2) How and why do you assess the significance of the **hazards**? (analysis) (c) (1)
- (3) How do you obtain accurate information on any **factors** relating to the **hazards**? (application) (b) (1,3)
- (4) How do you identify the residual **risks**? (understanding) (e) (1,2,3,4,5)
- (5) How do you apply the **principles of prevention and protection**? (application) (d) (6)
- (6) How do you check that information on significant residual **risks** is provided to the appropriate people? (application) (f) (3,5)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following item that is considered to be common and key/critical to demonstrate competence.

- (1) Information on identified hazards arising from work products, processes and equipment, identified significance of hazards, identified residual risks, and applied principles of prevention and protection (all) (all)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F08A 04 (CCOL3/C01) Operate Health, Safety and Welfare Systems

Element 2 (CCOL3/C01.2) Identify hazards and assess risks in the workplace

| No | Description of Evidence | Knowledge and Understanding | | | | | | Evidence Requirements |
|----|-------------------------|-----------------------------|---|---|---|---|---|-----------------------|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 1 |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F08C 04 (CCOL3/C02) Prepare Programmes and Schedules of Work

This Unit has the following Elements:

| | |
|--------------------------------|-----------------------------------------------------------------|
| Element 1 (CCOL3/C02.1) | Obtain the information needed to take critical decisions |
| Element 2 (CCOL3/C02.2) | Record and store information |
| Element 3 (CCOL3/C02.3) | Confirm project requirements |
| Element 4 (CCOL3/C02.4) | Prepare a work schedule |

Unit Summary

This Core Unit is about obtaining, confirming, recording, storing, using and presenting information.

CO2.1 Obtain the information needed to take critical decisions

You will need to identify the information you require and ensure that it is accurate, reliable and effective and that it also meets organisational and legal requirements.

CO2.2 Record and store information

You will need to ensure that systems and procedures are suitable, comply with organisational and legal requirements and allow authorised access. You will need to identify possible improvements, either personally or with team members, and make recommendations for improvement.

CO2.3 Confirm project requirements

You will need to identify and agree project requirements. You will need to identify unrealistic project requirements, decide on alternatives, and summarise and present the project requirements.

CO2.4 Prepare a work schedule

You will need to produce detailed, accurate schedules, allowing for anticipated contingencies, in an appropriate agreed format.

UNIT F08C 04 (CCOL3/C02) Prepare Programmes and Schedules of Work

Element 1 (CCOL3/C02.1) Obtain the information needed to take critical decisions

Performance Criteria

This involves:

- (a) Identifying the **types of information** you need to make the required **decisions**.
- (b) Ensuring that your **sources of information** are reliable and sufficiently wide-ranging to meet your information needs.
- (c) Ensuring that your **methods of obtaining information** are reliable, effective and make efficient use of resources.
- (d) Ensuring that your **methods of obtaining information** are consistent with organisational values, policies and legal requirements.
- (e) Ensuring that the **information** you obtain is accurate, relevant and sufficient to allow you to take **decisions**.
- (f) Ensuring that where **information** is inadequate, contradictory or ambiguous, you take prompt and effective action to deal with this.

Range

- 1 **Sources of information**
 - (a) people within your organisation
 - (b) people outside your organisation
 - (c) internal information systems
 - (d) published media
 - (e) specially commissioned research
- 2 **Types of information**
 - (a) quantitative
 - (b) qualitative
- 3 **Methods of obtaining information**
 - (a) listening and watching
 - (b) reading
 - (c) spoken questioning
 - (d) written questioning
 - (e) formal research conducted personally
 - (f) formal research conducted by third parties
- 4 **Decisions**
 - (a) affecting operational performance
 - (b) affecting organisational policy

UNIT F08C 04 (CCOL3/C02) Prepare Programmes and Schedules of Work

Element 1 (CCOL3/C02.1) Obtain the information needed to take critical decisions

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

(1) Analytical techniques

- (a) how to identify the **information** you need to take critical **decisions** effectively
- (b) how to judge the accuracy, relevance and sufficiency of **information** you need to take **decisions** in different contexts
- (c) how to identify **information** which may be contradictory, ambiguous or inadequate and how to deal with these problems

(2) Information handling

- (a) the importance of **information** management to the team and to organisational effectiveness and your role and responsibilities in relation to this
- (b) the types of qualitative and quantitative **information** which are essential to your role and responsibilities, and how to identify these
- (c) the range of **sources of information** which are available to you and how to ensure that these are capable of meeting current and likely future **information** requirements
- (d) how to identify new **sources of information** which may be required
- (e) the range of methods of gathering and checking the validity of such **information** and their advantages and disadvantages

Knowledge and Understanding (cont)

(3) Organisational context

- (a) the organisational values and policies and the legal requirements which have a bearing on the collection of **information** and how to interpret these

Evidence Requirements

You must prove that you record and store information to the National Standard of competence.

To do this, you must provide evidence to convince your assessor that you consistently meet all the Performance Criteria.

Your evidence must be the result of real work activities undertaken by yourself. Evidence from simulated activities is not acceptable for this Element.

Product Evidence

- (1) You must show evidence that you use at least three types of sources of information (b) (1)
- (2) You must show evidence that you obtain both types of information (a) (2)
- (3) You must also show evidence that you take at least one type of decision (e) (4)
- (4) You must show evidence that you use four types of methods of obtaining information (c,d) (3)

UNIT F08C 04 (CCOL3/C02) Prepare Programmes and Schedules of Work

Element 1 (CCOL3/C02.1) Obtain the information needed to take critical decisions

Product Evidence (cont)

- (5) You must, however, convince your assessor that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all types of sources of information, methods of obtaining information and decisions. (a,b,c,d,e) (1,2,3,4)

Process Evidence

None applicable

UNIT F08C 04 (CCOL3/C02) Prepare Programmes and Schedules of Work

Element 1 (CCOL3/C02.1) Obtain the information needed to take critical decisions

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | | Evidence Requirements | | | | |
|----|-------------------------|-----------------------------|----|----|----|----|----|----|----|----|-----------------------|---|---|---|---|
| | | 1a | 1b | 1c | 2a | 2b | 2c | 2d | 2e | 3a | 1 | 2 | 3 | 4 | 5 |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F08C 04 (CCOL3/C02) Prepare Programmes and Schedules of Work

Element 2 (CCOL3/C02.2) Record and store information

Performance Criteria

This involves:

- (a) Ensuring that **systems** and procedures for recording and storing **information** are suitable for the purpose and make efficient use of resources.
- (b) Ensuring that the way **information** is stored complies with organisation policies and legal requirements.
- (c) Ensuring that the **information** you record and store is readily accessible in the required format to authorised people.
- (d) Providing opportunities for team members to make suggestions for improvements to **systems** and procedures.
- (e) Making recommendations for improvements to **systems** and procedures to the relevant people.
- (f) Taking account of recommendations of **organisational constraints**.

Range

- 1 **Types of Systems**
 - (a) organisation wide
 - (b) specific to yourself and your team
- 2 **Information**
 - (a) qualitative
 - (b) quantitative
- 3 **Organisational constraints**
 - (a) resources
 - (b) organisational policies
 - (c) organisational objectives

UNIT F08C 04 (CCOL3/C02) Prepare Programmes and Schedules of Work

Element 2 (CCOL3/C02.2) Record and store information

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) **Communication**
 - (a) different formats which may be required for presenting qualitative and quantitative information
 - (b) how to select a format appropriate to different purposes and recipients of information
- (2) **Continuous Improvement**
 - (a) how to assess the effectiveness of current methods of collecting and storing information and the procedures to follow in order to make recommendations on improvements
- (3) **Information handling**
 - (a) different methods of recording and storing information and their advantages and disadvantages
 - (b) how to ensure that information is organised in a way that makes it readily accessible
 - (c) principles of confidentiality — what information should be made available to which people
- (4) **Involvement and motivation**
 - (a) the importance of providing opportunities for team members to making recommendations on improvements to systems and procedures
 - (b) how to encourage and enable team members to make recommendations

Knowledge and Understanding (cont)

- (5) **Organisational context**
 - (a) the organisational values and policies and the legal requirements which have a bearing on the collection of information and how to interpret these

Evidence Requirements

You must prove that you record and store information to the National Standard of competence.

To do this, you must provide evidence to convince your assessor that you consistently meet all the Performance Criteria.

Your evidence must be the result of real work activities undertaken by yourself. Evidence from simulated activities is not acceptable for this Element.

Product Evidence

- (1) You must show evidence that you use one of the types of systems and procedures (1)
- (2) You must also show evidence that you record and store both types of information (2)
- (3) You must show evidence that you take account of all the types of organisational constraints (3)
- (4) You must however, convince your assessor that you have necessary knowledge, understanding and skills to be able to perform competently in respect of all types of quality assurance systems and relevant people

Process Evidence:

None applicable

UNIT F08C 04 (CCOL3/C02) Prepare Programmes and Schedules of Work

Element 2 (CCOL3/C02.2) Record and store information

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | | Evidence Requirements | | | |
|----|-------------------------|-----------------------------|----|----|----|----|----|----|----|----|-----------------------|---|---|---|
| | | 1a | 1b | 2a | 3a | 3b | 3c | 4a | 4b | 5a | 1 | 2 | 3 | 4 |
| | | | | | | | | | | | | | | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F08C 04 (CCOL3/C02) Prepare Programmes and Schedules of Work

Element 3 (CCOL3/C02.3) Confirm project requirements

Performance Criteria

This involves:

- (a) Identifying and **agreeing** with **project stakeholders** their immediate **goals and objectives**.
- (b) Identifying the function and performance requirements for the project.
- (c) **Clarifying the project stakeholders' requirements**, the options available and the **constraints and risks** which might apply to the project.
- (d) Identifying project requirements and **stakeholders' requirements** which do not appear to be realistic and deciding valid options.
- (e) Summarising and **presenting** the project requirements.

Range

- 1 **Agreeing**
 - (a) direct with a client
 - (b) by negotiation and agreement with project stakeholders
- 2 **Project Stakeholders**
 - (a) the client
 - (b) design consultants
 - (c) potential contractors
 - (d) potential subcontractors and suppliers
 - (e) independent client advisers
 - (f) user groups
- 3 **Goals and Objectives**
 - (a) quantity
 - (b) quality
 - (c) cost
 - (d) time
 - (e) development
 - (f) improvement
 - (g) fitness for purpose
 - (h) whole life costs
 - (i) environmental impact and sustainability
 - (j) security

UNIT F08C 04 (CCOL3/C02) Prepare Programmes and Schedules of Work

Element 3 (CCOL3/C02.3) Confirm project requirements

Range (cont)

- 4 Clarifying the project stakeholders' requirements by**
 - (a) reference to standard documentation
 - (b) checklists
 - (c) client consultation
 - (d) questionnaires
 - (e) comparative field research
 - (f) market research

- 5 Constraints and risks**
 - (a) cost
 - (b) time
 - (c) health and safety
 - (d) the environment

- 6 Presenting**
 - (a) orally
 - (b) in writing
 - (c) graphically
 - (d) electronically

UNIT F08C 04 (CCOL3/C02) Prepare Programmes and Schedules of Work

Element 3 (CCOL3/C02.3) Confirm project requirements

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) What do you identify to be the **project stakeholders' goals and objectives**? (understanding) (a) (2,3)
- (2) How and why do you **agree** with the **project stakeholders'** what their **goals and objectives**? (evaluation) (a) (1,2,3)
- (3) What do you identify as the function and performance requirements for the project? (understanding) (b) (4)
- (4) How do you clarify the **project stakeholders'** requirements, the options available and the **constraints and risks** which might apply to the project? (application) (c) (2,4,5)
- (5) How and why do you identify project requirements and **stakeholders' requirements**? (analysis) (d) (2,4)
- (6) How and why do you decide which options are valid? (evaluation) (d) (1,4)
- (7) How do you summarise the project requirements? (application) (e) (2,4)
- (8) How do you **present** the project requirements? (application) (e) (4,6)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence:

- (1) Summary(ies) of stakeholder goals, objectives and requirements (a,b,c,d), (all)
- (2) Option(s) decided (d) (2)

Simulations are not considered to be acceptable for producing evidence for this Element.

UNIT F08C 04 (CCOL3/C02) Prepare Programmes and Schedules of Work

Element 3 (CCOL3/C02.3) Confirm project requirements

Evidence Requirements (cont)

Process Evidence

(1) Presentation(s) of the project requirements and options (e) (2,6)

Simulations are considered to be acceptable for producing evidence for the following item(s) which are considered to be rare, but key/critical to demonstrating competence. The following conditions of realism should be present:

- ◆ physical conditions
- ◆ relationships with people
- ◆ types of interaction
- ◆ communication methods and media
- ◆ information and data

UNIT F08C 04 (CCOL3/C02) Prepare Programmes and Schedules of Work

Element 3 (CCOL3/C02.3) Confirm project requirements

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | Evidence Requirements | |
|----|-------------------------|-----------------------------|---|---|---|---|---|---|---|-----------------------|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 1 | 2 |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F08C 04 (CCOL3/C02) Prepare Programmes and Schedules of Work

Element 4 (CCOL3/C02.4) Prepare a work schedule

Performance Criteria

This involves:

- (a) Producing detailed schedules of work which are accurate, and contain a statement of the **scope of work** and the **services** needed.
- (b) Estimating and obtaining the work content and time duration accurately in consultation with others.
- (c) Planning the schedules of work so that they are achievable with the resources available.
- (d) Calculating appropriate and realistic allowances to meet anticipated contingencies.
- (e) Drafting the schedules of work in a format which is appropriate to the type and **scope of the work**.
- (f) **Presenting** information clearly and accurately and reaching agreement using a style and approach which maintains goodwill and trust.

Range

- 1 **Scope of work**
 - (a) time
 - (b) cost
 - (c) quality objectives
- 2 **Range of services**
 - (a) design (including management services)
 - (b) materials
 - (c) construction
 - (d) plant and equipment
 - (e) people
 - (f) manufacture
- 3 **Presenting**
 - (a) orally
 - (b) in writing
 - (c) graphically
 - (d) electronically

UNIT F08C 04 (CCOL3/C02) Prepare Programmes and Schedules of Work

Element 4 (CCOL3/C02.4) Prepare a work schedule

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you produce schedules of work containing the **scope of the work** and **range of services**? (application) (a) (1,2)
- (2) How do you calculate allowances to meet anticipated contingencies? (application) (d) (1,2)
- (3) How and why do you estimate the work content and time duration? (analysis) (b) (1,2)
- (4) How and why do you plan the schedules of work? (synthesis) (c) (1)
- (5) How and why do you draft the schedules of work? (evaluation) (e) (1)
- (6) How do you **present** information? (application) (f) (3)
- (7) How and why do you reach agreement? (evaluation) (f) (3)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence:

- (1) Schedule(s) of work which include the scope of the work and the range of services needed, the work content, time duration and calculated allowances for contingencies (all) (all)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

- (1) Presentation(s) of schedule(s) (f) (3)

UNIT F08C 04 (CCOL3/C02) Prepare Programmes and Schedules of Work

Element 1 (CCOL/C02.4) Prepare a work schedule

| No | Description of Evidence | Knowledge and Understanding | | | | | | | Evidence Requirements |
|----|-------------------------|-----------------------------|---|---|---|---|---|---|-----------------------|
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F07R 04 (CCOL3/C03) Develop and Maintain Working Relationships of Personal Development

This Unit has the following Elements:

| | |
|--------------------------------|-------------------------------------------------------------------------|
| Element 1 (CCOL3/C03.1) | Develop and maintain relationships with people |
| Element 2 (CCOL3/C03.2) | Optimise your own resources to meet objectives |
| Element 3 (CCOL3/C03.3) | Undertake personal development in the occupational practice area |

Unit Summary

This Core Unit is about developing and maintaining working relationships with colleagues, team members, your manager and others. It is also about you optimising your own performance and undertaking personal development.

CO3.1 Develop and maintain relationships with people

You will need to develop and maintain effective relationships, offering timely relevant information and helpful sensitive advice. You will need to present clear, timely proposals appropriately detailed.

CO3.2 Optimise your own resources to meet objectives

You will need to set and prioritise your own objectives and realistically plan your work activities allowing for unforeseen circumstances and delegating where appropriate. You will need to make decisions, minimise disruptions, obtain further information as needed and regularly review progress, rescheduling as necessary.

CO3.3 Undertake personal development in the occupational practice area

You will need to review your own performance, both by yourself and with your line manager, and identify personal development needs, forming these into a development plan. You will need to undertake development activities, record progress and re-review your performance.

UNIT F07R 04 (CCOL3/C03) Develop and Maintain Working Relationships of Personal Development

Element 1 (CCOL3/C03.1) Develop and maintain relationships with people

Performance Criteria

This involves:

- (a) Developing and maintaining **working relationships** with **people** who **promote goodwill and trust**.
- (b) **Informing people** about **work activities** in an appropriate level of detail and with an appropriate degree of urgency.
- (c) **Offering advice** and help to **people** about **work activities** with sensitivity.
- (d) **Presenting** proposals for action clearly to **people** at an appropriate time and with the right level of detail for the degree of change, expenditure and risk involved.

Range

- 1 **Working relationships**
 - (a) formal
 - (b) informal
- 2 **People**
 - (a) technical
 - (b) non-technical
 - (c) authority
- 3 **Promote goodwill and trust**
 - (a) demonstrating a duty of care
 - (b) ethical relationships
 - (c) professional independence
 - (d) honouring promises and undertakings
 - (e) honest relationships
 - (f) constructive relationships
- 4 **Informing, offering advice and presenting**
 - (a) orally
 - (b) in writing
 - (c) using graphics
 - (d) electronically

UNIT F07R 04 (CCOL3/C03) Develop and Maintain Working Relationships of Personal Development

Element 1 (CCOL3/C03.1) Develop and maintain relationships with people

Range (cont)

- 5 Work activities**
 - (a) progress
 - (b) results
 - (c) achievements
 - (d) emerging threats
 - (e) risks
 - (f) opportunities

UNIT F07R 04 (CCOL3/C03) Develop and Maintain Working Relationships of Personal Development

Element 1 (CCOL3/C03.1) Develop and maintain relationships with people

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you maintain **working relationships** with **people** which **promote goodwill and trust**? (application) (a) (1,2,3)
- (2) How and why do you develop **working relationships** with **people** which **promote goodwill and trust**? (synthesis) (a) (1,2,3)
- (3) How do you **present** proposals for action to **people**? (application) (d) (2,4)
- (4) How do you **inform people** about **work activities** in an appropriate level of detail and with an appropriate degree of urgency? (application) (b) (4,5)
- (5) How and why do you **offer advice** and help to **people** about **work activities**? (synthesis) (c) (2,4,5)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence:

- (1) Information and advice provided about work activities (a,b,c) (all)
- (2) Proposal(s) presented (d) (1,2,3,4)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

- (1) Information, advice and presentations (all) (all)

UNIT F07R 04 (CCOL3/C03) Develop and Maintain Working Relationships of Personal Development

Element 1 (CCOL3/C03.1) Develop and maintain relationships with people

| No | Description of Evidence | Knowledge and Understanding | | | | | Evidence Requirements | |
|----|-------------------------|-----------------------------|---|---|---|---|-----------------------|---|
| | | 1 | 2 | 3 | 4 | 5 | 1 | 2 |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F07R 04 (CCOL3/C03) Develop and Maintain Working Relationships of Personal Development

Element 2 (CCOL3/C03.2) Optimise your own resources to meet objectives

Performance Criteria

This involves:

- (a) Setting objectives for your work which are specific, measurable and achievable within **organisational constraints**.
- (b) Prioritising your objectives in line with organisational objectives and policies.
- (c) Planning your work activities so that they are consistent with your objectives and your personal resources.
- (d) Estimating the time you need for activities realistically and allowing for unforeseen circumstances.
- (e) **Delegating** work to others in a way which makes the most efficient use of available time and resources.
- (f) Taking decisions as soon as you have sufficient information.
- (g) Taking prompt and efficient messages to obtain further information needed when taking decisions.
- (h) Minimising unhelpful interruptions to, and digressions from, planned work.
- (i) Regularly reviewing progress and rescheduling activities to help you in achieving your planned objectives.

Range

- 1 **Organisational constraints**
 - (a) organisational objectives
 - (b) organisational policies
 - (c) resources
- 2 **Delegate to**
 - (a) team members
 - (b) colleagues working at the same level as yourself
 - (c) people outside your organisation

UNIT F07R 04 (CCOL3/C03) Develop and Maintain Working Relationships of Personal Development

Element 2 (CCOL3/C03.2) Optimise your own resources to meet objectives

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

(1) Delegation

- (a) how to **delegate** work to others and monitor progress

(2) Information handling

- (a) how to assess how much information is required before effective decisions can be taken
- (b) how to collect and check the validity of the information required for decision-making

(3) Monitoring and evaluation

- (a) the importance of regular reviews of activity and rescheduling of work to achieving planned objectives

(4) Time management

- (a) how to set objectives for yourself which are specific, measurable and achievable
- (b) how to plan activities so that they are consistent with known priorities and your own resources
- (c) how to estimate the amount of time required to carry out planned activities
- (d) the kind of contingencies which may occur and how to assess and plan for these

Knowledge and Understanding (cont)

(5) Planning

- (a) the importance of effective time management to managerial competence
- (b) how to identify and minimise unhelpful interruptions to planned work

Evidence Requirements

You must prove that you optimise your own resources to meet your objectives to the National Standard of competence.

To do this, you must provide evidence to convince your assessor that you consistently meet all the Performance Criteria.

Your evidence must be the result of real work activities undertaken by yourself. Evidence from simulated activities is not acceptable for this Element.

Product Evidence

- (1) You must show evidence that, when setting your objectives, you take into account all types of organisational constraints (a) (1)
- (2) You must also show evidence that you can delegate (e) (2)
- (3) You must, however, convince your assessor that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all types of people to whom you may have to delegate work (e) (2)

Process Evidence

None applicable

UNIT F07R 04 (CCOL3/C03) Develop and Maintain Working Relationships of Personal Development

Element 2 (CCOL3/C03.2) Optimise your own resources to meet objectives

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | | | Evidence Requirements | | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F07R 04 (CCOL3/C03) Develop and Maintain Working Relationships of Personal Development

Element 3 (CCOL3/C03.3) Undertake personal development in the occupational practice area

Performance Criteria

This involves:

- (a) Reviewing the personal **aims and objectives** for undertaking **personal development**.
- (b) Identifying **sources of support and guidance** for undertaking **personal development**.
- (c) Identifying and agreeing relevant **benchmarks of competence** against which **personal development** can be measured.
- (d) Reviewing in conjunction with line manager the current personal level of performance against the identified **benchmarks of competence** and recording a profile of present competence and **personal development** needs.
- (e) Confirming a development plan for achieving identified development needs.
- (f) Undertaking **development activities** aimed at achieving identified development needs, reviewing and recording progress and the effectiveness of the activities.
- (g) Recording evidence of competence gained against the identified **benchmarks of competence**.
- (h) Reviewing the cycle of **personal development aims and objectives** and revising and updating **aims and objectives** to suit changing circumstances.

Range

- 1 **Aims and objectives**
 - (a) career progression
 - (b) intellectual challenge
 - (c) need for updating
 - (d) need to provide evidence of vocational competence
 - (e) promotion or job change
 - (f) awareness of shortcomings
- 2 **Personal development**
 - (a) maintenance of existing competence
 - (b) improvements to existing competence
 - (c) development of new competence
- 3 **Sources of support and guidance**
 - (a) national/industry bodies
 - (b) professional institutions
 - (c) education and training providers
 - (d) in house

UNIT F07R 04 (CCOL3/C03) Develop and Maintain Working Relationships of Personal Development

Element 3 (CCOL3/C03.3) Undertake personal development in the occupational practice area

Range (cont)

4 Benchmarks of competence

- (a) job descriptions
- (b) professional institution requirements
- (c) industry national occupational standards

5 Development activities

- (a) formal courses
- (b) work experience
- (c) personal study

UNIT F07R 04 (CCOL3/C03) Develop and Maintain Working Relationships of Personal Development

Element 3 (CCOL3/C03.3) Undertake personal development in the occupational practice area

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you revise and update **personal development aims and objectives** to suit changing circumstances? (application) (h) (1,2)
- (2) How and why do you review the cycle of **personal development aims and objectives**? (analysis) (h) (1,2)
- (3) How and why do you review the personal **aims and objectives** for undertaking **personal development**? (evaluation) (a) (1,2)
- (4) What do you identify as **sources of support and guidance** for undertaking **personal development**? (understanding) (b) (2,3)
- (6) What do you identify as relevant **benchmarks of competence** against which **personal development** can be measured? (understanding) (c) (2,4)
- (7) How do you record a profile of present competence and **personal development** needs? (application) (d) (2,4)
- (8) Record evidence of competence gained against the identified **benchmarks of competence**? (application) (g) (4)
- (9) How and why do you review in conjunction with line manager the current personal level of performance against the identified **benchmarks of competence**? (analysis) (d) (4)
- (10) How and why do you agree relevant **benchmarks of competence** against which **personal development** can be measured? (evaluation) (c) (2,4)
- (11) How and why do you confirm a development plan? (synthesis) (e)
- (12) How do you record progress and the effectiveness of the **development activities**? (application) (f) (5)
- (13) How and why do you review progress and the effectiveness of the **development activities**? (analysis) (f) (5)
- (14) How and why do you undertake **development activities**? (evaluation) (f) (5)

UNIT F07R 04 (CCOL3/C03) Develop and Maintain Working Relationships of Personal Development

Element 3 (CCOL3/C03.3) Undertake personal development in the occupational practice area

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence.

- (1) Record(s) of personal development aims and objectives which include sources of support and guidance and agreed benchmarks of competence and reviews and updating (a,b,c,h) (1,2,3,4)
- (2) Profile(s) of present competence identified against benchmarks of competence (d) (4)
- (3) Personal development plan(s) which include identified development needs (d,e)
- (4) Record(s) of developed progress achievement and evidence of competence identified against benchmarks of competence (f,g) (4,5)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F07R 04 (CCOL3/C03) Develop and Maintain Working Relationships of Personal Development

Element 3 (CCOL3/C03.3) Undertake personal development in the occupational practice area

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | | | | | | | Evidence Requirements | | | |
|----|-------------------------|-----------------------------|---|---|---|---|---|---|---|---|----|----|----|----|----|-----------------------|---|---|---|
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F515 04 (CCOL3/O04) Prepare for, Collect, Analyse and Present Survey Data

This Unit has the following Elements:

| | |
|--------------------------------|-------------------------------------|
| Element 1 (CCOL3/O04.1) | Prepare to carry out surveys |
| Element 2 (CCOL3/O04.2) | Carry out surveys |
| Element 3 (CCOL3/O04.3) | Present survey data |

Unit Summary

This Optional Unit is about making preparations to carry out a survey, carrying out the survey in the most appropriate way, and collecting, checking and verifying the data and presenting it in a suitable format.

O04.1 Prepare to carry out surveys

You will need to confirm the specification and methods ensuring that all permissions have been obtained and suitable equipment is available. You will also need to check the equipment, brief the people involved and ensure that all arrangements are in place and conform to specified requirements.

O04.2 Carry out surveys

You will need to carry out the survey in accordance with agreed procedures, consulting others where relevant and implement changes to allow for changing circumstances that may arise. You will also need to record the data and ensure that any restoration needed is carried out.

O04.3 Present survey data

You will need to collect, check and verify the data, present it including the provision of any commentary in a suitable format and also advise people how to interpret the data.

UNIT F515 04 (CCOL3/O04) Prepare for, Collect, Analyse and Present Survey Data

Element 1 (CCOL3/O04.1) Prepare to carry out surveys

Performance Criteria

This involves:

- (a) Confirming that the **survey** specification and the **survey method** statement is accurate before starting the work.
- (b) Checking and confirming, before starting work, that people who will be affected have given their **permission**.
- (c) Arranging for suitable **equipment** to be brought to the site and kept safely and securely.
- (d) Checking **equipment** so that it is accurate before it is used for taking measurements.
- (e) Briefing the people who will be involved in the **survey** about the **survey** arrangements and the **safety** arrangements.
- (f) Checking and confirming that signs, arrangements for personal **safety**, **equipment** and site access conform to good practice, legislation and regulation.

Range

- 1 **Survey — type**
 - (a) land
 - (b) building
 - (c) engineering
- 2 **Survey — method**
 - (a) visual
 - (b) approximate measured
 - (c) detailed measurement of all specified features
 - (d) graphic
 - (e) instrumental
- 3 **Permission from**
 - (a) client
 - (b) site owner and occupiers
 - (c) adjoining owners and occupiers
 - (d) notifiable authorities
- 4 **Equipment**
 - (a) mechanical
 - (b) optical
 - (c) electronic

UNIT F515 04 (CCOL3/O04) Prepare for, Collect, Analyse and Present Survey Data

Element 1 (CCOL3/O04.1) Prepare to carry out surveys

Range (cont)

5 Safety

- (a) personal safety
- (b) equipment and clothing
- (c) safe use of access equipment
- (d) health and safety practice and regulations
- (e) industry codes of practice
- (f) regulations applying to the survey site

UNIT F515 04 (CCOL3/O04) Prepare for, Collect, Analyse and Present Survey Data

Element 1 (CCOL3/O04.1) Prepare to carry out surveys

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you confirm that the **survey method** statement is accurate before starting the work? (application) (a) (1,2)
- (2) How do you brief the people who will be involved in the **survey** about survey arrangements and the **safety** arrangements? (application) (e) (1,2,5)
- (3) How do you check and confirm, before starting work, that people who will be affected have given their **permission**? (application) (b) (3)
- (4) How do you arrange for suitable **equipment** to be brought to the site and kept safely and securely? (application) (c) (4)
- (5) How do you check **equipment**? (application) (d) (4)
- (6) How do you check and confirm that arrangements for personal **safety, equipment** and site access conform to good practice, legislation and regulations? (application) (f) (4,5)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence.

- (1) Record(s) of pre-work checks and confirmation of: the survey method statement; permissions; equipment (a,b,c) (1,2,3,4)
- (2) Record(s) of equipment checks (d) (4)
- (3) Record(s) of briefings (e) (1,2,5)
- (4) Records of site checks (f) (4,5)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F515 04 (CCOL3/O04) Prepare for, Collect, Analyse and Present Survey Data

Element 1 (CCOL3/O04.1) Prepare to carry out surveys

| No | Description of Evidence | Knowledge and Understanding | | | | | | Evidence Requirements | | | |
|----|-------------------------|-----------------------------|---|---|---|---|---|-----------------------|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F515 04 (CCOL3/O04) Prepare for, Collect, Analyse and Present Survey Data

Element 2 (CCOL3/O04.2) Carry out surveys

Performance Criteria

This involves:

- (a) Conducting the **survey** in a way which maintains the level of accuracy required, balances content and cost and keeps disruption to a minimum.
- (b) Conforming to **safe working practices** when on the site.
- (c) Consulting with experts when specialist information is needed which is relevant to the **survey**.
- (d) Taking accurate observations and measurements using valid methods.
- (e) Changing work procedures and practices to allow for different **circumstances and conditions**.
- (f) Recording **survey** data clearly and accurately and storing it securely for later analysis.
- (g) Restoring areas which have been opened up for access so that subsequent processes can take place.

Range

- 1 **Survey — type**
 - (a) land
 - (b) building
 - (c) engineering
- 2 **Survey — method**
 - (a) visual
 - (b) approximate measured
 - (c) detailed measurement of all specified features
 - (d) graphic
 - (e) instrumental
- 3 **Safe working practices**
 - (a) personal safety
 - (b) equipment and clothing
 - (c) safe use of access equipment
 - (d) health and safety practice and regulations
 - (e) industry codes of practice
 - (f) regulations applying to the survey site
- 4 **Circumstances and conditions**
 - (a) topography
 - (b) water
 - (c) obstacles
 - (d) climatic variation
 - (e) live conditions (eg, buildings and sites in use, roads, railways, runways)
 - (f) planned circumstances
 - (g) emergency circumstances

UNIT F515 04 (CCOL3/O04) Prepare for, Collect, Analyse and Present Survey Data

Element 2 (CCOL3/O04.2) Carry out surveys

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you conduct the **survey**? (application) (a) (1,2)
- (2) How do you consult with experts when specialist information is needed which is relevant to the **survey**? (application) (c) (1,2)
- (3) How do you take accurate observations? (application) (d) (1,2)
- (4) How do you record and store **survey** data? (application) (f) (1,2)
- (5) How do you conform to **safe working practices** when on the site? (application) (b) (3)
- (6) How do you change work procedures and practices to allow for different **circumstances and conditions**? (application) (e) (3,4)
- (7) How do you restore areas which have been opened up for access so that subsequent processes can take place? (application) (g) (3,4)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence.

- (1) Survey record(s) and report(s) including: observations and measurements; survey data; changes in work practices; restoration of the site (a,b,d,e,f,g) (1,2,3,4)
- (2) Record(s) of consultation(s) with experts (c) (1)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

- (1) Conducted survey(s) including: level of accuracy; safe working practices; taking observations and measurements; changing work procedures and practices (a,b,d,e) (1,2,3,4)

UNIT F515 04 (CCOL3/O04) Prepare for, Collect, Analyse and Present Survey Data

Element 2 (CCOL3/O04.2) Carry out surveys

| No | Description of Evidence | Knowledge and Understanding | | | | | | | Evidence Requirements | |
|----|-------------------------|-----------------------------|---|---|---|---|---|---|-----------------------|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F515 04 (CCOL3/O04) Prepare for, Collect, Analyse and Present Survey Data

Element 3 (CCOL3/O04.3) Present survey data

Performance Criteria

This involves:

- (a) Collecting together recorded **survey** data to allow an accurate analysis to be made.
- (b) Checking and verifying the **survey** data to maintain accuracy and integrity.
- (c) **Presenting** the data, commentary and any support information accurately, clearly and in a format which is suitable for those who need to use it.
- (d) Advising people who will be using the **survey** data on how to interpret it.

Range

- 1 **Survey — method**
 - (a) visual
 - (b) approximate measured
 - (c) detailed measurement of all specified features
 - (d) graphic
 - (e) instrumental
- 2 **Presenting**
 - (a) orally
 - (b) in writing
 - (c) graphically

UNIT F515 04 (CCOL3/O04) Prepare for, Collect, Analyse and Present Survey Data

Element 3 (CCOL3/O04.3) Present survey data

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you collect together recorded **survey** data to allow an accurate analysis to be made? (application) (a) (1)
- (2) How do you check and verify the **survey** data to maintain accuracy and integrity? (application) (b) (1)
- (3) How and why do you advise people who will be using the **survey** data on how to interpret it? (synthesis) (d) (1)
- (4) How do you **present** the data, the commentary and any support information accurately, clearly and in a format which is suitable for those who need to use it? (application) (c) (2)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence

- (1) Recorded data checked and verified (all) (1,2)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

- (1) Presentation(s) of survey data, commentary and any support information (c,d) (1,2)
- (2) Advice on the interpretation of survey data (d) (1,2)

UNIT F515 04 (CCOL3/O04) Prepare for, Collect, Analyse and Present Survey Data

Element 3 (CCOL3/O04.3) Present survey data

| No | Description of Evidence | Knowledge and Understanding | | | | Evidence Requirements |
|----|-------------------------|-----------------------------|---|---|---|-----------------------|
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F517 04 (CCOL3/O05) Record the Condition of Property

This Unit has the following Elements:

| | |
|--------------------------------|-----------------------------------------------------------------|
| Element 1 (CCOL3/O05.1) | Confirm a condition survey process |
| Element 2 (CCOL3/O05.2) | Inspect condition of property |
| Element 3 (CCOL3/O05.3) | Prepare and present condition survey reports and records |

Unit Summary

This Optional Unit is about recording the condition of property and preparing and presenting condition survey reports and records.

O05.1 Confirm a condition survey process

You will need to select and evaluate relevant information, methods and techniques for the condition survey process. You will also need to confirm agreements for the condition survey before work starts.

O05.2 Inspect condition of property

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 permissions. You will need to take observations and measurements for the inspection and recording them.

O05.3 Prepare and present condition survey reports and records

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.

UNIT F517 04 (CCOL3/O05) Record the Condition of Property

Element 1 (CCOL3/O05.1) Confirm a condition survey process

Performance Criteria

This involves:

- (a) Collating available **information and documents** and verifying the objectives and purpose of the **condition survey**.
- (b) Selecting valid, accurate and **relevant information** for the **condition survey** process.
- (c) Identifying the levels and types of professional support which will be needed and briefing advisers with clear and accurate summaries of the **information** available.
- (d) Selecting methods and techniques for the **condition survey** process which meet the requirements of relevant professional codes of practice.
- (e) Evaluating **relevant information** and advice and identifying **significant factors** which may influence the **condition survey**.
- (f) Confirming the instructions and agreements for the **condition survey** before work starts.

Range

- 1 **Information and documents — sources**
 - (a) land registry
 - (b) local search
 - (c) statutory notice
 - (d) acts of parliament
 - (e) local authority
- 2 **Condition survey**
 - (a) letting
 - (b) compensation
 - (c) insurance
 - (d) dilapidation
 - (e) tenant rights
 - (f) condition
 - (g) estimating
- 3 **Relevant information**
 - (a) legal
 - (b) physical
 - (c) previous surveys
 - (d) technical
 - (e) historical
- 4 **Significant factors**
 - (a) degree of urgency
 - (b) gaps in information
 - (c) susceptibility to damage
 - (d) safety requirements

UNIT F517 04 (CCOL3/O05) Record the Condition of Property

Element 1 (CCOL3/O05.1) Confirm a condition survey process

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you collate available **information and documents**? (application) (a) (1)
- (2) What do you identify as the objectives and purpose of the **condition survey**? (understanding) (a) (2)
- (3) What do you identify as the levels and types of professional support which will be needed? (understanding) (c) (2)
- (4) How do you confirm the instructions and agreements for the **condition survey** before work starts? (application) (f) (2)
- (5) How and why do you select methods and techniques for the **condition survey**? (evaluation) (d) (2)
- (6) How do you brief advisers with clear and accurate summaries of the **information** available? (application) (c) (1,3)
- (7) How and why do you select valid, accurate and **relevant information** for the **condition survey** process? (evaluation) (b) (2,3)
- (8) How and why do you evaluate **relevant information** and advice? (evaluation) (e) (2,3)
- (9) How and why do you identify **significant factors** which may influence the **condition survey**? (synthesis) (e) (2,3,4)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence.

- (1) Evaluation(s) of information, advice and significant factors which include objectives and purpose, selected methods and techniques (a,b,c,d,e) (all)
- (2) Confirmations of condition survey processes which include levels and types of professional support and briefing of advisers, methods and techniques and instructions and agreements (c,d,f) (1,2)

Simulations are not considered to be acceptable as a medium of producing evidence for this Element.

Process Evidence

None applicable

UNIT F517 04 (CCOL3/O05) Record the Condition of Property

Element 1 (CCOL3/O05.1) Confirm a condition survey process

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | | Evidence Requirements | |
|----|-------------------------|-----------------------------|---|---|---|---|---|---|---|---|-----------------------|---|
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F517 04 (CCOL3/O05) Record the Condition of Property

Element 2 (CCOL3/O05.2) Inspect condition of property

Performance Criteria

This involves:

- (a) Evaluating available **data**, identifying the purpose of the **inspection** and obtaining the equipment and resources that will be needed.
- (b) Checking and confirming, before starting the condition **inspection**, that people who will be affected have given their permission.
- (c) Taking accurate observations and measurements which are necessary for the **inspection** and **recording** them clearly, accurately and completely using agreed formats and **conventions** .
- (d) Identifying gaps in information and obtaining and evaluating additional **data** needed about the property and its use.
- (e) **Recording** observations which are inconsistent with existing **data** and expected findings, and instances of failure and deterioration, and reporting them to people who have an interest.
- (f) Identifying and **recording** parts of the property which do not conform to statutory requirements and reporting them to people who have an interest.

Range

- 1 **Data — sources**
 - (a) the client
 - (b) land registry
 - (c) local search
 - (d) tenants
 - (e) occupiers
 - (f) local authorities
- 2 **Inspection — type**
 - (a) letting
 - (b) compensation
 - (c) insurance
 - (d) dilapidation
 - (e) tenant right
 - (f) condition
 - (g) estimating
- 3 **Recording**
 - (a) in writing
 - (b) electronically
 - (c) graphically
- 4 **Conventions**
 - (a) relevant professional bodies' guidance
 - (b) in house
 - (c) health and safety legislation
 - (d) building standards and legislation

UNIT F517 04 (CCOL3/O05) Record the Condition of Property

Element 2 (CCOL3/O05.2) Inspect condition of property

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) What do you identify as gaps in information? (understanding) (d) (1)
- (2) How do you obtain additional **data** needed about the property and its use? (application) (d) (1)
- (3) How and why do you record observations which are inconsistent with existing **data** and expected findings? (analysis) (e) (1)
- (4) How do you evaluate available **data**? (evaluation) (a) (1)
- (5) How do you evaluate additional data needed about the property and its use? (evaluation) (d) (4)
- (6) What do you identify as the purpose of the **inspection**? (understanding) (a) (2)
- (7) How do you obtain the equipment and resources that will be needed? (application) (a) (2)
- (8) How do you check and confirm, before starting the **inspection**, that people who will be affected have given their permission? (application) (b) (2)
- (9) How do you take and record accurate observations and measurements which are necessary for the **inspection**, using agreed formats and **conventions**? (application) (c) (2,3,4)
- (10) How do you identify parts of the property that do not conform to statutory requirements? (understanding) (f) (4)
- (11) How do you record and report those parts of the property that do not conform to people who have an interest? (application) (f) (4)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence.

- (1) Evaluation(s) of available and additional data (a,d) (1)
- (2) Record(s) of inspection(s) which include equipment, resources, permissions, observations and measurements, agreed formats and conventions (a,b,c) (2,3,4)
- (3) Record(s) of further investigation(s) and instances of failure and deterioration (d,e) (1,2,3)
- (4) Record(s) of parts of the property that do not conform to statutory requirements (f) (3,4)

UNIT F517 04 (CCOL3/O05) Record the Condition of Property

Element 2 (CCOL3/O05.2) Inspect condition of property

Evidence Requirements (cont)

Simulations are not considered to be acceptable as a medium of producing evidence for this Element.

Process Evidence

None applicable

UNIT F517 04 (CCOL3/O05) Record the Condition of Property

Element 2 (CCOL3/O05.2) Inspect condition of property

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | | | | Evidence Requirements | | | |
|----|-------------------------|-----------------------------|---|---|---|---|---|---|---|---|----|----|-----------------------|---|---|---|
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F517 04 (CCOL3/O05) Record the Condition of Property

Element 3 (CCOL3/O05.3) Prepare and present condition survey reports and records

Performance Criteria

This involves:

- (a) Assembling and collating **information** on the **condition survey**.
- (b) **Preparing a condition survey** report which is accurate, complete, meets relevant codes of practice and standards, clearly specifies the level of condition.
- (c) Explaining clearly where and why accurate inspection and measurement has not been possible.
- (d) Answering the clients' questions about the **condition survey** and giving appropriate clarification.
- (e) Maintaining records which are clear, accurate and complete and conform to accepted professional and statutory requirements.

Range

- 1 **Information — sources**
 - (a) the client
 - (b) land registry
 - (c) local search
 - (d) tenants
 - (e) occupiers
 - (f) survey data
 - (g) local authorities
 - (h) industry standards and legislation
 - (i) published technical data
- 2 **Condition survey**
 - (a) letting
 - (b) compensation
 - (c) insurance
 - (d) dilapidation
 - (e) tenant right
 - (f) condition
 - (g) estimating

UNIT F517 04 (CCOL3/O05) Record the Condition of Property

Element 3 (CCOL3/O05.3) Prepare and present condition survey reports and records

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you maintain records? (application) (e) (1)
- (2) How do you assemble and collate **information** on the **condition survey**? (application) (a) (1,2)
- (3) How do you answer the clients' questions about the **condition survey** and give appropriate clarification? (application) (d) (2)
- (4) How do you explain clearly where and why accurate inspection and measurement has not been possible? (application) (c) (2)
- (5) How do you **prepare** a **condition survey** report? (application) (b) (2)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence.

- (1) Collated condition survey information (a) (1,2)
- (2) Condition surveys which include specified level of condition; explanations for where and why inspection and measurement has not been possible; responses and clarification; maintained records (b,c,d,e) (all)

Simulations are not considered to be suitable for producing evidence for this Element.

Process Evidence

- (1) Presentations and clarification given to clients (d)(2)

UNIT F517 04 (CCOL3/O05) Record the Condition of Property

Element 3 (CCOL3/O05.3) Prepare and present condition survey reports and records

| No | Description of Evidence | Knowledge and Understanding | | | | | Evidence Requirements | |
|----|-------------------------|-----------------------------|---|---|---|---|-----------------------|---|
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F505 04 (CCOL3/O06) Prepare Drawings and Schedules

This Unit has the following Elements:

Element 1 (CCOL3/O06.1) Prepare drawings and associated information
Element 2 (CCOL3/O06.2) Prepare schedules

Unit Summary

This Optional Unit is about the preparation, checking, approval and control of drawings, schedules and associated information.

OO6.1 Prepare drawings and associated information

You will need to produce accurate drawings in an appropriate form using standard conventions. You will need to have drawings checked and approved as necessary and keep relevant records.

OO6.2 Prepare schedules

You will need to produce accurate schedules in an appropriate form using standard conventions. You will need to have schedules checked and approved as necessary and keep relevant records.

UNIT F505 04 (CCOL3/O06) Prepare Drawings and Schedules

Element 1 (CCOL3/O06.1) Prepare drawings and associated information

Performance Criteria

This involves:

- (a) Producing **drawings** fit for **purpose** and which are complete, accurate, and comply with the design information.
- (b) Selecting **methods and media** which are suitable for the **drawings** required, and which can be produced with the resources and time available.
- (c) Using standard **drawing conventions** and identifying and justifying any deviations from them.
- (d) Clarifying any information to be included which is incomplete and inconsistent and making accurate amendments.
- (e) Keeping **registers and records** of **drawings** which are complete, accurate and up- to-date.
- (f) Obtaining necessary **checks and approvals** for the content and presentation of **drawings**.
- (g) Using **methods** for production and record keeping which are consistent with quality assurance procedures.

Range

- 1 **Drawings**
 - (a) location, assembly, component
 - (b) sketches
 - (c) scale and full size working drawings
 - (d) schedules
 - (e) presentation drawings
 - (f) co-ordination drawings
- 2 **Purpose**
 - (a) obtain consents
 - (b) procurement
 - (c) contract
 - (d) production
 - (e) factory manufacture
 - (f) site installation
 - (g) sub-contract and specialist details
- 3 **Methods and media**
 - (a) manual
 - (b) electronic

UNIT F505 04 (CCOL3/O06) Prepare Drawings and Schedules

Element 1 (CCOL3/O06.1) Prepare drawings and associated information

Range (cont)

4 Drawing conventions

- (a) detailing standards
- (b) codes of practice
- (c) current industry practice
- (d) methods of coordination (eg, Common Arrangement)

5 Registers and records

- (a) incoming and outgoing drawing and document registers
- (b) records of document approval and revision
- (c) quality assurance documentation

Range (cont)

6 Checks and approvals cover

- (a) format
- (b) presentation
- (c) accuracy
- (d) technical content
- (e) completeness
- (f) referencing
- (g) cross-referencing and correlation with associated documents
- (h) status
- (i) positioning
- (j) shape
- (k) dimensions
- (l) tolerances
- (m) composition
- (n) fixing
- (o) annotation
- (p) symbols and conventions

UNIT F505 04 (CCOL3/O06) Prepare Drawings and Schedules

Element 1 (CCOL3/O06.1) Prepare drawings and associated information

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you produce **drawings** which are fit for purpose? (application) (a) (1,2)
- (2) How do you clarify any information to be included which is incomplete and inconsistent, and make accurate amendments? (application) (d) (1)
- (3) How and why do you select **methods and media**? (evaluation) (b) (3)
- (4) What do you identify as deviations from **drawing conventions**? (understanding) (c) (4)
- (5) How do you use standard **drawing conventions**? (application) (c) (4)
- (6) How and why do you justify deviations from **drawing conventions**? (evaluation) (c) (4)
- (7) How and why do you keep **registers and records** of drawings? (synthesis) (e) (1,5)
- (8) How do you obtain necessary **checks and approvals** for the content and presentation of **drawings**? (application) (f) (1,6)
- (9) How do you use **methods** for production and record keeping which are consistent with quality assurance procedures? (application) (g) (3,4,5,6)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding performance criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence:

- (1) Drawing(s) which include selected methods and media, use of conventions and checks and approvals obtained (a,b,c,g) (1,2,3,4,6)
- (2) Record(s) of clarification(s) and amendment(s) made (d,g) (5)
- (3) Register(s) and record(s) (e)(5)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F505 04 (CCOL3/O06) Prepare Drawings and Schedules

Element 1 (CCOL3/O06.1) Prepare drawings and associated information

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | | Evidence Requirements | | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F505 04 (CCOL3/O06) Prepare Drawings and Schedules

Element 2 (CCOL3/O06.2) Prepare schedules

Performance Criteria

This involves:

- (a) Selecting a format for the **schedules** which meets the requirements of the production process, the method of measurement used and the way in which the **schedules will be used**.
- (b) Obtaining information accurately from the source documents and the site according to standard requirements.
- (c) Checking and confirming that the data is complete and referencing the data, correctly, to the specification, drawings, manufacturers' references and other appropriate standards.
- (d) Clarifying any information to be included which is incomplete and inconsistent and making accurate amendments.
- (e) Calculating quantities and preparing descriptions which are an accurate reflection of changes, clarifications and corrections to the source documents and the brief.
- (f) Selecting **methods and media** which are suitable for the **schedules** required, and which can be produced with the resources and time available.
- (g) Keeping **registers and records** which are complete, accurate and up-to-date.
- (h) Obtaining necessary **checks and approvals** for the content and presentation of schedules.
- (i) Using **methods** for production and **record** keeping which are consistent with quality assurance procedures.

Range

- 1 **Schedules**
 - (a) schedules of rates
 - (b) schedules of works materials, building elements and components, finishes
 - (c) health and safety plans
 - (d) archiving
 - (e) cutting sheets and requisitions
- 2 **Schedules will be used for**
 - (a) obtaining consents
 - (b) procurement
 - (c) contract
 - (d) production
 - (e) as built records
 - (f) factory manufacture
 - (g) site installation
 - (h) sub-contract and specialist details
- 3 **Methods and media**
 - (a) manual
 - (b) electronic

UNIT F505 04 (CCOL3/O06) Prepare Drawings and Schedules

Element 2 (CCOL3/O06.2) Prepare schedules

Range

- 4 Register and records**
 - (a) incoming and outgoing drawing and document registers
 - (b) records of document approval and revision
 - (c) quality assurance documentation

- 5 Checks and approvals cover**
 - (a) format
 - (b) presentation
 - (c) accuracy (including balancing checks)
 - (d) technical content
 - (e) completeness
 - (f) referencing
 - (g) cross-referencing and correlation with associated documents and information
 - (h) status

UNIT F505 04 (CCOL3/O06) Prepare Drawings and Schedules

Element 2 (CCOL3/O06.2) Prepare schedules

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you clarify and make accurate amendments to any information to be included which is incomplete and inconsistent? (application) (d) (1)
- (2) How do you calculate quantities and prepare descriptions? (application) (e) (1)
- (3) How and why do you select a format for the **schedules** which meets the requirements of the production process, the method of measurement used and the way in which the **schedules will be used**? (evaluation) (a) (1,2)
- (4) How do you use methods for production and **record** keeping? (application) (i) (3)
- (5) How and why do you select **methods and media**? (evaluation) (f) (2,3)
- (6) How do you keep complete, accurate and up-to-date **registers and records**? (application) (g) (4)
- (7) How do you reference the data to the specification, drawings, manufacturer's references and other appropriate standards? (application) (c) (5)
- (8) How do you **check** and confirm that the data is complete? (application) (c) (5)
- (9) How do you obtain **checks and approvals**? (application) (h) (5)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence:

- (1) Schedule(s) which include data checks, selected format, method of measurement, methods of media, referencing, calculated quantities and descriptions, checks and approvals (a,b,c,d,e,h,i) (1,2,3,5)
- (2) Record(s) of clarification(s) and amendment(s) made (d) (1,4,5)
- (3) Register(s) and record(s) (g,h,i) (4)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F505 04 (CCOL3/O06) Prepare Drawings and Schedules

Element 2 (CCOL3/O06.2) Prepare schedules

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | | Evidence Requirements | | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F519 04 (CCOL3/O07) Prepare and Process Estimate, Bid and Tender Enquiries

This Unit has the following Elements:

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|--------------------------------|-------------------------------------------|
| Element 1 (CCOL3/O07.1) | Identify potential tenderers |
| Element 2 (CCOL3/O07.2) | Prepare and issue tender documents |
| Element 3 (CCOL3/O07.3) | Check tenders |

Unit Summary

This Optional Unit is about identifying and pre-qualifying tenderers such as sub-contractors and suppliers and producing and issuing tender documents.

OO7.1 Identify potential tenderers

You will need to identify and list potential tenderers, send out pre-qualification enquiries, evaluate responses and confirm the tender list.

OO7.2 Prepare and issue tender documents

You will need to draw up, review for accuracy and issue tender documents. You will need to deal with errors and enquiries and keep accurate records.

OO7.3 Check tenders

You will need to check tenders received against agreed criteria and recommend the tender which best meets the criteria.

UNIT F519 04 (CCOL3/O07) Prepare and Process Estimate, Bid and Tender Enquiries

Element 1 (CCOL3/O07.1) Identify potential tenderers

Performance Criteria

This involves:

- (a) Identifying a list of potential **tenderers** able to meet the contract criteria and suitable for pre-qualification.
- (b) Offering advice and information to decision makers about potential **tenderers** and the **selection criteria**.
- (c) Obtaining pre-qualification information about potential **tenderers** to confirm **evidence** about their experience and capability and availability to carry out the work.
- (d) Evaluating potential **tenderers** who respond to the pre-qualification enquiry against the **selection criteria** in order to short-list.
- (e) Confirming that the selected **tenderers** are willing to bid and, if necessary, refer to the original long list.

Range

- 1 **Tenderers**
 - (a) contractors
 - (b) sub/works/trade contractors
 - (c) suppliers
 - (d) consultants
- 2 **Evidence**
 - (a) documentary
 - (b) references
 - (c) interview
- 3 **Selection criteria**
 - (a) quality and delivery record
 - (b) competitiveness
 - (c) perceived added value (including reputation of potential contractors)
 - (d) acceptability of known sub-contracting arrangements
 - (e) acceptability to client
 - (f) financial resources
 - (g) references from previous clients and bankers
 - (h) health and safety
 - (i) competence of people
 - (j) resources (human, materials, facilities)
 - (k) insurance
 - (l) environmental policy and management

UNIT F519 04 (CCOL3/O07) Prepare and Process Estimate, Bid and Tender Enquiries

Element 1 (CCOL3/O07.1) Identify potential tenderers

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you confirm that the selected **tenderers** are willing to tender? (application) (e) (1)
- (2) How do you identify a list of potential **tenderers**? (application) (a) (1)
- (3) How do you obtain pre-qualification information about potential **tenderers** to confirm **evidence** about their experience and capability and availability to carry out the work? (application) (c) (1,2)
- (4) How and why do you offer advice and information to decision makers about potential **tenderers** and the **selection criteria**? (synthesis) (b) (1,3)
- (5) How and why do you evaluate potential **tenderers** against the **selection criteria** in order to short list? (evaluation) (d) (1,3)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence.

- (1) Record(s) of tender information sent to potential tenderers (a,b,c) (1,2,3)
- (2) Evaluation(s) of tenderers including advice and information provided (b,d,e) (1,2)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F519 04 (CCOL3/O07) Prepare and Process Estimate, Bid and Tender Enquiries

Element 1 (CCOL3/O07.1) Identify potential tenderers

| No | Description of Evidence | Knowledge and Understanding | | | | | Evidence Requirements | |
|----|-------------------------|-----------------------------|---|---|---|---|-----------------------|---|
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F519 04 (CCOL3/O07) Prepare and Process Estimate, Bid and Tender Enquiries

Element 2 (CCOL3/O07.2) Prepare and issue tender documents

Performance Criteria

This involves:

- (a) Drafting appropriate **tender documents**.
- (b) Reviewing **tender documents** to ensure that they cover the scope of the works and contract requirements.
- (c) Ensuring that all **tender documents** are issued in accordance with agreed procedures.
- (d) Investigating any errors, omissions and ambiguities which are reported by **tenderers** and amending the **tender documents** to correct them and ensuring that addendums are re-issued.
- (e) Implementing action when **tenderers** withdraw from the process.
- (f) Keeping accurate records of **tender documents** issued, feedback, **queries and information** from **tenderers**.

Range

- 1 **Tender**
 - (a) open competitive
 - (b) two stage
 - (c) selected list
 - (d) negotiated
- 2 **Tender documents**
 - (a) invitation to tender
 - (b) form of tender
 - (c) returns procedure
 - (d) surveys
 - (e) specifications
 - (f) drawings
 - (g) schedules
 - (h) bills of quantities
 - (i) health and safety plans
 - (j) scope of services
 - (k) terms and conditions
 - (l) schedules of rates
- 3 **Tenderers**
 - (a) contractors
 - (b) sub/works/trade contractors
 - (c) suppliers
 - (d) consultants

UNIT F519 04 (CCOL3/O07) Prepare and Process Estimate, Bid and Tender Enquiries

Element 2 (CCOL3/O07.2) Prepare and issue tender documents

Range (cont)

4 Queries and information about

- (a) price
- (b) quantity
- (c) quality
- (d) standards
- (e) carriage and delivery
- (f) completion
- (g) maintenance
- (h) after sales service
- (i) method of payment
- (j) terms of payment
- (k) contract conditions
- (l) survey information
- (m) timescales

UNIT F519 04 (CCOL3/O07) Prepare and Process Estimate, Bid and Tender Enquiries

Element 2 (CCOL3/O07.2) Prepare and issue tender documents

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How and why do you draft appropriate **tender documents**? (evaluation) (a) (1,2)
- (2) How do you review **tender documents**? (application) (b) (1,2,3)
- (3) How do you ensure that **tender documents** are issued in accordance with agreed procedures? (application) (c) (2)
- (4) How do you implement action when **tenderers** withdraw from the process? (application) (e) (1,3)
- (5) How do you amend the **tender documents** to correct any errors, omissions or ambiguities? (application) (d) (1,2,4)
- (6) How do ensure that addendums are re-issued? (application) (d) (1,2,4)
- (7) How do you keep accurate records of **tender documents** issued, feedback, **queries** and **information** from **tenderers**? (application) (f) (1,2,3,4)
- (8) How and why do you investigate any errors, omissions and ambiguities which are reported by **tenderers**? (analysis) (d) (1,2,3)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence:

- (1) Tender document(s) (a) (1,2)
- (2) Record(s) of tender documents issued including amendments and queries (b,c,d,e,f) (all)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F519 04 (CCOL3/O07) Prepare and Process Estimate, Bid and Tender Enquiries

Element 2 (CCOL3/O07.2) Prepare and issue tender documents

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | Evidence Requirements | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F519 04 (CCOL3/O07) Prepare and Process Estimate, Bid and Tender Enquiries

Element 3 (CCOL3/O07.3) Check tenders

Performance Criteria

This involves:

- (a) Acknowledging and checking the tenders received against the agreed **criteria**.
- (b) Modifying and repeating the tendering processes if too few tenders are received to show that there has been adequate competition.
- (c) Checking with **tenderers** if any discrepancies, omissions and errors are found in the tenders, and recording any amendments which **tenderers** authorise.
- (d) Recommending the tender which best meets the **criteria**.

Range

- 1 **Tenderers**
 - (a) contractors
 - (b) sub/works/trade contractors
 - (c) suppliers
 - (d) consultants
- 2 **Criteria**
 - (a) tender compliance
 - (b) quality
 - (c) technical viability
 - (d) timescale
 - (e) cost (budgets, rates)
 - (f) loading and cash flow
 - (g) policies which offer added value
 - (h) any variations, adjustments and corrections

UNIT F519 04 (CCOL3/O07) Prepare and Process Estimate, Bid and Tender Enquiries

Element 3 (CCOL3/O07.3) Check tenders

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you check with **tenderers** if any discrepancies, omissions and errors are found in the **tenders** and record any amendments which **tenderers** authorise? (application) (c) (1)
- (2) How do you modify and repeat the tendering processes if too few tenders are received to show that there has been adequate competition? (application) (b) (1,2)
- (3) How do you recommend the tender which best meets the criteria? (evaluation) (d) (1,2)
- (4) How do you acknowledge the **tenderers** received? (application) (a) (1)
- (5) How do you check the **tenderers** received against the agreed **criteria**? (application) (a) (1,2)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence.

- (1) Records of criteria for checking tenders
- (2) Records of any errors or omissions found in tenders and amendments made

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F519 04 (CCOL3/O07) Prepare and Process Estimate, Bid and Tender Enquiries

Element 3 (CCOL3/O07.3) Check tenders

| No | Description of Evidence | Knowledge and Understanding | | | | | Evidence Requirements | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F50Y 04 (CCOL3/O08) Prepare Tenders

This Unit has the following Elements:

| | |
|--------------------------------|-------------------------------------------------------------------|
| Element 1 (CCOL3/O08.1) | Evaluate estimate, bid and tender enquiry documentation |
| Element 2 (CCOL3/O08.2) | Measure quantities |
| Element 3 (CCOL3/O08.3) | Assess the resource requirements and costs within a tender |

Unit Summary

This Optional Unit is about the evaluation of tender enquiries, identifying and making necessary measurements and producing estimates by costing resources.

OO8.1 Evaluate estimate, bid and tender enquiry documentation

You will need to check and summarise tender details and identify points of concerns. You will need to make recommendations about tenders and maintain records.

OO8.2 Measure quantities

You will need to assemble, collate and review information and measure quantities and prepare descriptions. You will need to identify inaccurate information and deal with it appropriately.

OO8.3 Assess the resource requirements and costs within a tender

You will need to develop working documents, calculate resource requirements, estimate costs, allowing for external factors, and produce an overall estimate. You will need to explain the costings and produce payment schedules.

UNIT F50Y 04 (CCOL3/O08) Prepare Tenders

Element 1 (CCOL3/O08.1) Evaluate estimate, bid and tender enquiry documentation

Performance Criteria

This involves:

- (a) Checking and summarising the **tender** details and **tender requirements** and confirming them with **decision makers**.
- (b) Identifying any **points of concern** in the **tender** and referring them to **decision makers** for them to clarify and resolve.
- (c) Evaluating the **tender documents** against the **agreed criteria** and making recommendations to decision makers.
- (d) Investigating the **tender documents** within budgets and tender time limits.
- (e) Making recommendations about **tender requirements** and potential alternatives, within the limits of the **tender** information which is available, and which provide an objective basis for making a decision on whether to make a bid.
- (f) Maintaining records about **tender** enquiries in confidence and only passing them on to people who have the authority to receive them.

Range

- 1 **Tender — type**
 - (a) contractor
 - (b) sub/works/trade contractor
 - (c) supply
 - (d) consultancy
- 2 **Tender requirements**
 - (a) construction
 - (b) installation and maintenance work
 - (c) supply of goods and materials
 - (d) consultancy services
- 3 **Decision makers**
 - (a) clients and their agents
 - (b) colleagues
 - (c) line managers
 - (d) specialists — internal or external to organisation
- 4 **Points of concern**
 - (a) discrepancies within enquiry information
 - (b) tender procedure requirements
 - (c) quantitative requirements
 - (d) qualitative requirements
 - (e) contractual issues

UNIT F50Y 04 (CCOL3/O08) Prepare Tenders

Element 1 (CCOL3/O08.1) Evaluate estimate, bid and tender enquiry documentation

Range (cont)

5 Tender documents — type

- (a) invitation to tender
- (b) form of tender
- (c) returns procedure
- (d) survey reports
- (e) specifications
- (f) drawings
- (g) schedules
- (h) bills of quantities
- (i) health and safety plans
- (j) scope of services
- (k) terms and conditions
- (l) schedule of rates

6 Agreed criteria

- (a) financial
- (b) viability of tendering information
- (c) current workload
- (d) type of work
- (e) competence of people
- (f) timescale
- (g) social policies
- (h) environmental impact
- (i) location
- (j) potential completion

UNIT F50Y 04 (CCOL3/O08) Prepare Tenders

Element 1 (CCOL3/O08.1) Evaluate estimate, bid and tender enquiry documentation

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you maintain records about **tender** enquiries in confidence and only passing them on to people who have the authority to receive them? (application) (f) (1)
- (2) How do you check and summarise the **tender** details and **tender requirements** and confirm them with **decision makers**? (application) (a) (1,2,3)
- (3) What do you identify as any **points of concern** in the **tender**? (understanding) (b) (1,3,4)
- (4) How do you refer any **points of concern** in the **tender** to **decision makers** for them to clarify and resolve? (application) (b) (1,3,4)
- (5) How and why do you investigate the **tender documents** within budgets and tender time limits? (analysis) (d) (5)
- (6) How and why do you make recommendations to **decision makers**? (synthesis) (c) (3)
- (7) How and why do you evaluate the **tender documents**? (evaluation) (c) (5,6)
- (8) How and why do you make recommendations about **tender requirements** and potential alternatives? (synthesis) (e) (2)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each Performance Criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following item(s) that are considered to be common and key/critical to demonstrating competence.

- (1) Evaluation(s) of tender documents which include tender details and requirements, points of concern and making recommendations (all) (all)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F50Y 04 (CCOL3/O08) Prepare Tenders

Element 1 (CCOL3/O08.1) Evaluate estimate, bid and tender enquiry documentation

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | Evidence Requirements |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F50Y 04 (CCOL3/O08) Prepare Tenders

Element 2 (CCOL3/O08.2) Measure quantities

Performance Criteria

This involves:

- (a) Assembling and collating **information** and identifying which categories of work require **measurement**.
- (b) Reviewing **information** to decide **how to measure dimensions and quantities methodically** and in a way which conforms to relevant conventions, standard methods and standard phraseology.
- (c) Identifying any **information** which is incomplete and inconsistent and obtaining accurate amendments.
- (d) Deciding what action to take where **measurement** is inappropriate or impossible, and using standard methods and other appropriate conventions.
- (e) **Measuring** the quantities and preparing descriptions accurately, collating and sequencing them correctly and presenting them in a way which meets their **intended purpose**.
- (f) Checking the accuracy of **information** received and produced.

Range

- 1 **Information**
 - (a) drawings
 - (b) schedules
 - (c) specifications
 - (d) information about the contract and allocation of risks and responsibilities
 - (e) quotations
 - (f) records of queries raised and answers
 - (g) standard methods of measurement
 - (h) technical literature
- 2 **Measurement — relates to**
 - (a) trade
 - (b) elemental
 - (c) operational
 - (d) approximate
 - (e) schedules of rates
- 3 **How to measure dimensions and quantities methodically**
 - (a) manual
 - (b) electronic
- 4 **Intended purpose**
 - (a) procurement
 - (b) contract
 - (c) production

UNIT F50Y 04 (CCOL3/O08) Prepare Tenders

Element 2 (CCOL3/O08.2) Measure quantities

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you assemble and collate **information**? (application) (a) (1)
- (2) How do you identify any **information** which is incomplete or inconsistent and obtain accurate amendments? (application) (c) (1)
- (3) What do you identify as categories of work requiring **measurement**? (understanding) (a) (2)
- (4) How and why do you use standard methods and other appropriate conventions to take action where **measurement** is inappropriate or impossible? (evaluation) (d) (2)
- (5) How and why do you review **information** to decide **how to measure dimensions and quantities**? (evaluation) (b) (3)
- (6) How and why do you decide what action to take where **measurement** is inappropriate or impossible? (evaluation) (d) (2)
- (7) How do you check the accuracy of **information** received and produced? (application) (f) (3)

UNIT F50Y 04 (CCOL3/O08) Prepare Tenders

Element 2 (CCOL3/O08.2) Measure quantities

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each Performance Criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following item(s) that are considered to be common and key/critical to demonstrate competence.

- (1) Measured quantities and descriptions which include identified categories of work, conformance to relevant conventions, standard methods and phraseology, accuracy of information, checks (all) (all)

Simulations are considered to be acceptable for producing Evidence or the following item(s) which are considered to be rare but key/critical to demonstrating competence. The following conditions of realism should be present:

- ◆ Tools, equipment and instruments
- ◆ Standards and quality specifications
- ◆ Communication methods and media
- ◆ Information and data

Process Evidence

None applicable

UNIT F50Y 04 (CCOL3/O08) Prepare Tenders

Element 2 (CCOL3/O08.2) Measure quantities

| No | Description of Evidence | Knowledge and Understanding | | | | | | | Evidence Requirements |
|----|-------------------------|-----------------------------|---|---|---|---|---|---|-----------------------|
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F50Y 04 (CCOL3/O08) Prepare Tenders

Element 3 (CCOL3/O08.3) Assess the resource requirements and costs within a tender

Performance Criteria

This involves:

- (a) Developing a proposed method statement and draft programme which meet the **tender requirements**.
- (b) Calculating accurately, from **available sources**, what **resources** will be needed, investigating whether the **resources** will be available and presenting the information so that the requirements can be costed and planned.
- (c) **Estimating resource** costs by **calculating** an accurate **cost** for each item which is required.
- (d) Modifying the cost to take into account any **external factors** which may affect the cost projections.
- (e) Collating and producing the overall estimate of costs and checking that it is complete, accurate and in a form which is suitable for a judgment to be made.
- (f) Explaining and clarifying the projected costs to support the calculations.
- (g) Contributing to payment schedules which will meet known cash flow requirements.

Range

- 1 **Tender requirements**
 - (a) construction
 - (b) installation and maintenance work
 - (c) supply of goods and materials
 - (d) consultancy services
- 2 **Available sources**
 - (a) client brief
 - (b) tender enquiry documentation
 - (c) site measurements
 - (d) survey reports
 - (e) scaled drawings
 - (f) schedules
 - (g) method statements
 - (h) programmes
- 3 **Resources — type**
 - (a) people (in-house, external)
 - (b) plant and equipment
 - (c) materials
 - (d) finance
 - (e) time
 - (f) supply options

UNIT F50Y 04 (CCOL3/O08) Prepare Tenders

Element 3 (CCOL3/O08.3) Assess the resource requirements and costs within a tender

Range (cont)

4 Estimating

- (a) cost based on a quotation
- (b) unit cost built up from basic data
- (c) internal and historical cost data
- (d) published cost data

5 Calculating cost

- (a) manual
- (b) electronic

6 External factors

- (a) variations over time
- (b) geographic location
- (c) statutory and contractual requirements
- (d) special working conditions and methods
- (e) special resourcing conditions

UNIT F50Y 04 (CCOL3/O08) Prepare Tenders

Element 3 (CCOL3/O08.3) Assess the resource requirements and costs within a tender

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How and why do you develop a proposed method statement and draft programme which meet the **tender requirements**? (synthesis) (a) (1)
- (2) How do you calculate what **resources** will be needed from **available sources**? (application) (b) (2,3)
- (3) How do you present information about **resource** availability so that the requirements can be costed and planned? (application) (b) (3)
- (4) How and why do you investigate whether the **resources** needed will be available? (analysis) (b) (3)
- (5) How do you check that the overall **estimate** of costs is complete, accurate and in a form which is suitable for a judgement to be made? (application) (e) (4,5)
- (6) How do you explain and clarify the projected costs to support the calculations? (application) (f) (4,5)
- (7) How and why do you contribute to payment schedules which will meet known cash flow requirements? (synthesis) (g) (3)
- (8) How and why do you estimate **resource** costs by **calculating** an accurate cost for each item? (analysis) (c) (3,4,5)
- (9) How and why do you collate and produce the overall estimate of costs? (analysis) (e) (4,5)
- (10) How do you modify the cost to take into account any **external factors** which may affect the cost projections? (application) (d) (6)

UNIT F50Y 04 (CCOL3/O08) Prepare Tenders

Element 3 (CCOL3/O08.3) Assess the resource requirements and costs within a tender

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each Performance Criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following item(s) that are considered to be common and key/critical to demonstrating competence.

- (1) Method statement(s) and draft programme(s) (a) (1)
- (2) Estimate(s) of costs (b,c,d,e,f) (2,3,4,5,6)
- (3) Payment schedules (g) (3)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F50Y 04 (CCOL3/O08) Prepare Tenders

Element 3 (CCOL3/O08.3) Assess the resource requirements and costs within a tender

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | | | Evidence Requirements | | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F51B 04 (CCOL3/O09) Prepare For and Organise Work Operations

This Unit has the following Elements:

Element 1 (CCOL3/O09.1) Prepare for site operations
Element 2 (CCOL3/O09.2) Organise operations

Unit Summary

This Optional Unit is about preparing a site for the work to be carried out and obtaining all the necessary resources.

O09.1 Prepare for site operations

You will need to identify all the factors such as safety, access, public utilities, layout and security that will affect the work on site and make the necessary arrangements to satisfy them.

O09.2 Organise operations

You will need to assemble and clarify information regarding carrying out the work and obtain resources to meet project requirements.

UNIT F51B 04 (CCOL3/O09) Prepare For and Organise Work Operations

Element 1 (CCOL3/O09.1) Prepare for site operations

Performance Criteria

This involves:

- (a) Identifying with site personnel any **special considerations**, recording them and passing them on to people who may be affected.
- (b) Identifying with site personnel any **factors which might compromise the proposed works**, describing and summarising them accurately, and passing on the information to the appropriate authorities.
- (c) Identifying with site personnel access/egress points for the site and works which are the most convenient for works traffic and which minimise disruption and also obtaining necessary approvals.
- (d) Giving accurate details about the proposed works to the regulatory authorities, utility and emergency services.
- (e) Making arrangements for adequate site safety and security before work starts.
- (f) Preparing the **site layout for operational purposes** and passing on information about the plans to the people who will be working on the site.
- (g) Preparing a plan for the storage and use of materials and components so that materials handling and movement is efficient and wastage is minimised.

Range

- 1 **Special considerations**
 - (a) occupiers
 - (b) near neighbours
 - (c) public access
 - (d) site conditions
- 2 **Factors which might compromise the proposed works**
 - (a) site conditions
 - (b) statutory regulations and limitations
 - (c) codes of practice
 - (d) health, safety and welfare
 - (e) environment
 - (f) hazards
 - (g) third parties
- 3 **Site layout for operational purposes**
 - (a) storage
 - (b) temporary accommodation
 - (c) work areas
 - (d) plant
 - (e) temporary services
 - (f) access/egress
 - (g) security
 - (h) continuing use by occupiers
 - (i) waste management
 - (j) pollution control

UNIT F51B 04 (CCOL3/O09) Prepare For and Organise Work Operations

Element 1 (CCOL3/O09.1) Prepare for site operations

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) What do you identify with site personnel as any **special considerations**? (understanding) (a) (1)
- (2) How do you record **special considerations** and pass them on to people who will be affected? (application) (a) (1)
- (3) What do you identify and describe as **factors which might compromise the proposed works**? (understanding) (b) (2)
- (4) How do you summarise and pass on information about any **factors which might compromise the proposed works** to the appropriate authorities? (application) (b) (2)
- (5) How do you give details about the proposed works to the regulatory authorities, utility and emergency services? (application) (d) (2)
- (6) How do you make arrangements for adequate site safety? (application) (e) (2)
- (7) What access/egress points do you identify with site personnel for the site and works which are the most convenient for works traffic and which minimise disruption? (understanding) (c) (1,3)
- (8) How do you obtain the necessary approvals? (application) (c)
- (9) How do you pass on information about the **site layout** plans to the people working on the site? (application) (f) (3)
- (10) How and why do you prepare a plan for the **site layout for operational purposes**? (synthesis) (f) (3)
- (11) How and why do you prepare a plan for the storage and use of materials and components? (synthesis) (g) (3)

UNIT F51B 04 (CCOL3/O09) Prepare For and Organise Work Operations

Element 1 (CCOL3/O09.1) Prepare for site operations

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding PerformanceCriteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each Performance Criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following item(s) that are considered to be common and key/critical to demonstrating competence.

- (1) Record(s) of identified special considerations, factors which might compromise the works and approvals obtained (a,b,c) (1,2)

The candidate must produce documentary evidence from the workplace covering the following item(s) that are considered to be rare and routine to demonstrating competence and could be demonstrated through evidence of knowledge and understanding:

- (2) Records of access/egress points (c)
- (3) Record(s) of plans and arrangements for the site layout and the proposed works which include details given to the regulatory authorities, utility and emergency services, site safety and security, the site layout for operational purposes, and the storage and use of materials and components (d,e,f,g,h) (3)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F51B 04 (CCOL3/O09) Prepare For and Organise Work Operations

Element 1 (CCOL3/O09.1) Prepare for site operations

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | | | | Evidence Requirements | | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F51B 04 (CCOL3/O09) Prepare For and Organise Work Operations

Element 2 (CCOL3/O09.2) Organise operations

Performance Criteria

This involves:

- (a) Assembling and reviewing relevant **information** which was used in the preparation of the project plan, clarifying any **information** which is not clear and updating it for production planning purposes.
- (b) Giving adequate notice, as required in the contract, to all the people who will be affected about when the work will start, how long it will take and when it will finish, and confirming all the dates in writing.
- (c) Identifying, recording and obtaining **information** requirements before work starts.
- (d) Planning and obtaining sufficient resources of the appropriate type which will meet the project **requirements** and timescales.

Range

- 1 **Information**
 - (a) survey reports
 - (b) design
 - (c) contractual
 - (d) statutory consents
 - (e) contractor's pre-planning information
 - (f) Health and Safety Plan
 - (g) sub-contract
- 2 **Requirements — relating to**
 - (a) occupiers
 - (b) environmental considerations
 - (c) vehicular access/egress
 - (d) health and safety
 - (e) hazards
 - (f) trespass
 - (g) near neighbours
 - (h) public access
 - (i) site conditions
 - (j) statutory regulations and limitations
 - (k) codes of practice

UNIT F51B 04 (CCOL3/O09) Prepare For and Organise Work Operations

Element 2 (CCOL3/O09.2) Organise operations

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) What do you identify as **information** requirements before work starts? (understanding) (c) (1)
- (2) How do you assemble relevant **information** which was used in the preparation of the project plan, and clarify and update any **information** which is not clear? (application) (a) (1)
- (3) How do you give adequate notice, as required in the contract, to all the people who will be affected about when the work will start, how long it will take and when it will finish, and confirm all the dates in writing? (application) (b) (1)
- (4) How do you record and obtain **information** requirements before work starts? (application) (c) (1)
- (5) How and why do you review relevant **information** which was used in the preparation of the project plan? (analysis) (a) (1)
- (6) How do you obtain sufficient resources? (application) (d) (2)
- (7) How and why do you plan sufficient resources? (synthesis) (d) (2)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding PerformanceCriteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each Performance Criteria. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following item(s) that are considered to be common and key/critical to demonstrating competence.

- (1) Record(s) of reviewed, clarified and updated information (a,c) (1)
- (2) Record(s) of resources required to meet project requirements and timescales (b,d) (2)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F51B 04 (CCOL3/O09) Prepare For and Organise Work Operations

Element 2 (CCOL3/O09.2) Organise operations

| No | Description of Evidence | Knowledge and Understanding | | | | | | | Evidence Requirements | |
|----|-------------------------|-----------------------------|---|---|---|---|---|---|-----------------------|---|
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F512 04 (CCOL3/O10) Implement Contract Work

This Unit has the following Elements:

| | |
|--------------------------------|---------------------------------------------------------------------------|
| Element 1 (CCOL3/O10.1) | Implement and control work operations |
| Element 2 (CCOL3/O10.2) | Control contract(s) against agreed quality standards |
| Element 3 (CCOL3/O10.3) | Maintain contract compliance with legal and statutory requirements |

Unit Summary

This Optional Unit is about implementing the work and ensuring it complies with quality standards and legal and statutory requirements.

O10.1 Implement and control work operations

You will need to organise and control resources, develop effective plans to meet contingencies, and inform those responsible for making necessary changes.

O10.2 Control contract(s) against agreed quality standards

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.

O10.3 Maintain contract compliance with legal and statutory requirements

You will need to identify legal and statutory requirements, implement systems and identify non-compliance. You will need to implement corrective action where there is non-compliance.

UNIT F512 04 (CCOL3/O10) Implement Contract Work

Element 1 (CCOL3/O10.1) Implement and control work operations

Performance Criteria

This involves:

- (a) Organising and instructing the workforce about the **programme**, work methods and **resources** needed to complete the work to project requirements.
- (b) Controlling the works and **resources** so that conditions are safe, the site is tidy and creates a favourable image of the organisation, its products and its services and of the project.
- (c) Developing plans to meet special requirements and contingencies which are sufficient to minimise disruption to those likely to be affected by the works **programme**.
- (d) Identifying, communicating and monitoring necessary consequent actions and responsibilities for implementation.

Range

- 1 **Programme**
 - (a) bar charts
 - (b) network analysis
 - (c) critical path
 - (d) line of balance
 - (e) action lists
 - (f) method statements
- 2 **Resources**
 - (a) people
 - (b) plant and equipment
 - (c) materials and components
 - (d) sub-contractors
 - (e) information

UNIT F512 04 (CCOL3/O10) Implement Contract Work

Element 1 (CCOL3/O10.1) Implement and control work operations

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you organise and instruct the workforce about the **programme** work methods and **resources** needed? (application) (a) (1,2)
- (2) How do you control the works and **resources** so that conditions are safe, the site is tidy and creates a favourable image of the organisation and of the project? (application) (b) (2)
- (3) How and why do you develop plans to meet special requirements and contingencies? (synthesis) (c)
- (4) How do you identify, communicate and monitor consequent actions and responsibilities for implementation? (application) (d)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

Evidence Requirements (cont)

There must be workplace evidence against each Performance Criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence.

- (1) Records of the programme, work methods and resources needed to complete the work to project requirements (a) (1,2)
- (2) Records of plans developed to meet special requirements and contingencies (c).
- (3) Records of identified actions monitored and communicated, and responsibilities for implementation (d).

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

- (1) Controlling the work and resources so that conditions are safe, the site is tidy and creates a favourable image of the organisation and of the project. (b) (2)

UNIT F512 04 (CCOL3/O10) Implement Contract Work

Element 1 (CCOL3/O10.1) Implement and control work operations

| No | Description of Evidence | Knowledge and Understanding | | | | Evidence Requirements | | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F512 04 (CCOL3/O10) Implement Contract Work

Element 2 (CCOL3/O10.2) Control contract(s) against agreed quality standards

Performance Criteria

This involves:

- (a) Identifying **quality standards** from available information and passing them to **people responsible** for their implementation, before they start work.
- (b) Specifying clearly the responsibilities which individuals have for maintaining **quality standards**.
- (c) Setting up **systems** for inspecting and controlling the quality of **work** and recording the outcomes.
- (d) Checking, regularly, that **work** conforms to the design requirements and the specified **quality standards**.
- (e) Identifying **work** which fails to meet the requirements and specified **quality standards** and implementing corrective action.
- (f) Asking for unacceptable **quality standards** to be corrected and notifying decision makers if this is not done within a reasonable time.
- (g) Informing decision makers regularly about significant variations in **quality standards**, programme and safety implications, and suggesting the decisions which they need to make and the actions which they need to take.
- (h) Identifying specifications which conflict with statutory and legal requirements and referring them to decision makers for modification.
- (i) Identifying improvements from feedback received and recommending them to decision makers.
- (j) Agreeing amendments to the contract quality requirements and specifications and recording them accurately.

Range

- 1 **Quality standards**
 - (a) statutory requirements
 - (b) project specifications
 - (c) British Standards
 - (d) International Standards
 - (e) Codes of Practice
 - (f) organisation standards
 - (g) trade advisory guidance and best practice
- 2 **People responsible**
 - (a) the client
 - (b) contractors
 - (c) consultants
 - (d) sub-contractors
 - (e) suppliers
 - (f) workforce
- 3 **Systems**
 - (a) visual inspection
 - (b) comparison with design requirements
 - (c) comparison with standard documentation
 - (d) checking manufacturers documentation
 - (e) checking delivery notes
 - (f) sampling and mock-ups
 - (g) testing
 - (h) site inspection reports
 - (i) contractors reports
 - (j) site meetings

UNIT F512 04 (CCOL3/O10) Implement Contract Work

Element 2 (CCOL3/O10.2) Control contract(s) against agreed quality standards

Range (cont)

4 Work

- (a) materials and components and their use
- (b) methods of construction

UNIT F512 04 (CCOL3/O10) Implement Contract Work

Element 2 (CCOL3/O10.2) Control contract(s) against agreed quality standards

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) What do you identify as **quality standards**? (understanding) (a) (1)
- (2) What do you identify as specifications which conflict with statutory and legal requirements? (understanding) (h) (1)
- (3) How do you ask for unacceptable **quality standards** to be corrected and notify decision makers if **quality standards** are not corrected within a reasonable time? (application) (f) (1)
- (4) How do you inform decision makers about significant variations in **quality standards**, programme and safety implications? (application) (g) (1)
- (5) How do you refer specifications which conflict with statutory and legal requirements to decision makers? (application) (h) (1)
- (6) How do you record amendments to the contract quality requirements and specifications? (application) (j) (1)
- (7) How and why do you suggest the decisions which decision makers need to make about significant variations in **quality standards** and actions they need to take? (synthesis) (g) (1)
- (8) How and why do you specify the responsibilities which individuals have for maintaining **quality standards**? (evaluation) (b) (1,2)
- (9) How and why do you agree amendments to the contract quality requirements and specifications? (evaluation) (j) (1)
- (10) How do you pass **quality standards** on to **people responsible** for implementing them before they start work? (application) (a) (1,2)
- (11) What do you identify as improvements from feedback received? (understanding) (i) (2)
- (12) How and why do you recommend improvements to decision makers? (synthesis) (i) (2)
- (13) What do you identify as **work** which fails to meet the requirements and specified **quality standards**? (understanding) (e) (1,3,4)
- (14) How do you check that **work** conforms to the design requirements and the specified **quality standard**? (application) (d) (1,3,4)
- (15) How do you implement corrective action where **work** fails to meet the requirements and specified **quality standards**? (application) (e) (1,4)
- (16) How and why do you set up **systems** for inspecting and controlling the quality of **work** and recording the outcomes? (synthesis) (c) (3,4)

UNIT F512 04 (CCOL3/O10) Implement Contract Work

Element 2 (CCOL3/O10.2) Control contract(s) against agreed quality standards

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each Performance Criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following item(s) that are considered to be common and key/critical to demonstrating competence.

- (1) Record(s) of identified quality standards and specified responsibilities (a,b) (1,2)
- (2) Record(s) of systems for inspection and control which include checks, work failing requirements and corrective action (c,d,e) (1,3,4)
- (3) Record(s) of information referred to others which include(s) correcting unacceptable quality standards, notifications to decision makers about non-compliance, variations in quality standards, programme and safety implications, recommended improvements from feedback, amendments to contract quality requirements and specifications (f,g,i,j) (1)

Simulations are not considered to be acceptable for producing evidence for the above items in this Element.

UNIT F512 04 (CCOL3/O10) Implement Contract Work

Element 2 (CCOL3/O10.2) Control contract(s) against agreed quality standards

Evidence Requirements (cont)

(4) Specifications which conflict with statutory and legal requirements (h)(1)

Simulations are considered to be acceptable for producing evidence for the above Element. The following item(s) which are considered to be rare, but key/critical to demonstrating competence. The following conditions of realism should be present:

- ◆ Contingencies
- ◆ Standards and quality specifications
- ◆ Type of interaction
- ◆ Communication methods and media
- ◆ Information and data

Process Evidence

(1) Identifying work that fails to meet the requirements (e) (1,4)

UNIT F512 04 (CCOL3/O10) Implement Contract Work

Element 2 (CCOL3/O10.2) Control contract(s) against agreed quality standards

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | | | | | | | | | Evidence Requirements | | | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F512 04 (CCOL3/O10) Implement Contract Work

Element 3 (CCOL3/O10.3) Maintain contract compliance with legal and statutory requirements

Performance Criteria

This involves:

- (a) Identifying **legal and statutory requirements** from available information and clarifying them where there is uncertainty.
- (b) Briefing the workforce about their **legal and statutory responsibilities** to those responsible for implementing them before they start work on the contract.
- (c) Developing and implementing **monitoring systems**, collecting information regularly and summarising it accurately.
- (d) Identifying situations which do not comply with **legal and statutory requirements**, investigating the circumstances thoroughly and taking appropriate **corrective action**.
- (e) Identifying any new **legal and statutory requirements** which may have an impact on the project, summarising the important details and passing this on to **people who have an interest**.
- (f) Completing statutory returns accurately and on time.

Range

- 1 **Legal and statutory requirements and responsibilities for**
 - (a) Building Control
 - (b) Environmental Health
 - (c) health, safety and welfare
 - (d) environment
 - (e) fire
 - (f) utilities regulations
 - (g) highways
 - (h) heritage
 - (i) development licences and building permits
 - (j) employment practice
 - (k) byelaws
 - (l) non-statutory guidelines
- 2 **Monitoring systems**
 - (a) visual inspection
 - (b) comparison with design requirements
 - (c) comparison with standard documentation
 - (d) checking manufacturers documentation
 - (e) checking delivery notes
 - (f) sampling
 - (g) testing
 - (h) site inspection reports
 - (i) contractors' reports
 - (k) site meetings
- 3 **Corrective action**
 - (a) instigate contingency action and restore compliance
 - (b) agree waiver

UNIT F512 04 (CCOL3/O10) Implement Contract Work

Element 3 (CCOL3/O10.3) Maintain contract compliance with legal and statutory requirements

Range (cont)

4 People who have an interest

- (a) the client
- (b) contractors
- (c) consultants
- (d) sub-contractors
- (e) suppliers
- (f) workforce

UNIT F512 04 (CCOL3/O10) Implement Contract Work

Element 3 (CCOL3/O10.3) Maintain contract compliance with legal and statutory requirements

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) What do you identify as **legal and statutory requirements**? (understanding) (a) (1)
- (2) How do you clarify **legal and statutory requirements** where there is uncertainty? (application) (a) (1)
- (3) How do you brief the workforce on **legal and statutory responsibilities** before they start work on the contract? (application) (b) (1)
- (4) How and why do you investigate the circumstances of situations which do not comply with **legal and statutory requirements**? (analysis) (d) (1,3)
- (5) How and why do you develop **monitoring systems**? (synthesis) (c) (2)
- (6) What do you identify as situations which do not comply with **legal and statutory requirements**? (understanding) (d) (1,3)
- (7) How do you take appropriate **corrective action** in situations which do not comply with **legal and statutory requirements**? (application) (d) (1,4)
- (8) How do you complete statutory returns? (application) (f) (1,4)
- (9) What do you identify as any new **legal and statutory requirements** which may have an impact on the project? (understanding) (e) (1,4)
- (10) How do you summarise the important details of any new **legal and statutory requirements** which may have an impact on the project? (application) (e) (1,4)
- (11) How do you implement **monitoring systems** and collect and summarise information? (application) (c) (2)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each Performance Criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence.

- (1) Record(s) of implemented monitoring systems which include legal and statutory requirements identified from collected information, non-complying situations, investigations and corrective action and identified and referred any new legal and statutory requirements (a,c,d,e) (all)
- (2) Record(s) of briefing(s) provided to the workforce (b) (1)
- (3) Record(s) of statutory returns which have been completed (f) (1)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F512 04 (CCOL3/O10) Implement Contract Work

Element 3 (CCOL3/O10.3) Maintain contract compliance with legal and statutory requirements

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | | | | Evidence Requirements | | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F513 04 (CCOL3/O11) Establish and Maintain the Dimensional Control of Works

This Unit has the following Elements:

- Element 1 (CCOL3/O11.1) Apply dimensional control criteria**
Element 2 (CCOL3/O11.2) Maintain the dimensional accuracy of works

Unit Summary

This Optional Unit is about obtaining and verifying dimensional control information, selecting techniques and equipment, setting out activities and ensuring accuracy of the work.

O11.1 Apply dimensional control criteria

You will need to obtain, collate and verify relevant information and using appropriate techniques and equipment, set out as required, recording information needed for later use.

O11.2 Maintain the dimensional accuracy of works

You will need to supply the workforce with dimensional control information, ensure that the results of setting out activities are accurate and also identify and deal with deviations. You will need to check and maintain equipment as specified by manufacturers.

UNIT F513 04 (CCOL3/O11) Establish and Maintain the Dimensional Control of Works

Element 1 (CCOL3/O11.1) Apply dimensional control criteria

Performance Criteria

This involves:

- (a) Obtaining available survey information, checking that it is up to date and accurate and resolving any **problems**.
- (b) Correlating information on construction and installation which is relevant to the setting out of the project.
- (c) Identifying **variations** between the specified and the actual site dimensions, recording them accurately and circulating them to decision makers.
- (d) Applying relevant **setting out** techniques which meet the specified accuracy criteria.
- (e) Selecting and maintaining **measuring and recording equipment** which meets the specified accuracy criteria.
- (f) **Setting out reference markers** which are suitably placed, accurately placed, identified clearly and protected from movement or removal.
- (g) Recording any **setting out information** which may be of later use and storing it securely so that it is available when needed.

Range

- 1 **Problems**
 - (a) unclear and missing information
 - (b) inconsistencies between documents
 - (c) errors
- 2 **Setting out information**
 - (a) dimensions
 - (b) locations
 - (c) levels (including inaccuracies and deviations)
 - (d) grid systems
 - (e) templates
 - (f) schedules
- 3 **Variations**
 - (a) boundaries
 - (b) levels
 - (c) locations
- 4 **Reference markers**
 - (a) ground stations
 - (b) base lines
 - (c) benchmarks
 - (d) elevated target positions
- 5 **Measuring and recording equipment**
 - (a) mechanical
 - (b) optical
 - (c) electronic

UNIT F513 04 (CCOL3/O11) Establish and Maintain the Dimensional Control of Works

Element 1 (CCOL3/O11.1) Apply dimensional control criteria

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you obtain available survey information and check that survey information is up to date and accurate? (application) (a) (1)
- (2) How and why do you resolve any **problems** with survey information? (synthesis) (a) (1)
- (3) How do you record **variations** between the specified and the actual site dimensions? (application) (c) (3)
- (4) How do you record and store any **setting out information** which may be of later use? (application) (g) (2)
- (5) How and why do you correlate **information** on construction and installation relevant to the **setting out** of the project? (synthesis) (b) (2)
- (6) What do you identify as **variations** between the specified and the actual site dimensions? (understanding) (c) (3)
- (7) How do you apply relevant **setting out** techniques which meet the specified accuracy criteria? (application) (d) (2)
- (8) How do you set out **reference markers** which are accurately placed, identified clearly and protected from movement or removal? (application) (f) (4)
- (9) How do you maintain **measuring and recording equipment**? (application) (e) (5)
- (10) How and why do you select **measuring and recording equipment**? (evaluation) (e) (5)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range eg (1), to which they apply.

There must be workplace evidence against each Performance Criteria. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence.

- (1) Record(s) of checked and correlated survey and construction and installation information which includes resolved problems and variations (a,b,c) (1,2,3)
- (2) Record(s) of setting out reference markers and techniques used (d,f) (2,4,5)
- (3) Record(s) of setting out procedures which include maintained measuring and recording equipment and setting-out information (d,e,g) (2,5)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F513 04 (CCOL3/O11) Establish and Maintain the Dimensional Control of Works

Element 1 (CCOL3/O11.1) Apply dimensional control criteria

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | | | Evidence Requirements | | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F513 04 (CCOL3/O11) Establish and Maintain the Dimensional Control of Works

Element 2 (CCOL3/O11.2) Maintain the dimensional accuracy of works

Performance Criteria

This involves:

- (a) Providing the workforce with sufficient clear and accurate information to enable them to accurately position, align and level the work.
- (b) Observing and measuring **dimensional controls**, setting out points, lines and profiles accurately and recording the results to meet quality standards.
- (c) Checking **measuring and recording equipment**, and applying the manufacturers' tolerances to adjust them to maintain the specified accuracy.
- (d) Identifying any **deviations** in position, alignment and level and taking the necessary corrective action.
- (e) Revising work procedures and practices to minimise deviations and to allow for different **circumstances and conditions**.

Range

- 1 **Dimensional controls**
 - (a) lines
 - (b) levels
 - (c) angles
 - (d) distances
 - (e) curves
- 2 **Measuring and recording equipment**
 - (a) mechanical
 - (b) optical
 - (c) electronic
- 3 **Deviations — arising from**
 - (a) transfer of lines and levels
 - (b) use of wrong lines and levels
 - (c) calculations
- 4 **Circumstances and conditions**
 - (a) land
 - (b) water
 - (c) obstacles
 - (d) climatic variation
 - (e) 'live' conditions (eg, buildings and sites in use, roads, railways, runways)
 - (f) planned circumstances
 - (g) emergency circumstances

UNIT F513 04 (CCOL3/O11) Establish and Maintain the Dimensional Control of Works

Element 2 (CCOL3/O11.2) Maintain the dimensional accuracy of works

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you provide the workforce with sufficient clear and accurate information to enable them to accurately position, align and level the work? (application) (a) (1)
- (2) How do you observe and measure **dimensional controls**, setting out points, lines and profiles and also record the results to meet quality standards? (application) (b) (1)
- (3) How do you check **measuring and recording equipment** and apply manufacturer's tolerances to adjust them to maintain the specified accuracy? (application) (c) (2)
- (4) What do you identify as any **deviations** in position, alignment and level? (understanding) (d) (3)
- (5) How do you take the necessary action to correct any **deviations** in position, alignment and level? (application) (d) (3)
- (6) How do you revise work procedures and practices to minimise **deviations** and to allow for different **circumstances and conditions**? (application) (e) (4)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria eg (a), and range eg (1), to which they apply.

Evidence Requirements (cont)

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following item(s) that are considered to be common and key/critical to demonstrating competence.

- (1) Information provided to the workforce (a) (1)
- (2) Record(s) of dimensional controls, setting out points, lines and profiles (b) (1)
- (3) Record(s) showing checks and adjustments made to measuring and recording equipment (c) (2)
- (4) Record(s) showing corrections to position, alignment and level (d) (3)
- (5) Record(s) of revision(s) to work procedures and practices (e) (4)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

- (1) Observing and measuring dimensional controls, setting out points, lines and profiles (b) (1,2)

UNIT F513 04 (CCOL3/O11) Establish and Maintain the Dimensional Control of Works

Element 2 (CCOL3/O11.2) Maintain the dimensional accuracy of works

| No | Description of Evidence | Knowledge and Understanding | | | | | | Evidence Requirements | | | | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F51C 04 (CCOL3/O12) Prepare for, Carry Out and Present Results of Physical Testing

This Unit has the following Elements:

| | |
|--------------------------------|-----------------------------------------------------------------------|
| Element 1 (CCOL3/O12.1) | Prepare for, carry out and present results of physical testing |
| Element 2 (CCOL3/O12.2) | Carry out physical testing |
| Element 3 (CCOL3/O12.3) | Present test data |

Unit Summary

This Optional Unit is about making preparations to carry out physical testing, carrying out the tests in the most appropriate way, and collecting, checking and verifying the results and presenting them in a suitable format.

O12.1 Prepare for, carry out and present results of physical testing

You will need to confirm the specification and methods ensuring that all agreements have been obtained and that suitable equipment is available. You will need to check the equipment, brief the people involved and ensure that all arrangements are in place and conform to specified requirements.

O12.2 Carry out physical testing

You will need to carry out the tests in accordance with agreed procedures, consulting others where relevant and also implement changes to allow for changing circumstances that may arise. You will also need to record the data and ensure any restoration needed is carried out.

O12.3 Present test data

You will need to collect, check and verify the data, and present it, including any commentary in a suitable format and also advise people how to interpret the data.

UNIT F51C 04 (CCOL3/O12) Prepare for, Carry Out and Present Results of Physical Testing

Element 1 (CCOL3/O12.1) Prepare for, carry out and present results of physical testing

Performance Criteria

This involves:

- (a) Confirming that the physical test specification and the plan and schedule are accurate before starting the **test**.
- (b) Checking and confirming, before starting the **test**, that people who will be affected have given their agreement.
- (c) Arranging for suitable **test equipment** to be brought to the site and kept safely and securely.
- (d) Checking **test equipment** so that it is accurate before it is used for taking measurements.
- (e) Briefing the people who will be involved in the **test** about what they are expected to do, the details of the **test**, the site and the **equipment**.
- (f) Checking and confirming that signs, **arrangements for personal safety**, equipment and site access conform to good practice, legislation and regulations.

Range

- 1 **Test**
 - (a) materials
 - (b) components
 - (c) systems
- 2 **Test equipment**
 - (a) as defined by relevant legislation
 - (b) code of practice as accepted by recognised authorities in the field
- 3 **Arrangements for personal safety**
 - (a) personal safety equipment and clothing
 - (b) safe use of access equipment (including ladders, tower scaffolds, hydraulic hoists — as required under health and safety legislation)
 - (c) industry codes of practice and regulations applying to test location and/or tests being conducted
 - (d) as identified by risk assessments

UNIT F51C 04 (CCOL3/O12) Prepare for, Carry Out and Present Results of Physical Testing

Element 1 (CCOL3/O12.1) Prepare for, carry out and present results of physical testing

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you confirm that the plan and schedule are accurate before starting the **test**? (application) (a) (1)
- (2) How do you check and confirm that people who will be affected by the **test** have given their agreement? (application) (b) (1)
- (3) How do you brief the people who will be involved in the **test** about what they are expected to do, the details of the **test**, the site and the **equipment**? (application) (e) (1,2)
- (4) How do you arrange for suitable **test equipment**, to be brought to the site and kept safely and securely? (application) (c) (2)
- (5) How do you check **test equipment** so that it is accurate before it is used for taking measurements? (application) (d) (2)
- (6) How do you check and confirm that signs, **arrangements for personal safety**, equipment and site access conform to good practice, legislation and regulations? (application) (f) (3)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a) and range, eg (1), to which they apply.

Evidence Requirements (cont)

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence.

- (1) Record(s) of pre-test checks and confirmation of the plan and schedule, agreements, arrangements for personal safety, equipment, and site access (a,b,f) (1,2,3)
- (2) Record(s) of equipment and checks (c,d,e) (2)
- (3) Record(s) of briefings (e,f) (1,2,3)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

- (1) Checking of test equipment (d) (2)

UNIT F51C 04 (CCOL3/O12) Prepare for, Carry Out and Present Results of Physical Testing

Element 1 (CCOL3/O12.1) Prepare for, carry out and present results of physical testing

| No | Description of Evidence | Knowledge and Understanding | | | | | | Evidence Requirements | | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F51C 04 (CCOL3/O12) Prepare for, Carry Out and Present Results of Physical Testing

Element 2 (CCOL3/O12.2) Carry out physical testing

Performance Criteria

This involves:

- (a) Conducting physical **tests** in a way which balances accuracy and cost and keeps disruption to a minimum.
- (b) Conforming to **safe working practices** during testing.
- (c) Consulting with experts when specialist information is needed which is relevant to the **test**.
- (d) Testing, using **processes** and **methods** which will obtain results which are accurate, reliable and sufficient.
- (e) Setting reference controls and maintaining them.
- (f) Taking sufficient observations, measurements and samples to **test** the required properties and maintaining their integrity.
- (g) Modifying **test processes** and **methods** to suit the conditions and to allow for contingencies.
- (h) Recording **test** data clearly and accurately and storing it securely for later analysis.
- (i) Restoring areas which have been opened up for access so that subsequent processes can take place.

Range

- 1 **Tests**
 - (a) materials
 - (b) components
 - (c) systems
- 2 **Safe working practices**
 - (a) personal safety equipment and clothing
 - (b) safe use of access equipment (including ladders, tower scaffolds, hydraulic hoists — as required under health and safety legislation)
 - (c) industry codes of practice and regulations applying to the test site and the tests being conducted
- 3 **Processes**
 - (a) as defined by relevant legislation
 - (b) code of practice as accepted by recognised authorities in the field
- 4 **Methods**
 - (a) visual
 - (b) approximate estimated
 - (c) detailed assessment of specified features

UNIT F51C 04 (CCOL3/O12) Prepare for, Carry Out and Present Results of Physical Testing

Element 2 (CCOL3/O12.2) Carry out physical testing

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you conduct **tests**? (application) (a) (1)
- (2) How do you take sufficient observations, measurements and samples to **test** the required properties, and maintain their integrity? (application) (f) (1)
- (3) How do you maintain reference controls? (application) (e) (1)
- (4) How do you consult with experts when specialist information is needed which is relevant to the **test**? (application) (c) (1)
- (5) How and why do you set reference controls? (evaluation) (e) (1)
- (6) How and why do you **test** using **processes** and **methods** which will obtain results which are accurate, reliable and sufficient? (analysis) (d) (1,3,4)
- (7) How do you modify **test processes** and **methods** to suit the conditions and to allow for contingencies? (application) (g) (1,3,4)
- (8) How do you record **test** data clearly and accurately? (application) (h)(1)
- (9) How do you conform to **safe working practices** during testing? (application) (b) (2)
- (10) How do you restore areas that have been opened up for access? (application) (i)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

Evidence Requirements (cont)

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a) and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence.

- (1) Record(s) and report(s) of tests including: conduct, safe working practices, processes and methods, samples taken; observations and measurements (all) (all)
- (2) Records of consultation with experts (c) (1)
- (3) Record(s) of maintained reference controls (e) (1)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F51C 04 (CCOL3/O12) Prepare for, Carry Out and Present Results of Physical Testing

Element 2 (CCOL3/O12.2) Carry out physical testing

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | | | Evidence Requirements | | |
|----|-------------------------|-----------------------------|---|---|---|---|---|---|---|---|----|-----------------------|---|---|
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F51C 04 (CCOL3/O12) Prepare for, Carry Out and Present Results of Physical Testing

Element 3 (CCOL3/O12.3) Present test data

Performance Criteria

This involves:

- (a) Collecting together the recorded **test** data to allow an accurate analysis to be made.
- (b) Checking and verifying the **test** data to maintain accuracy and integrity.
- (c) **Presenting** the data clearly and in a format which is suitable for the people who need to use the findings.
- (d) Advising users on how to interpret the **test** data.

Range

- 1 **Tests**
 - (a) materials
 - (b) components
 - (c) systems
- 2 **Presenting**
 - (a) orally
 - (b) in writing
 - (c) graphically

UNIT F51C 04 (CCOL3/O12) Prepare for, Carry Out and Present Results of Physical Testing

Element 3 (CCOL3/O12.3) Present test data

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you collect together recorded **test** data? (application) (a) (1)
- (2) How do you check and verify the **test** data to maintain accuracy and integrity? (application) (b) (1)
- (3) How and why do you advise users on how to interpret the **test** data? (synthesis) (d) (1)
- (4) How do you **present** the data? (application) (c) (2)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following item(s) that are considered to be common and key/critical to demonstrating competence.

- (1) Recorded test data, checked and verified (a,b) (1)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

- (1) Presentation(s) of the data (c) (2)
- (2) Advice on how to interpret the test data (d) (all)

UNIT F51C 04 (CCOL3/O12) Prepare for, Carry Out and Present Results of Physical Testing

Element 3 (CCOL3/O12.3) Present test data

| No | Description of Evidence | Knowledge and Understanding | | | | Evidence Requirements |
|----|-------------------------|-----------------------------|---|---|---|-----------------------|
| | | 1 | 2 | 3 | 4 | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F51D 04 (CCOL3/O13) Plan, Review and Monitor Project Methods and Progress

This Unit has the following Elements:

| | |
|--------------------------------|-----------------------------------------------------------|
| Element 1 (CCOL3/O13.1) | Assess and recommend work methods |
| Element 2 (CCOL3/O13.2) | Plan project programming and resourcing |
| Element 3 (CCOL3/O13.3) | Control project progress against agreed programmes |

Unit Summary

This Optional Unit is about preparing method statements, programmes and schedules and calculating resource requirements and monitoring progress and dealing with deviations from plans.

O13.1 Assess and recommend work methods

You will need to assess data, obtaining more if necessary and analyse and assess work methods and produce a method statement.

O13.2 Plan project programming and resourcing

You will need to identify activities, calculate the resources and time requirements, analyse the activities and produce activity programmes and schedules. You will need to implement monitoring systems and identify and deal with alterations.

O13.3 Control project progress against agreed programmes

You will need to implement monitoring systems, identify deviations from plans and, following investigation, implement appropriate corrective action. You will need to regularly inform decision makers regarding progress and identify, and recommend possible improvements.

UNIT F51D 04 (CCOL3/O13) Plan, Review and Monitor Project Methods and Progress

Element 1 (CCOL3/O13.1) Assess and recommend work methods

Performance Criteria

This involves:

- (a) Assessing the available **project data** accurately and summarising it to enable decisions on **construction, installation and work methods** to be made.
- (b) Obtaining more information from **alternative sources** in cases where the available **project data** is insufficient.
- (c) Assessing the selected **work methods** against relevant **technical and project criteria** and recommending the one which best meets the **criteria**.
- (d) **Analysing** the **method** which has been selected for its activity content and quantifying it accurately.
- (e) Preparing a method statement which is accurate, clear, concise and acceptable to all the people involved.

Range

- 1 **Project data**
 - (a) conditions of contract
 - (b) bills of quantities
 - (c) specifications
 - (d) detailed drawings
 - (e) health and safety plans
 - (f) time-scales
 - (g) contractual risks, obligations and scope of works
- 2 **Construction, installation and work methods**
 - (a) sequencing of work
 - (b) organisation of resources (people, plant, materials, finance)
 - (c) physical
 - (d) construction and installation techniques
 - (e) temporary works
 - (f) prefabrication
- 3 **Alternative sources**
 - (a) the client
 - (b) the client's representative
 - (c) contractors
 - (d) sub-contractors
 - (e) suppliers
 - (f) regulatory authorities
 - (g) technical literature
 - (f) trade literature

UNIT F51D 04 (CCOL3/O13) Plan, Review and Monitor Project Methods and Progress

Element 1 (CCOL3/O13.1) Assess and recommend work methods

Range (cont)

4 Identifying work methods

- (a) standard lists and procedures
- (b) investigative research

5 Technical criteria

- (a) materials and component performance and availability
- (b) structural forms
- (c) occupancy
- (d) health, safety and welfare
- (e) fire protection
- (f) access
- (g) plant, equipment and people availability and performance
- (h) traffic generation and management
- (i) general environmental factors
- (j) transportation
- (k) pollution risk
- (l) waste and sustainability
- (m) seasonal weather conditions

6 Project criteria

- (a) cost benefit
- (b) conformity to statutory requirements
- (c) client and user needs
- (d) contract requirements in terms of time, quantity and quality
- (e) environmental considerations
- (f) third party obligations
- (g) other related programmes
- (h) supply lead times

Range (cont)

7 Analysing

- (a) method study
- (b) work study
- (c) production analysis

UNIT F51D 04 (CCOL3/O13) Plan, Review and Monitor Project Methods and Progress

Element 1 (CCOL3/O13.1) Assess and recommend work methods

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you summarise **project data**? (application) (a) (1,2)
- (2) How and why do you assess the available **project data**? (analysis) (a) (1,2)
- (3) How and why do you recommend the selected **work methods**? (synthesis) (c) (2,4)
- (4) How and why do you prepare a method statement? (synthesis) (e) (2,4)
- (5) How do you obtain more information from **alternative sources** in cases where the available **project data** is insufficient? (application) (b) (1,2,3)
- (6) How and why do you assess the selected **methods** against relevant **technical** and **project criteria** and recommend the method which best meets the **criteria**? (evaluation) (c) (2,5,6,7)
- (7) How and why do you **analyse** and quantify the **method** which has been selected for its activity content? (analysis) (d) (4,7)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

Evidence Requirements (cont)

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence.

- (1) Evaluation(s) of work methods which include assessments of project data, information from alternative services, selected work methods, technical and project criteria (a,b,c,d) (1,2,3,4,5,6)
- (2) Record(s) of recommended work methods (c) (2)
- (3) Method statement(s) (e,f) (2,7)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F51D 04 (CCOL3/O13) Plan, Review and Monitor Project Methods and Progress

Element 1 (CCOL3/O13.1) Assess and recommend work methods

| No | Description of Evidence | Knowledge and Understanding | | | | | | | Evidence Requirements | | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F51D 04 (CCOL3/O13) Plan, Review and Monitor Project Methods and Progress

Element 2 (CCOL3/O13.2) Plan project programming and resourcing

Performance Criteria

This involves:

- (a) Identifying major activities, calculating the **resources** needed from the information available and preparing a draft work **programme**.
- (b) Raising requisition sheets to procure goods, materials and sub-contract works.
- (c) Obtaining **clarification and advice** where the resources needed are not available.
- (d) Calculating how long each activity will take, identifying activities which influence each other and sequencing them logically and realistically so that they make the best use of the **resources** available.
- (e) **Analysing** the sequential programming of activities against **project requirements**, the requirements of significant **external factors**, and the necessary **resources**.
- (f) **Producing** detailed **programmes and schedules** of planned activities which are consistent with the complexity of the project.
- (g) Identifying alterations to the works **programme** which will meet changed circumstances or offer cost and time benefits, calculating the savings accurately and justifying them to decision makers.
- (h) Implementing a system for monitoring the works **programme** and using the results to improve future production and planning.

Range

- 1 **Resources**
 - (a) people
 - (b) plant and equipment
 - (c) materials and components
 - (d) sub-contractors
 - (e) information
- 2 **Programmes and schedules**
 - (a) bar charts
 - (b) network analysis
 - (c) critical path
 - (d) line of balance
 - (e) action lists
 - (f) method statements
- 3 **Clarification and advice — from**
 - (a) the client/client's representative
 - (b) consultants
 - (c) project team partners
 - (d) practice research
 - (e) technical publications
 - (f) trade literature
 - (g) management
- 4 **Analysing — using**
 - (a) method study
 - (b) work study
 - (c) production analysis

UNIT F51D 04 (CCOL3/O13) Plan, Review and Monitor Project Methods and Progress

Element 2 (CCOL3/O13.2) Plan project programming and resourcing

Range (cont)

- 5 Project requirements**
 - (a) contract conditions
 - (b) contract programme stipulations
 - (c) statutory consent
 - (d) Building Control notification
 - (e) third party obligations
 - (f) health and safety requirements
 - (g) quantities

- 6 External factors**
 - (a) other related programmes
 - (b) supply lead times
 - (c) contingencies
 - (d) special working conditions
 - (e) seasonal weather conditions
 - (f) statutory limitations

- 7 Producing**
 - (a) manually
 - (b) electronically

UNIT F51D 04 (CCOL3/O13) Plan, Review and Monitor Project Methods and Progress

Element 2 (CCOL3/O13.2) Plan project programming and resourcing

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) What do you identify as major activities? (understanding) (a) (1,2)
- (2) How do you calculate the **resources** needed from the information available? (application) (a) (1,2)
- (3) How do you raise requisition sheets to procure goods, materials and sub-contract works? (application) (b)
- (4) Which activities do you identify as influencing each other? (understanding) (d) (2)
- (5) What alterations to the work **programme** do you identify which will meet changed circumstances or offer cost and time benefits? (understanding) (g) (2)
- (6) How do you obtain **clarification and advice** where the **resources** needed are not available? (application) (c) (3)
- (7) How do you calculate the savings resulting from alterations to the work **programme**? (application) (g) (2)
- (8) How do you implement a system for monitoring the works **programme**? (application) (h) (2)
- (9) How do you prepare a draft work **programme**? (application) (a) (2)
- (10) How do you calculate how long each activity will take and sequence activities? (application) (d) (2,4)
- (11) How and why do you justify to decision makers the savings resulting from alterations to the work **programme**? (evaluation) (g) (2)
- (12) How do you use the results of monitoring to improve future production and planning? (application) (h) (2,4)
- (13) How and why do you **analyse** the activities against **project requirements** and the requirements of significant **external factors**? (analysis) (e) (4,5,6)
- (14) How do you produce detailed programmes and schedules of planned activities? (application) (f) (2,7)

UNIT F51D 04 (CCOL3/O13) Plan, Review and Monitor Project Methods and Progress

Element 2 (CCOL3/O13.2) Plan project programming and resourcing

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence.

- (1) Draft works programme(s) (a) (1,2)
- (2) Requisition sheets (b)
- (3) Detailed programme(s) and schedule(s) (c,d,e,f) (all)
- (4) Alterations to works programme(s) with savings identified (g) (2)
- (5) Records of system(s) implemented for monitoring works programmes which include the use of results to improve future production and planning (h) (2,4)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F51D 04 (CCOL3/O13) Plan, Review and Monitor Project Methods and Progress

Element 2 (CCOL3/O13.2) Plan project programming and resourcing

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | | | | | | | Evidence Requirements | | | | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F51D 04 (CCOL3/O13) Plan, Review and Monitor Project Methods and Progress

Element 3 (CCOL3/O13.3) Control project progress against agreed programmes

Performance Criteria

This involves:

- (a) Implementing **systems to monitor and record** the progress of the contract against the agreed **programmes**, collecting information regularly and summarising it accurately.
- (b) Identifying inadequately and inappropriately specified **resources**, informing **decision makers** and specifying and obtaining alternative **resources**.
- (c) Identifying and **quantifying** any variations and **deviations** from planned progress which have occurred, or which may occur, and which could disrupt the **programme**.
- (d) Investigating the circumstances of any variations and **deviations** thoroughly and agreeing and implementing appropriate **corrective action**.
- (e) Recommending options which are most likely to minimise increases in cost and time and help the contract progress, and passing these on to **decision makers**.
- (f) Regularly informing **decision makers** about progress, changes to the operational programme, **resource** needs, and suggesting the decisions and actions that need to be taken.
- (g) Identifying improvements from feedback received and recommending them to **decision makers**.

Range

- 1 **Systems to monitor and record**
 - (a) visual inspection
 - (b) resource records
 - (c) site inspection reports
 - (d) contractors' reports
 - (e) certified payments
 - (f) written and graphical records of actual work against programmed work
 - (g) site meetings
 - (h) key performance indicators
- 2 **Programmes**
 - (a) bar charts
 - (b) network analysis
 - (c) critical path
 - (d) line of balance
 - (e) action lists
 - (f) method statements
 - (g) project expenditure forecasts
- 3 **Resources**
 - (a) people
 - (b) plant and equipment
 - (c) materials and components
 - (d) finance
 - (e) time
 - (f) specialist services
 - (g) public utility services
 - (h) information

UNIT F51D 04 (CCOL3/O13) Plan, Review and Monitor Project Methods and Progress

Element 3 (CCOL3/O13.3) Control project progress against agreed programmes

Range (cont)

4 Quantifying

- (a) method study
- (b) work study
- (c) production analysis

5 Deviations

- (a) resource shortages
- (b) design problems and constraints
- (c) industrial disputes
- (d) lack of essential construction information
- (e) construction errors
- (f) inclement weather
- (g) physical (site) constraints
- (h) legal

6 Corrective action

- (a) restore progress in accordance with agreed programme
- (b) agree new completion dates
- (c) initiate contract claim
- (d) securing additional resources
- (e) altering planned work

7 Decision makers

- (a) the client
- (b) contractors
- (c) consultants
- (d) suppliers
- (e) contract management

UNIT F51D 04 (CCOL3/O13) Plan, Review and Monitor Project Methods and Progress

Element 3 (CCOL3/O13.3) Control project progress against agreed programmes

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you implement **systems to monitor and record** the progress of the contract against the agreed **programmes**, and collect and summarise information? (application) (a) (1,2)
- (2) What do you identify as inadequately and inappropriately specified **resources**? (understanding) (b) (3)
- (3) How do you inform **decision makers** about inadequately and inappropriately specified **resources**, and obtain alternative **resources**? (application) (b) (3)
- (4) How and why do you specify alternative **resources**? (evaluation) (b) (3)
- (5) What do you identify as any **deviations** from planned progress which have occurred, or which may occur, and which could disrupt the **programme**? (understanding) (c) (2,5)
- (6) How and why do you **quantify** any **deviations** from planned progress? (analysis) (c) (4,5)
- (7) How and why do you investigate the circumstances of any variations and **deviations**? (analysis) (d) (5,6)
- (8) What do you identify as improvements from feedback received? (understanding) (g) (3,7)
- (9) How do you implement **corrective action**? (application) (d) (6)
- (10) How and why do you recommend options which are most likely to minimise increases in cost and time and help the contract progress? (synthesis) (e) (3,6)
- (11) How and why do you agree **corrective action** in circumstances of any variations and **deviations**? (evaluation) (d) (5,6)
- (12) How do you recommend options which are most likely to minimise increases in cost and time and help the contract progress and regularly inform **decision makers** about progress, changes to the operational programme, and **resource** needs? (application) (e,f) (3,7)
- (13) How and why do you suggest the decisions and actions that need to be taken? (synthesis) (f) (7)
- (14) How and why do you recommend improvements to **decision makers**? (synthesis) (g) (7)

UNIT F51D 04 (CCOL3/O13) Plan, Review and Monitor Project Methods and Progress

Element 3 (CCOL3/O13.3) Control project progress against agreed programmes

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each Performance Criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence.

- (1) Progress monitoring and recording system(s) including record(s) which include collected and summarised information (a) (1,2)
- (2) Record(s) of identified and quantified variations and deviation(s) which include identified and inadequate and inappropriate specified resources, specified alternatives and agreed corrective action (b,c,d) (2,3,4,5,6,7)
- (3) Record(s) of information and recommendations about progress passed to decision makers which include options likely to minimise increases in cost and time, programme changes, resource needs, suggested decisions and improvements from feedback (b,d,e,f,g) (3,6,7)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F51D 04 (CCOL3/O13) Plan, Review and Monitor Project Methods and Progress

Element 3 (CCOL3/O13.3) Control project progress against agreed programmes

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | | | | | | | Evidence Requirements | | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F089 04 (CCOL3/O14) Monitor, Maintain and Improve Supplies of Materials

This Unit has the following Elements:

| | |
|--------------------------------|-------------------------------------------------------------------------------|
| Element 1 (CCOL3/O14.1) | Identify and monitor requirements for materials supply |
| Element 2 (CCOL3/O14.2) | Maintain and record supplies of materials to meet project requirements |
| Element 3 (CCOL3/O14.3) | Contribute to improvements in supplier performance |

Unit Summary

This Optional Unit is about the identification of material requirements and changes thereto, monitoring and recording the supply of materials, identifying and rectifying problems and liaising with suppliers.

O14.1 Identify and monitor requirements for materials supply

You will need to analyse project information and develop a purchasing plan, identifying opportunities for improvement. You will need to prepare orders, develop monitoring systems, and evaluate and identify changes.

O14.2 Maintain and record supplies of materials to meet project requirements

You will need to keep records, checking for variations and identify and deal with problems.

O14.3 Contribute to improvements in supplier performance

You will need to monitor suppliers' performance, identify problems and identify changes which will improve performance. You will need to liaise with suppliers regarding improvement of supply.

UNIT F089 04 (CCOL3/O14) Monitor, Maintain and Improve Supplies of Materials

Element 1 (CCOL3/O14.1) Identify and monitor requirements for materials supply

Performance Criteria

This involves:

- (a) Analysing operational plans, **user** feedback and quantities, and assessing what **materials supplies** will be required and calculating schedules for the delivery of supplies and lead times.
- (b) Developing an accurate purchasing plan by analysing design information, **technical criteria** and projected **supply requirements**.
- (c) Identifying what opportunities there are for standardising or identifying equivalent alternative **materials supplies** to economise on usage, cost and environmental impact.
- (d) Checking from the purchasing plan and **users**, what **materials supplies** are needed and preparing orders which meet the **supply requirements**.
- (e) Developing and introducing systems for monitoring and evaluating the purchasing plan which will identify significant changes in **supply requirements**.
- (f) Identifying any changes which are likely to result in over or under supply and modifying the purchasing plan to minimise disruption to the project programme.

Range

- 1 **Users**
 - (a) principal contractors
 - (b) sub/works/trade contractors
 - (c) direct labour organisations
 - (d) clients
- 2 **Materials supplies**
 - (a) raw materials
 - (b) manufactured materials
 - (c) components
 - (d) systems
 - (e) prefabricated components
- 3 **Technical criteria**
 - (a) materials and component performance and availability
 - (b) structural forms
 - (c) occupancy
 - (d) health, safety and welfare
 - (e) fire protection
 - (f) access
 - (g) plant, equipment and people availability and performance
 - (h) transportation
 - (i) traffic generation and management
 - (j) general environmental factors
 - (k) pollution risk
 - (l) waste and sustainability
 - (m) seasonal weather conditions

UNIT F089 04 (CCOL3/O14) Monitor, Maintain and Improve Supplies of Materials

Element 1 (CCOL3/O14.1) Identify and monitor requirements for materials supply

Range (cont)

4 Supply requirements

- (a) price
- (b) quantity
- (c) quality
- (d) availability and lead time
- (e) delivery
- (f) life expectancy
- (g) maintenance and servicing
- (h) storage and handling facilities
- (i) environmental issues (including sustainability)
- (j) health and safety issues
- (k) transportation
- (l) deterioration and damage
- (m) loss and theft
- (n) after sales-service
- (o) payment terms
- (p) cash flow

UNIT F089 04 (CCOL3/O14) Monitor, Maintain and Improve Supplies of Materials

Element 1 (CCOL3/O14.1) Identify and monitor requirements for materials supply

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you check from the purchasing plan and **users**, what **materials supplies** are needed? (application) (d) (1,2)
- (2) How and why do you analyse operational plans, **user** feedback and quantities and assess what **materials supplies** will be required? (analysis) (a) (1)
- (3) What opportunities do you identify for standardising or identifying equivalent alternative **materials supplies** to economise on usage, cost and environmental impact? (understanding) (c) (2)
- (4) How and why do you develop an accurate purchasing plan? (synthesis) (b) (3)
- (5) What do you identify as changes which are likely to result in over or under supply? (understanding) (f) (3)
- (6) How and why do you calculate schedules for the delivery of supplies and lead times? (analysis) (a) (1)
- (7) How do you prepare orders which meet the **supply requirements**? (application) (d) (3)
- (8) How and why do you develop and introduce systems for monitoring and evaluating the purchasing plan which will identify significant changes in **supply requirements**? (synthesis) (e) (4)
- (9) How do you modify the purchasing plan to minimise disruption to the project programme caused by changes which are likely to result in over or under supply? (application) (f) (4)

UNIT F089 04 (CCOL3/O14) Monitor, Maintain and Improve Supplies of Materials

Element 1 (CCOL3/O14.1) Identify and monitor requirements for materials supply

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence.

- (1) Purchasing plan(s) which have been developed which include analyses of operational plans, technical criteria, user feedback and quantities, assessments of material and supply requirements, schedules for supplies and lead times, analyses of design information (a,b) (all)
- (2) Record(s) of identified opportunities for standardising materials and supplies (c) (2)
- (3) Order(s) for materials supplies (d) (1,2,3)
- (4) System(s) for monitoring and evaluating the purchasing plan which have been developed and introduced which include records showing changes to purchasing plans resulting from monitoring activities (e,f) (3)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F089 04 (CCOL3/O14) Monitor, Maintain and Improve Supplies of Materials

Element 1 (CCOL3O14.1) Identify and monitor requirements for materials supply

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | | Evidence Requirements | | | |
|----|-------------------------|-----------------------------|---|---|---|---|---|---|---|---|-----------------------|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F089 04 (CCOL3/O14) Monitor, Maintain and Improve Supplies of Materials

Element 2 (CCOL3/O14.2) Maintain and record supplies of materials to meet project requirements

Performance Criteria

This involves:

- (a) Reviewing records of deliveries, calculating the current **delivery** and stock **position** and passing the information on to **decision makers**.
- (b) Checking for variations in the required **delivery position**, investigating the causes of any variations found and providing **decision makers** with an accurate assessment of the action required to restore the required **delivery position**.
- (c) Identifying new **problems with supply** requirements, recording them, passing the information on to the **suppliers** and discussing it with them.
- (d) Identifying opportunities for improving the use of stock and stock turnover and recommending improvements to **decision makers**.
- (e) Providing **suppliers** with prompt and accurate information on project changes which may affect supply requirements.
- (f) Obtaining authorisation from **decision makers** and arranging for alternative sources of supply, which meet supply requirements and minimise disruption to the operational plan, in instances where supplies are not available from contracted **suppliers**.

Range

- 1 **Delivery position**
 - (a) time
 - (b) quantity
 - (c) quality
 - (d) location
 - (e) communications
- 2 **Decision makers**
 - (a) line managers
 - (b) purchasing personnel
 - (c) contract/site management

UNIT F089 04 (CCOL3/O14) Monitor, Maintain and Improve Supplies of Materials

Element 2 (CCOL3/O14.2) Maintain and record supplies of materials to meet project requirements

Range (cont)

3 Problems with supply

- (a) price
- (b) quantity
- (c) quality
- (d) availability and lead time
- (e) delivery
- (f) life expectancy
- (g) maintenance and servicing
- (h) storage and handling facilities
- (i) environmental issues (including sustainability)
- (j) health and safety issues
- (k) transportation
- (l) deterioration and damage
- (m) loss and theft
- (n) after sales-service
- (o) payment terms
- (p) cash flow
- (q) controlling waste and method of disposal

4 Suppliers of

- (a) raw materials
- (b) manufactured materials
- (c) components
- (d) systems
- (e) prefabricated components

UNIT F089 04 (CCOL3/O14) Monitor, Maintain and Improve Supplies of Materials

Element 2 (CCOL3/O14.2) Maintain and record supplies of materials to meet project requirements

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you review records of deliveries, calculate the current **delivery** and stock **position** and pass the information on to **decision makers**? (application) (a) (1,2)
- (2) How do you obtain authorisation from decision makers? (application) (f) (2)
- (3) What do you identify as opportunities for improving the use of stock and stock turnover? (understanding) (d) (2)
- (4) How do you check for variations in the required **delivery position** and provide **decision makers** with an accurate assessment of the action required to restore the required **delivery position**? (application) (a,b) (1,2)
- (5) How and why do you investigate the causes of any variations found in the required **delivery position**? (analysis) (b) (1)
- (6) What do you identify as new **problems with supply** requirements? (understanding) (c) (3,4)
- (7) How do you arrange for alternative sources of supply, in instances where supplies are not available from contracted **suppliers**? (application) (f) (2,4)
- (8) How do you provide **suppliers** with prompt and accurate information on project changes which may affect supply requirements? (application) (e) (1,3,4)
- (9) How and why do you recommend improvements in the use of stock and stock turnover to **decision makers**? (synthesis) (d) (2)

UNIT F089 04 (CCOL3/O14) Monitor, Maintain and Improve Supplies of Materials

Element 2 (CCOL3/O14.2) Maintain and record supplies of materials to meet project requirements

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following item(s) that are considered to be common and key/critical to demonstrating competence.

- (1) Reviewed record(s) of received deliveries (a) (1)
- (2) Record(s) showing calculations of the current delivery needs (a) (1)
- (3) Record(s) of supply problems and investigations into the cause of variances which include assessments of the action needed to restore the required delivery position and notified project changes (c,b,e) (1,3,4)
- (4) Record(s) which identify opportunities for improving the use of stock and stock turnover including recommended improvements (d) (2)
- (5) Record(s) of authorised arrangements made for alternative sources of supply (f) (1,2,3,4)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F089 04 (CCOL3/O14) Monitor, Maintain and Improve Supplies of Materials

Element 2 (CCOL3/O14.2) Maintain and record supplies of materials to meet project requirements

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | | Evidence Requirements | | | | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F089 04 (CCOL3/O14) Monitor, Maintain and Improve Supplies of Materials

Element 3 (CCOL3/O14.3) Contribute to improvements in supplier performance

Performance Criteria

This involves:

- (a) Monitoring regularly the performance of **suppliers** against the **supply requirements** which have been agreed.
- (b) Recording any problems with **supply requirements**, and passing the information on to **interested parties** and discussing it with them.
- (c) Identifying changes which will improve **supplier** performance, discussing and agreeing changes with the **interested parties** and implementing agreed actions to improve performance.
- (d) Liaising with **suppliers** and providing them with information which will help them to meet **supply requirements**.
- (e) Conducting meetings with **suppliers** in a manner which maintains their goodwill and trust.

Range

- 1 **Suppliers of**
 - (a) raw materials
 - (b) manufactured materials
 - (c) components
 - (d) systems
 - (e) prefabricated components

Range (cont)

- 2 **Supply requirements**
 - (a) price
 - (b) quantity
 - (c) quality
 - (d) availability and lead time
 - (e) delivery
 - (f) life expectancy
 - (g) maintenance and servicing
 - (h) storage and handling
 - (i) environmental issues (including sustainability)
 - (j) health and safety
 - (k) transportation
 - (l) deterioration and damage
 - (m) loss and theft
 - (n) after sales-service
 - (o) payment terms
 - (p) cash flow
 - (q) controlling waste and method of disposal
- 3 **Interested Parties**
 - (a) line managers
 - (b) purchasing personnel
 - (c) contract/site management
 - (d) suppliers

UNIT F089 04 (CCOL3/O14) Monitor, Maintain and Improve Supplies of Materials

Element 3 (CCOL3/O14.3) Contribute to improvements in supplier performance

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you monitor the performance of **suppliers**? (application) (a) (1,2)
- (2) What do you identify as changes which will improve **supplier** performance? (understanding) (c) (1)
- (3) How do you discuss changes with the **interested parties**? (application) (c) (1,3)
- (4) How do you conduct meetings with **suppliers**? (application) (e) (1)
- (5) How do you liaise with **suppliers**? (application) (d) (1)
- (6) How and why do you agree changes with **interested parties**? (evaluation) (c) (3)
- (7) How do you record any problems with **supply requirements** and pass on and discuss the information with **interested parties**? (application) (b) (1,2,3)
- (8) How do you provide **suppliers** with information which will help them to meet **supply requirements**? (application) (d) (1,2)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

Evidence Requirements (cont)

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following item(s) that are considered to be common and key/critical to demonstrating competence.

- (1) Record(s) of the monitoring of supplier performance which include recorded problems with supply requirements and identified changes passed on to interested parties (a,b,c) (1,2)
- (2) Record(s) of agreed changes to improve supplier performance with agreed actions (c,d,e) (1,2)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

- (1) Meeting(s) with suppliers (e) (1)

UNIT F089 04 (CCOL3/O14) Monitor, Maintain and Improve Supplies of Materials

Element 3 (CCOL3/O14.3) Contribute to improvements in supplier performance

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | Evidence Requirements | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F08D 04 (CCOL3/O15) Recommend, Monitor and Improve Supplies of Plant and Equipment

This Unit has the following Elements:

Element 1 (CCOL3/O15.1) Identify and recommend plant and equipment
Element 2 (CCOL3/O15.2) Monitor economic performance of plant and equipment supplied

Unit Summary

This Optional Unit is about identifying plant and equipment requirements, potential suppliers, estimating costs, implementing orders, identifying and rectifying problems and liaising with suppliers.

O15.1 Identify and recommend plant and equipment

You will need to identify plant selection criteria, evaluate information and identify and recommend options for acquiring plant. You will need to identify potential suppliers, estimate costs, summarise benefits and constraints, make recommendations and implement orders.

O15.2 Monitor economic performance of plant and equipment supplied

You will need to monitor plant, identify problems and pass them on as necessary, identify changes to improve performance and agree changes with suppliers. You will need to liaise and conduct meetings with suppliers.

UNIT F08D 04 (CCOL3/O15) Recommend, Monitor and Improve Supplies of Plant and Equipment

Element 1 (CCOL3/O15.1) Identify and recommend plant and equipment

Performance Criteria

This involves:

- (a) Obtaining information about project requirements for **plant and equipment**.
- (b) Confirming the **selection criteria** for **plant and equipment**.
- (c) Identifying and recommending **options for acquiring plant and equipment** which meet user requirements.
- (d) Identifying potential suppliers of **plant and equipment** that meet the **selection criteria**.
- (e) Estimating the **costs** of **plant and equipment** and presenting the information so that comparisons can be made.
- (f) Implementing orders for **plant and equipment** which meet the needs of users, agreed targets, budgets and timescales.

Range

- 1 **Selection criteria**
 - (a) user requirements
 - (b) environmental suitability
 - (c) project duration
 - (d) location
 - (e) user policies and preferences on plant ownership, leasing and hire
 - (f) availability
 - (g) repairs and maintenance
 - (h) health and safety features
- 2 **Plant and equipment**
 - (a) static
 - (b) mobile
 - (c) hand tools
 - (d) consumables
 - (e) health and safety equipment
 - (f) standard
 - (g) non-standard
 - (h) electro-mechanical
 - (i) electronic
- 3 **Options for acquiring**
 - (a) purchase
 - (b) modify
 - (c) lease
 - (d) hire

UNIT F08D 04 (CCOL3/O15) Recommend, Monitor and Improve Supplies of Plant and Equipment

Element 1 (CCOL3/O15.1) Identify and recommend plant and equipment

Range (cont)

4 Costs

- (a) running costs
- (b) ownership costs (purchase, hiring, leasing, finance)
- (c) taxation
- (d) depreciation
- (e) repair and maintenance

UNIT F08D 04 (CCOL3/O15) Recommend, Monitor and Improve Supplies of Plant and Equipment

Element 1 (CCOL3/O15.1) Identify and recommend plant and equipment

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you confirm the **selection criteria** for **plant and equipment**? (application) (b) (1,2)
- (2) How do you identify and recommend **options for acquiring plant and equipment** which will meet user requirements? (application) (c) (2,3)
- (3) How do you obtain information about project requirements for **plant and equipment**? (application) (a) (2)
- (4) How do you implement orders for **plant and equipment**? (application) (f) (2)
- (5) Who do you identify as potential suppliers of **plant and equipment** that meet the **selection criteria**? (understanding) (d) (1,2)
- (6) How do you estimate the costs of **plant and equipment**? (application) (e) (2,4)
- (7) How do you present the information so that comparisons can be made? (application) (e) (2,4)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence.

- (1) Records of project requirements for plant and equipment (a) (2)
- (2) Record(s) of selection criteria and recommended options for acquiring plant and equipment, potential suppliers and estimated costs (b,c,d,e) (all)
- (3) Record(s) of orders placed for plant and equipment (f) (2)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F08D 04 (CCOL3/O15) Recommend, Monitor and Improve Supplies of Plant and Equipment

Element 1 (CCOL3/O15.1) Identify and recommend plant and equipment

| No | Description of Evidence | Knowledge and Understanding | | | | | | | Evidence Requirements | | |
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| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F08D 04 (CCOL3/O15) Recommend, Monitor and Improve Supplies of Plant and Equipment

Element 2 (CCOL3/O15.2) Monitor economic performance of plant and equipment supplied

Performance Criteria

This involves:

- (a) Monitoring regularly the performance of **plant and equipment** supplied against the **selection criteria**.
- (b) Recording any problems with **plant and equipment** supplied, passing the information on to **interested parties** and discussing it with them.
- (c) Identifying changes which will improve the **interested parties'** use of **plant and equipment** supplied, discussing and agreeing changes with the **supplier** and maintaining agreed actions to improve performance.
- (d) Liaising with suppliers of **plant and equipment** and providing them with information which will help them to better meet the **selection criteria**.
- (e) Conducting meetings with suppliers of **plant and equipment** in a manner which maintains their goodwill and trust.

Range

- 1 **Plant and equipment**
 - (a) static
 - (b) mobile
 - (c) hand tools
 - (d) consumables
 - (e) health and safety equipment

Range (cont)

- 2 **Selection criteria**
 - (a) life cost (eg running costs, ownership costs)
 - (b) user requirements
 - (c) durability
 - (d) environmental sustainability
 - (e) project duration
 - (f) location
 - (g) user policies and preferences on plant ownership
 - (h) leasing and hire
 - (i) taxation issues
 - (j) availability;
 - (k) repairs and maintenance
 - (l) health and safety features
 - (m) deterioration
 - (n) damage
 - (o) loss
 - (p) theft
 - (q) after sales-service
 - (r) payment terms
 - (s) cash flow
- 3 **Interested parties**
 - (a) line managers
 - (b) purchasing personnel
 - (c) contract/site management

UNIT F08D 04 (CCOL3/O15) Recommend, Monitor and Improve Supplies of Plant and Equipment

Element 2 (CCOL3/O15.2) Monitor economic performance of plant and equipment supplied

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you record any problems with **plant and equipment** supplied? (application) (b) (1)
- (2) What do you identify as changes which will improve the use of **plant and equipment** supplied? (understanding) (c) (1,3)
- (3) How do you discuss changes with suppliers? (application) (c) (1,3)
- (4) How do you conduct meetings with suppliers? (application) (e) (1)
- (5) How and why do you liaise with suppliers of **plant and equipment**? (synthesis) (d) (1)
- (6) How do you monitor the performance of **plant and equipment**? (understanding) (a) (1,2)
- (7) How and why do you agree changes with the suppliers? (evaluation) (c) (1)
- (8) How do you pass on information about any problems to **interested parties** and discuss any problems with them? (application) (b) (1,2)
- (9) How do you provide suppliers with information which will help them to better meet the **selection criteria**? (application) (d) (1)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following item(s) that are considered to be common and key/critical to demonstrating competence.

- (1) Record(s) of the monitoring of the performance of plant and equipment which include problems with supply requirements and identified changes passed on to interested parties (a,b,c) (all)
- (2) Record(s) of information provided to suppliers to help them meet the **selection criteria** (c,d,e) (1,2)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

- (1) Meeting(s) with suppliers (e) (1)

UNIT F08D 04 (CCOL3/O15) Recommend, Monitor and Improve Supplies of Plant and Equipment

Element 2 (CCOL3/O15.2) Monitor economic performance of plant and equipment supplied

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | Evidence Requirements | |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F088 04 (CCOL3/O16) Monitor Costs, Accounts and Claims

This Unit has the following Elements:

| | |
|--------------------------------|------------------------------------------------------------------------------|
| Element 1 (CCOL3/O16.1) | Monitor contract quantities and costs |
| Element 2 (CCOL3/O16.2) | Prepare interim valuations and final accounts |
| Element 3 (CCOL3/O16.3) | Prepare information for claims for reimbursement for loss and expense |

Unit Summary

This Optional Unit is about implementing cost systems, collecting information, analysing information and using information to prepare accounts.

O16.1 Monitor contract quantities and costs

You will need to implement control systems to monitor performance and collect, use and present information. You will need to identify and investigate variations and recommend corrective action. You will also need to identify cost savings and make recommendations regarding them.

O16.2 Prepare interim valuations and final accounts

You will need to value work in progress based on contract requirements, value variations and prepare and submit accounts, keeping records of information and calculations.

O16.3 Prepare information for claims for reimbursement for loss and expense

You will need to obtain, collate and calculate information regarding claims and present them, keeping records of information and calculations. You will also need to analyse opposing grounds.

UNIT F088 04 (CCOL3/O16) Monitor Costs, Accounts and Claims

Element 1 (CCOL3/O16.1) Monitor contract quantities and costs

Performance Criteria

This involves:

- (a) Implementing appropriate **contract quantities and cost monitoring systems** which are able to provide early warning of problems.
- (b) Collecting **quantities and cost data** regularly, recording it correctly and presenting it to **decision makers** in a format which will help people to make decisions.
- (c) Calculating the correct work values and **quantities and cost data** from estimates of work quantity and payment rates.
- (d) Investigating any variations thoroughly and recommending appropriate **corrective action** with **decision makers** which will restore costs and expenditure to budget.
- (e) Identifying realistic **opportunities for cost savings**, costing them correctly and recommending them to **decision makers**.

Range

- 1 **Contract quantities and cost monitoring systems**
 - (a) contractual procedures and meetings
 - (b) organisational procedures and meetings
- 2 **Quantities and cost data**
 - (a) materials
 - (b) plant
 - (c) people
 - (d) sub-contractors
 - (e) dayworks
 - (f) periodic valuations
 - (g) retention sums
 - (h) forecasts of expenditure
 - (i) performance information
 - (j) contract programme and progress
- 3 **Decision makers**
 - (a) the client
 - (b) contractors
 - (c) consultants
 - (d) sub-contractors
 - (e) suppliers

UNIT F088 04 (CCOL3/O16) Monitor Costs, Accounts and Claims

Element 1 (CCOL3/O16.1) Monitor contract quantities and costs

Range (cont)

4 Corrective action

- (a) regulating expenditure to conform with budgets
- (b) agreeing additional costs
- (c) making a contract claim

5 Opportunities for cost saving

- (a) waste reduction
- (b) resource management and logistics
- (c) applications of new technology
- (d) energy management
- (e) recyclable materials
- (f) alternative sources and types of materials
- (g) plant and labour which meet project requirements
- (h) variations in quality

UNIT F088 04 (CCOL3/O16) Monitor Costs, Accounts and Claims

Element 1 (CCOL3/O16.1) Monitor contract quantities and costs

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you implement appropriate **contract quantities and cost monitoring systems** which are able to provide early warning of problems? (application) (a) (1)
- (2) How do you collect and record **quantities and cost data** and present it to **decision makers**? (application) (b) (2,3)
- (3) How do you calculate the correct work values and **quantities and cost data** from estimates of work quantity and payment rates? (application) (c) (2)
- (4) How and why do you investigate any variations? (analysis) (d) (3,4)
- (5) How and why do you recommend appropriate **corrective action** with **decision makers** which will restore costs and expenditure to budget? (evaluation) (d) (3,4)
- (6) How and why do you identify realistic **opportunities for cost savings**? (analysis) (e) (5)
- (7) How and why do you recommend realistic **opportunities for cost savings** to **decision makers**? (synthesis) (e) (5)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

Evidence Requirements (cont)

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence.

- (1) Contract cost monitoring system(s) which include records of quantities and cost data collection, calculations of work values, quantities and cost data (a,b,c) (1,2)
- (2) Record(s) of recommended corrective action to restore costs and expenditure to budget which include investigated variations (d) (2,3,4)
- (3) Record(s) of opportunities for cost-savings which have been recommended to decision makers (e) (3,5)

Simulations are not considered to be acceptable for providing evidence for this Element.

Process Evidence

None applicable

UNIT F088 04 (CCOL3/O16) Monitor Costs, Accounts and Claims

Element 1 (CCOL3/O16.1) Monitor contract quantities and costs

| No | Description of Evidence | Knowledge and Understanding | | | | | | | Evidence Requirements | | |
|----|-------------------------|-----------------------------|---|---|---|---|---|---|-----------------------|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F088 04 (CCOL3/O16) Monitor Costs, Accounts and Claims

Element 2 (CCOL3/O16.2) Prepare interim valuations and final accounts

Performance Criteria

This involves:

- (a) **Valuing work in progress**, and confirming the calculations with valuers who are acting for the people involved in the **contract**.
- (b) Pricing and referencing the quantities used in **valuations and accounts** so that they meet **contract** provisions.
- (c) Valuing **variations** and items which do not have an agreed **contract** rate by identifying and recommending justifiable non-standard rates.
- (d) Preparing and submitting accurate **valuations and accounts** which contain relevant background information and identifying areas of potential disagreement.
- (e) Recording documents, back-up information and calculations accurately, referencing them clearly and storing them so that they can be easily referred to for audit and reference.

Range

- 1 **Valuing work in progress**
 - (a) verified information sources
 - (b) contract valuations
 - (c) variations
 - (d) adjustments and allowances made
- 2 **Contract — type**
 - (a) main contract
 - (b) sub-contract
 - (c) partnering
 - (d) lump sum
 - (e) design and construct
 - (f) schedule based
 - (g) prime cost based
 - (h) hybrid
 - (i) firm price
 - (j) fluctuating price
 - (k) labour and materials
 - (l) labour only
 - (m) material supply only
 - (n) service contracts
 - (o) design warranties
- 3 **Valuations and accounts**
 - (a) interim payment
 - (b) final accounts

UNIT F088 04 (CCOL3/O16) Monitor Costs, Accounts and Claims

Element 2 (CCO3/O16.2) Prepare interim valuations and final accounts

Range (cont)

- 4 Variations**
 - (a) costs
 - (b) quantity
 - (c) quality
 - (d) progress

UNIT F088 04 (CCOL3/O16) Monitor Costs, Accounts and Claims

Element 2 (CCOL3/O16.2) Prepare interim valuations and final accounts

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How and why do you **value work in progress**? (analysis) (a) (1)
- (2) How and why do you confirm the calculations with valuers who are acting for the people involved in the **contract**? (evaluation) (a) (1,2)
- (3) How do you reference the quantities used in **valuations and accounts**? (application) (b) (3)
- (4) How do you prepare and submit **valuations and accounts** and identify areas of potential disagreement? (application) (d) (3)
- (5) How and why do you price the quantities used in **valuations and accounts**? (analysis) (b) (3)
- (6) How and why do you value **variations** and items which do not have an agreed **contract** rate? (analysis) (c) (4)
- (7) How do you record, reference and store documents, back-up information and calculations accurately, referencing them clearly and storing them? (application) (e) (all)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following item(s) that are considered to be common and key/critical to demonstrating competence.

- (1) Valuation(s), and account(s), back-up information and calculations which include the value of work in progress, pricing and referencing quantities, values of variations (all) (all)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F088 04 (CCOL3/O16) Monitor Costs, Accounts and Claims

Element 2 (CCOL3/O16.2) Prepare interim valuations and final accounts

| No | Description of Evidence | Knowledge and Understanding | | | | | | | Evidence Requirements |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F088 04 (CCOL3/O16) Monitor Costs, Accounts and Claims

Element 3 (CCOL3/O16.3) Prepare information for claims for reimbursement for loss and expense

Performance Criteria

This involves:

- (a) Obtaining and collating information relating to identified **contract claims**.
- (b) Calculating **claims** accurately from relevant and verified **information sources**.
- (c) **Analysing** the opposing grounds for the **claims**, structuring the **claims** clearly and presenting them to managers.
- (d) Recording documents, back-up information and calculations accurately, referencing them clearly and storing them so that they can be easily referred to for audit and reference.

Range

- 1 **Contract — type**
 - (a) main contract
 - (b) sub-contract
 - (c) partnering
 - (d) lump sum
 - (e) design and construct
 - (f) schedule based
 - (g) prime cost based
 - (h) hybrid
 - (i) firm price
 - (j) fluctuating price
 - (k) labour and materials
 - (l) labour only
 - (m) material supply only
 - (n) service contracts
 - (o) design warranties

- 2 **Claims — resulting from**
 - (a) measurement
 - (b) valuation of variations
 - (c) liability for costs
 - (d) loss and expense arising from breaches of contract
 - (e) extensions of time
 - (f) damages arising from extra-contractual consideration

UNIT F088 04 (CCOL3/O16) Monitor Costs, Accounts and Claims

Element 3 (CCOL3/O16.3) Prepare information for claims for reimbursement for loss and expense

Range (cont)

3 Information sources

- (a) contract provisions
- (b) contract claims for payment
- (c) dimensions and approximations from latest revisions of contract drawings
- (d) records of executed work
- (e) inspections of work in progress
- (f) day work
- (g) agreed contract quantities
- (h) agreed contract rates of payment
- (i) agreed methods of calculation

4 Analysing

- (a) claimants analysis
- (b) respondents analysis

UNIT F088 04 (CCOL3/O16) Monitor Costs, Accounts and Claims

Element 3 (CCOL3/O16.3) Prepare information for claims for reimbursement for loss and expense

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you obtain and collate information relation to identified **contract claims**? (application) (a) (1,2)
- (2) How do you calculate **claims** from **information sources**? (application) (b) (2,3)
- (3) How do you record, reference and store documents, back-up information and calculations accurately, referencing them clearly and storing them? (application) (d) (3)
- (4) How do you structure and present the **claims** clearly to managers? (application) (c) (2)
- (5) How and why do you **analyse** the opposing grounds for the **claims**? (analysis) (c) (2,4)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence.

- (1) Record(s) of information relating to identified contract claims (a) (1,2,3)
- (2) Record(s) of claims which include back-up information, calculations, analyses of opposing grounds for claims (b,c,d) (2,3)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

- (1) Presentation(s) to managers (c)

UNIT F088 04 (CCOL3/O16) Monitor Costs, Accounts and Claims

Element 3 (CCOL3/O16.3) Prepare information for claims for reimbursement for loss and expense

| No | Description of Evidence | Knowledge and Understanding | | | | | Evidence Requirements | |
|----|-------------------------|-----------------------------|---|---|---|---|-----------------------|---|
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F07N 04 (CCOL3/O17) Control Expenditure and Income

This Unit has the following Elements:

Element 1 (CCOL3/O17.1) Control expenditure and activities against budgets
Element 2 (CCOL3/O17.2) Identify and record income due

Unit Summary

This Optional Unit is about monitoring and controlling expenditure and income in line with project budgets and taking corrective action where variations are identified.

O17.1 Control expenditure and activities against budgets

You will need to ensure that the monitoring activities are reliable, in line with organisational requirements and carried out at appropriate intervals. You will also need to identify variations and implement corrective action, keeping records of your activities.

O17.2 Identify and record income due

You will need to confirm how you will be paid, implement costing methods and collate and store information. You will also need to produce accounts for payment in accordance with project requirements, keeping records and identifying action to recover outstanding debts.

UNIT F07N 04 (CCOL3/O17) Control Expenditure and Income

Element 1 (CCOL3/O17.1) Control expenditure and activities against budgets

Performance Criteria

This involves:

- (a) Giving opportunities to team members to take individual responsibility for **monitoring** and controlling **expenditure** and activities against **budgets**.
- (b) Ensuring your methods of **monitoring expenditure** and activities against, **budgets** are reliable and comply with your organisation's requirements.
- (c) **Monitoring expenditure** and activities against agreed **budgets** at appropriate intervals.
- (d) Controlling **expenditure** in line with **budgets** and the requirements of your organisation.
- (e) Taking prompt **corrective action** in response to actual or potential significant, variations from **budgets** in line with your organisations requirements.
- (f) Referring requests for **expenditure** outside your responsibility promptly to the appropriate people.
- (g) Ensuring your records of activities against **budgets** are complete, accurate and available to authorised people only.

Range

- 1 **Budgets**
 - (a) for programmes of work in your area of responsibility
 - (b) for the sharing of overhead charges with others
- 2 **Monitoring**
 - (a) considering oral information from others
 - (b) examining written information from others
 - (c) examining financial information
- 3 **Expenditure**
 - (a) supplies of goods
 - (b) supplies of services
 - (c) people
 - (d) overhead expenses
 - (e) capital equipment
 - (f) premises
- 4 **Corrective action**
 - (a) altering activities
 - (b) rescheduling expenditure
 - (c) altering budget allocations within limits of responsibility
 - (d) renegotiating budgets

UNIT F07N 04 (CCOL3/O17) Control Expenditure and Income

Element 1 (CCOL3/O17.1) Control expenditure and activities against budgets

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

(1) **Budgets**

- (a) the importance of budgetary control to organisational efficiency and your role and responsibility in relation to this
- (b) the principles which underpin effective budgetary control and how to apply them
- (c) the variations from the planned **budget** which may occur; how to identify these and what forms of **corrective action** you should take in response to them
- (d) the requests for **expenditure** outside your area of responsibility which may be required and the procedures to follow in response to these

(2) **Information handling**

- (a) the importance of accurate and comprehensive records of activities against **budgets** and how to ensure these are kept

(3) **Involvement and motivation**

- (a) how to encourage and enable team members to take responsibility for **monitoring** and controlling activities against **budgets**

(4) **Organisational context**

- (a) your organisations requirements for budgetary **monitoring** and control

UNIT F07N 04 (CCOL3/O17) Control Expenditure and Income

Element 1 (CCOL3/O17.1) Control expenditure and activities against budgets

Evidence Requirements

You must prove that you control expenditure and activities against budgets to the National Standard of competence.

To do this, you must provide evidence to convince your assessor that you consistently meet all the Performance Criteria.

Your evidence must be the result of real work activities undertaken by yourself. Evidence from simulated activities is not acceptable for this Element.

Product Evidence

- (1) You must show evidence that you control both types of budgets (a,b,c,d,e,g) (1)
- (2) You must show evidence that you use two of the types of monitoring. (a,b,c) (2)
- (3) You must show evidence that you control expenditure on two types of items (a,b,c,d,f) (3)
- (4) You must also show evidence that you use two types of corrective action (e) (4)
- (5) You must, however, convince your assessor that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all types of budgets, monitoring, expenditure and corrective action

Process Evidence

None applicable

UNIT F07N 04 (CCOL3/O17) Control Expenditure and Income

Element 1 (CCOL3/O17.1) Control expenditure and activities against budgets

| No | Description of Evidence | Knowledge and Understanding | | | | | | | Evidence Requirements | | | | |
|----|-------------------------|-----------------------------|----|----|----|----|----|----|-----------------------|---|---|---|---|
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F07N 04 (CCOL3/O17) Control Expenditure and Income

Element 2 (CCOL3/O17.2) Identify and record income due

Performance Criteria

This involves:

- (a) Confirming how **payments for contracts will be made**.
- (b) Implementing project costing methods for recording and verifying **expenditure**.
- (c) Recording information about **payments** due and calculating the total income due under the contract.
- (d) Collating and storing **records** and receipts which support **payments** due.
- (e) Producing clear, accurate accounts for **payments** at agreed stages and in a manner designed to maintain goodwill and trust.
- (f) Keeping complete and accurate **records** of accounts, payments received and receipts issued.
- (g) Identifying and recommending **action to recover outstanding debts** in a manner which maintains the goodwill and trust of the client.

Range

- 1 **How payments for contracts will be made with**
 - (a) clients
 - (b) within the organisation
 - (c) external auditing
 - (d) legal requirements
- 2 **Expenditure**
 - (a) employment costs
 - (b) capital plant and equipment
 - (c) materials
 - (d) liabilities
 - (e) subcontract costs
 - (f) consumables
- 3 **Payments**
 - (a) agreed fees
 - (b) quantification of work completed
 - (c) agreed recoverable expenses
 - (d) VAT
- 4 **Records may be**
 - (a) manual
 - (b) electronic
- 5 **Action to recover outstanding debts**
 - (a) re-invoicing
 - (b) negotiation
 - (c) legal action

UNIT F07N 04 (CCOL3/O17) Control Expenditure and Income

Element 2 (CCOL3/O17.2) Identify and record income due

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How and why do you confirm how **payments for contracts will be made?** (evaluation) (a) (1)
- (2) How and why do you implement project costing methods for recording and verifying **expenditure?** (synthesis) (b) (2)
- (3) How do you record information about **payments** due and calculate the total income due under the contract? (application) (c) (3)
- (4) How do you collate and store records and receipts which support **payments** due? (application) (d) (3)
- (5) How do you produce accounts for **payments** at agreed stages? (application) (e) (3)
- (6) How do you keep **records** of accounts, payments received and receipts issued? (application) (f) (4)
- (7) How do you identify and recommend **action to recover outstanding debts?** (application) (g) (5)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

Evidence Requirements (cont)

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence.

- (1) Project costing method(s) for recording and verifying expenditure (b) (1,2)
- (2) Record(s) of payments, accounts, calculations of income due, payments received and receipts issued (a,c,d,e,f) (1,3,4)
- (3) Record(s) of action taken to recover outstanding debts (g) (5)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F07N 04 (CCOL3/O17) Control Expenditure and Income

Element 2 (CCOL3/O17.2) Identify and record income due

| No | Description of Evidence | Knowledge and Understanding | | | | | | | Evidence Requirements | | |
|----|-------------------------|-----------------------------|---|---|---|---|---|---|-----------------------|---|---|
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F51E 04 (CCOL3/O18) Lead the Work of Teams and Individuals to Achieve their Objectives

This Unit has the following Elements:

| | |
|--------------------------------|----------------------------------------------------------------|
| Element 1 (CCOL3/O18.1) | Plan the work of teams and individuals |
| Element 2 (CCOL3/O18.2) | Assess the work of teams and individuals |
| Element 3 (CCOL3/O18.3) | Provide feedback to teams and individuals on their work |

Unit Summary

This Optional Unit is about developing and implementing plans for members of the team, involving the team members in planning and assessment and providing feedback to them on their performance.

O18.1 Plan the work of teams and individuals

You will need to prepare plans to cover the whole of the team, giving the team members an opportunity to provide input and taking into account their individual abilities. You will need to communicate the plans to them, ensuring their understanding and updating as necessary.

O18.2 Assess the work of teams and individuals

You will need to explain the purpose of assessment and give individuals the opportunity for self assessment. You will need to ensure that assessment is carried out appropriately, that it is against agreed criteria and is sufficient, valid and reliable.

O18.3 Provide feedback to teams and individuals on their work

You will need to provide timely and objective feedback recognising individuals' achievements and giving constructive suggestions. You will also need to show respect for the individuals, maintain confidentiality and allow them to respond to the feedback with their own suggestions.

UNIT F51E 04 (CCOL3/O18) Lead the Work of Teams and Individuals to Achieve their Objectives

Element 1 (CCOL3/O18.1) Plan the work of teams and individuals

Performance Criteria

This involves:

- (a) Giving opportunities to **team members** to contribute to the planning and organisation of their work.
- (b) Ensuring **plans** are consistent with your team's objectives.
- (c) Ensuring your **plans** cover all those personnel whose work you are responsible.
- (d) Ensuring **plans** and schedules are realistic and achievable within **organisational constraints**.
- (e) Ensuring **plans** and the way you allocate work take full account of **team members'** abilities and development needs.
- (f) Explaining to your **team members** your **plans** and their work activities in sufficient detail and at a level and pace appropriate to them.
- (g) Confirming your **team members'** understanding of your plans and their work activities at appropriate times.
- (h) Updating your plans at regular intervals and taking account of individual, team and organisational changes.

Range

- 1 **Types of team members**
 - (a) people for whom you have line responsibility
 - (b) people for whom you have functional responsibility
- 2 **Types of plans**
 - (a) short-term
 - (b) medium-term
- 3 **Organisational constraints**
 - (a) organisational objectives
 - (b) organisational policies
 - (c) resources

UNIT F51E 04 (CCOL3/O18) Lead the Work of Teams and Individuals to Achieve their Objectives

Element 1 (CCOL3/O18.1) Plan the work of teams and individuals

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) **Communication**
 - (a) the importance of effective communication when explaining work plans and allocations
 - (b) how to present work plans in a way that gains the support and commitment of those involved
- (2) **Continuous improvement**
 - (a) the importance of regularly reviewing work
- (3) **Involvement and motivation**
 - (a) the importance of providing your team members with the opportunity to contribute to the planning and organisation of their work
- (4) **Organisational context**
 - (a) the types of organisational constraints which influence your planning
- (5) **Planning**
 - (a) the importance of planning work activities to organisational effectiveness and your role and responsibilities in relation to this
 - (b) how to develop realistic and achievable work plans for teams and individuals both in the short and medium term
 - (c) the team's objectives and how your plans succeed in meeting these
- (6) **Working relationships**
 - (a) the difference between someone who is within your line management control and someone for whom you have functional responsibility, and the implications this difference may have for planning work

UNIT F51E 04 (CCOL3/O18) Lead the Work of Teams and Individuals to Achieve their Objectives

Element 1 (CCOL3/O18.1) Plan the work of teams and individuals

Evidence Requirements

You must prove that you plan the work of teams and individuals to the National Standard of competence.

To do this, you must provide evidence to convince your assessor that you consistently meet all the Performance Criteria.

Your evidence must be the result of real work activities undertaken by yourself. Evidence from simulated activities is not acceptable for this Element.

Product Evidence

- (1) You must show evidence that you involve with and plan work for at least one type of team member
- (2) You must show evidence that you develop both types of plans
- (3) You must show evidence that you take account of all of the types of organisational constraints
- (4) You must, however, convince your assessor that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all types of team members

Process Evidence

None applicable

UNIT F51E 04 (CCOL3/O18) Lead the Work of Teams and Individuals to Achieve their Objectives

Element 1 (CCOL3/O18.1) Plan the work of teams and individuals

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | | Evidence Requirements | | | |
|----|-------------------------|-----------------------------|----|----|----|----|----|----|----|----|-----------------------|---|---|---|
| | | 1a | 1b | 2a | 3a | 4a | 5a | 5b | 5c | 6a | 1 | 2 | 3 | 4 |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F51E 04 (CCOL3/O18) Lead the Work of Teams and Individuals to Achieve their Objectives

Element 2 (CCOL3/O18.2) Assess the work of teams and individuals

Performance Criteria

This involves:

- (a) Explaining the **purpose** of **assessment** clearly to all involved.
- (b) Giving opportunities to team members to **assess** their own work.
- (c) Ensuring **assessment** of work takes place at times most likely to maintain and improve effective performance.
- (d) Ensuring your **assessments** are based on sufficient, valid and reliable **information**.
- (e) Making your **assessments** objectively against clear and agreed criteria.

Range

- 1 **Types of purpose**
 - (a) assuring that objectives have been achieved
 - (b) assuring that quality and customer requirements have been met
 - (c) appraising team or individual performance
 - (d) recognising competent performance and achievement
- 2 **Types of assessment**
 - (a) specific to one activity or objective
 - (b) general to overall performance of the team or individual
- 3 **Types of information**
 - (a) qualitative
 - (b) quantitative

UNIT F51E 04 (CCOL3/O18) Lead the Work of Teams and Individuals to Achieve their Objectives

Element 2 (CCOL3/O18.2) Assess the work of teams and individuals

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) **Communication**
 - (a) the importance of being clear yourself about the purpose of assessment and of communicating this effectively to those involved
- (2) **Continuous development**
 - (a) the importance of assessing the ongoing work of teams and individuals and your role and responsibilities in relation to this
- (3) **Information handling**
 - (a) how to gather and evaluate the information you need to assess the work of teams and individuals
- (4) **Involvement and motivation**
 - (a) the importance of providing opportunities to your team members to assess their own work and how you can encourage and enable this involvement
- (5) **Monitoring and evaluation**
 - (a) the range of purposes of work assessment, why work assessments play a role in an organisation and how they apply to your own situation
 - (b) how to assess the work of teams and individuals and the processes in the workplace which can support such assessment
 - (c) the principles of fair and objective assessment of work and how to ensure this is achieved

UNIT F51E 04 (CCOL3/O18) Lead the Work of Teams and Individuals to Achieve their Objectives

Element 2 (CCOL3/O18.2) Assess the work of teams and individuals

Evidence Requirements

You must prove that you assess the work of teams and individuals to the National Standard of competence.

To do this, you must provide evidence to convince your assessor that you consistently meet all the Performance Criteria.

Your evidence must be the result of real work activities undertaken by yourself. Evidence from simulated activities is not acceptable for this Element.

Product Evidence

- (1) You must show evidence that your assessments have at least two types of purpose
- (2) You must show evidence that you use at least one type of assessment
- (3) You must show evidence that you base your assessment on both types of information
- (4) You must however, convince your assessor that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all types of purpose and assessment (all) (all)

Process Evidence

None applicable

UNIT F51E 04 (CCOL3/O18) Lead the Work of Teams and Individuals to Achieve their Objectives

Element 2 (CCOL3/O18.2) Assess the work of teams and individuals

| No | Description of Evidence | Knowledge and Understanding | | | | | | | Evidence Requirements | | | |
|----|-------------------------|-----------------------------|----|----|----|----|----|----|-----------------------|---|---|---|
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F51E 04 (CCOL3/O18) Lead the Work of Teams and Individuals to Achieve their Objectives

Element 3 (CCOL3/O18.3) Provide feedback to teams and individuals on their work

Performance Criteria

This involves:

- (a) Providing **feedback** to your **team members** in a **situation** and in a **form** and manner most likely to maintain and improve performance.
- (b) Ensuring the **feedback** you give is clear and is based on an objective assessment of your team members' work.
- (c) Ensuring **feedback** recognises team members' achievements and provides constructive suggestions and encouragement for improving their work.
- (d) Ensuring the way you give **feedback** shows respect for the individuals involved.
- (e) Treating all **feedback** to individuals and teams confidentially.
- (f) Giving opportunities to team members to respond to **feedback** and recommend how they could improve their work.

Range

- 1 **Types of feedback**
 - (a) positive
 - (b) negative
- 2 **Forms of feedback**
 - (a) spoken
 - (b) written
- 3 **Types of situation**
 - (a) during normal day-to-day activities
 - (b) when required to maintain motivation, morale and effectiveness
 - (c) during formal appraisals
 - (d) at team meetings and briefings
 - (e) during confidential discussions of work

UNIT F51E 04 (CCOL3/O18) Lead the Work of Teams and Individuals to Achieve their Objectives

Element 3 (CCOL3/O18.3) Provide feedback to teams and individuals on their work

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

(1) Communication

- (a) the importance of good communication skills when providing feedback
- (b) how to provide both positive and negative feedback to team members on their performance
- (c) how to choose an appropriate time and a place to give feedback to teams and individuals
- (d) how to provide feedback in a way which encourages your team members to feel that you respect them

(2) Continuous improvement

- (a) the importance of providing clear and accurate feedback to your team members on their performance and your role and responsibilities in relation to this

(3) Information handling

- (a) the principles of confidentiality when providing feedback to your team members on their performance and your role and responsibilities in relation to this

(4) Involvement and motivation

- (a) how to motivate team members and gain their commitment by providing feedback
- (b) the importance of being encouraging when providing feedback to team members and showing respect for those involved
- (c) why it is important to provide constructive suggestions on how performance can be improved
- (d) the importance of giving those involved the opportunity to provide suggestions on how to improve their work
- (e) how to provide feedback in a way which encourages your team members to feel that you respect them

UNIT F51E 04 (CCOL3/O18) Lead the Work of Teams and Individuals to Achieve their Objectives

Element 3 (CCOL3/O18.3) Provide feedback to teams and individuals on their work

Evidence Requirements

You must prove that you feedback to teams and individuals to the National Standard of competence.

To do this, you must provide evidence to convince your assessor that you consistently meet all the Performance Criteria.

Your evidence must be the result of real work activities undertaken by yourself. Evidence from simulated activities is not acceptable for this Element.

Product Evidence

- (1) You must show evidence that you provide both types of feedback
- (2) You must show evidence that you use both forms of feedback
- (3) You must, however, convince your assessor that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all types of situation.

Process Evidence

- (1) You must show evidence that you give feedback in at least two types of situation

UNIT F51E 04 (CCOL3/O18) Lead the Work of Teams and Individuals to Achieve their Objectives

Element 3 (CCOL3/O18.3) Provide feedback to teams and individuals on their work

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | | | | Evidence Requirements | | |
|----|-------------------------|-----------------------------|----|----|----|----|----|----|----|----|----|----|-----------------------|---|---|
| | | 1a | 1b | 1c | 1d | 2a | 3a | 4a | 4b | 4c | 4d | 4e | 1 | 2 | 3 |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F51F 04 (CCOL3/O19) Identify, Assess and Agree Customer Requirements for Products and Services

This Unit has the following Elements:

Element 1 (CCOL3/O19.1) Identify and agree project requirements for products and services

Element 2 (CCOL3/O19.2) Assess construction and operational considerations affecting the provision of products and services

Unit Summary

This Optional Unit is about assessing the candidate's competence to identify, assess and agree customer requirements for products and services.

O19.1 Identify and agree requirement for products and services

You will need to identify and agree the customer's requirements for products and services. It also involves presenting valid selections to the customers.

O19.2 Assess construction and operational considerations affecting the provision of products and services

You will need to carry out assessments to determine the factors affecting the construction and use of products and services.

UNIT F51F 04 (CCOL3/O19) Identify, Assess and Agree Customer Requirements for Products and Services

Element 1 (CCOL3/O19.1) Identify and agree project requirements for products and services

Performance Criteria

This involves:

- (a) Identifying and agreeing with project **stakeholders** their **goals and priorities** both now and for the future.
- (b) Identifying the function and performance requirements for the project.
- (c) Clarifying the project stakeholders' circumstances and requirements, the options available and the constraints and risks which might apply to the project.
- (d) Summarising and **presenting** the project requirements and stakeholders preferences.
- (e) Challenging project requirements and stakeholders preferences which do not appear to be realistic, deciding valid options and agreeing them in writing.

Range

- 1 **Goals and priorities**
 - (a) quantity
 - (b) quality
 - (c) cost
 - (d) time
- 2 **Stakeholder Requirements**
 - (a) reference to standard documentation
 - (b) checklists
 - (c) customer consultation
 - (d) market research
- 3 **Presenting**
 - (a) orally
 - (b) in writing
 - (c) graphically
 - (d) electronically

UNIT F51F 04 (CCOL3/O19) Identify, Assess and Agree Customer Requirements for Products and Services

Element 1 (CCOL3/O19.1) Identify and agree project requirements for products and services

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you identify the stakeholders' requirements for products and services which meet their **goals and priorities**? (understanding) (a) (1,2)
- (2) How do you identify functional performance requirements for products and services? (understanding) (b) (1,2)
- (3) How do you clarify the project stakeholders' circumstances and requirements, the options available and the constraints and risks which might apply to the project? (application) (c) (2)
- (4) How do you summarise the project requirements and stakeholders' preferences? (application) (d) (2)
- (5) How do you present project requirements and stakeholders' preferences? (application) (d) (2,3)
- (6) How and why do you decide which options are valid? (evaluation) (e) (1,2)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence.

- (1) Summary(ies) of stakeholder goals, priorities and requirements (a,b,c,d) (all)
- (2) Records of challenged requirements, preferences and options (e) (1)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

- (1) Presentation(s) of the summary of requirements and preferences (d) (1,3)

UNIT F51F 04 (CCOL3/O19) Identify, Assess and Agree Customer Requirements for Products and Services

Element 1 (CCOL3/O19.1) Identify and agree project requirements for products and services

| No | Description of Evidence | Knowledge and Understanding | | | | | | Evidence Requirements | |
|----|-------------------------|-----------------------------|---|---|---|---|---|-----------------------|---|
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F51F 04 (CCOL3/O19) Identify, Assess and Agree Customer Requirements for Products and Services

Element 2 (CCOL3/O19.2) Assess construction and operational considerations affecting the provision of products and services

Performance Criteria

This involves:

- (a) Carrying out an **assessment** to determine factors which affect the construction and use of products and services, and their impact.
- (b) Consulting expert advice on specific problems identified as relevant to the **assessment**.
- (c) Presenting findings from **assessments** in a clear and unambiguous format.
- (d) Identifying and recording significant **construction and operational considerations** affecting the provision of products and services.
- (e) Completing an evaluation of relevant **data** for all significant **construction and operational considerations**.
- (f) Searching and **assessing** existing designs and previous solutions for possible relevance.
- (g) Ensuring that **construction and operational data** is in a suitable form for circulation and discussion with **interested parties** and clearly indicates all relevant factors.
- (h) Recording supporting **data** relevant to the **assessments** but not included within them for future reference.

Range

- 1 **Assessment**
 - (a) documentary and record search from standard sources
 - (b) investigative research
 - (c) field research
- 2 **Construction and operational considerations**
 - (a) physical
 - (b) technical
 - (c) environmental
 - (d) legal
 - (e) services
 - (f) public concerns
- 3 **Data**
 - (a) oral
 - (b) written
 - (c) graphical
 - (d) photographic
 - (e) models
- 4 **Interested parties**
 - (a) customers
 - (b) community and special interest groups
 - (c) planning authorities
 - (d) government departments
 - (e) third parties

UNIT F51F 04 (CCOL3/O19) Identify, Assess and Agree Customer Requirements for Products and Services

Element 2 (CCOL3/O19.2) Assess construction and operational considerations affecting the provision of products and services

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you carry out an **assessment** to determine factors which affect the **construction** and use of products and services and their impact? (application)(a) (1)
- (2) How do you consult expert advice on specific problems? (application) (b)
- (3) How do you present findings from **assessments**? (application) (c) (1)
- (4) How do you identify and record significant **constructional and operational considerations** affecting the provision of products and services? (application) (d) (2)
- (5) How do you complete an evaluation of all relevant **data**? (evaluation) (e) (2,3)
- (6) How do you search and **assess** existing designs and previous solutions for possible relevance? (application) (f) (1)
- (7) How do you ensure that **construction and operational data** is in a suitable form for circulation and discussion with **interested parties**? (application) (g) (2,3,4)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrating competence.

- (1) A presented evaluation of investigation data which includes expert consultations, existing designs and previous solutions (a,b,c,d,e,f,g) (1,2,3,4)
- (2) Supporting data (h) (3)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

- (1) Presentations of the evaluation report (c,e,g,) (4)

UNIT F51F 04 (CCOL3/O19) Identify, Assess and Agree Customer Requirements for Products and Services

Element 2 (CCOL3/O19.2) Assess construction and operational considerations affecting the provision of products and services

| No | Description of Evidence | Knowledge and Understanding | | | | | | | Evidence Requirements | |
|----|-------------------------|-----------------------------|---|---|---|---|---|---|-----------------------|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 |
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Notes/Comments

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Candidate: _____

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Date: _____

Internal Verifier: _____

Date: _____

UNIT F51G 04 (CCOL3/O20) Recommend, Advise on and Determine the Selection and Design of Products and Services

This Unit has the following Elements:

Element 1 (CCOL3/O20.1) Prepare and present design recommendations for products and services

Element 2 (CCOL3/O20.2) Advise on the selection and modification to the design recommendation

Element 3 (CCOL3/O20.3) Agree design for products and services

Unit Summary

This Optional Unit is about recommending, advising on and determining the selection and design of products and services.

O20.1 Prepare and present design recommendations for products and services

You will need to liaise on the presentation of the design aspects with a specialist design team and others associated with the detailed development and construction of products and services.

O20.2 Advise on the selection and modification to the design recommendations

You will need to identify changes to customer requirements. You will also need to provide advice on the selection of and modifications to designs.

O20.3 Agree design for products and services

You will need to reach an agreement with the customer on the design requirements and the application of products and services.

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UNIT F51G 04 (CCOL3/O20) Recommend, Advise on and Determine the Selection and Design of Products and Services

Element 1 (CCOL3/O20.1) Prepare and present design recommendations for products and services

Performance Criteria

This involves:

- (a) Identifying and agreeing with the design team the purpose and **mode** of the **design presentation**.
- (b) Evaluating and selecting the most appropriate **methods and techniques of presentation** for communicating the **design** proposals.
- (c) Presenting the recommendations, proposals and design options using the selected **methods and techniques**.
- (d) Identifying valid alternative options where the **design** options do not meet all customer requirements.
- (e) Encouraging **interested parties** to seek clarifications and comment at appropriate stages in the **presentation**.
- (f) **Presenting** additional material clearly to assist discussions in support of **design** options.
- (g) Conducting and concluding **presentations** in a manner which promotes goodwill and trust, and also define, agree and record any amendments.

Range

- 1 **Modes of design presentation**
 - (a) sketches
 - (b) drawings
 - (c) models
 - (d) computer generated data
 - (e) photomontage
 - (f) written reports
- 2 **Methods and techniques of presentation**
 - (a) documentary
 - (b) comparative studies with similar projects
 - (c) presentations
 - (d) computer modelled simulations
- 3 **Interested parties**
 - (a) customers
 - (b) design consultants and advisors
 - (c) potential contractors
 - (d) subcontractors and suppliers
 - (e) regulatory authorities
 - (f) public interest organisations
 - (g) media

UNIT F51G 04 (CCOL3/O20) Recommend, Advise on and Determine the Selection and Design of Products and Services

Element 1 (CCOL3/O19.1) Identify and agree project requirements for products and services

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How and why do you identify and agree the purpose and **mode of the design presentation?** (synthesis) (a) (1)
- (2) How do and why do you evaluate and select the most appropriate **methods and techniques of presentation** for communicating the **design** proposals? (evaluation) (b) (2)
- (3) How do you **present** the recommendations, proposals and design options? (application) (c) (1, 3)
- (4) How do you identify valid alternative options? (application) (d) (1, 2)
- (5) How do you encourage **interested parties** to seek clarifications and comment at appropriate stages in the **presentation?** (application) (e) (3)
- (6) How do you **present** additional material to assist discussions in support of **design** options? (application) (f) (1, 2)
- (7) How do you conduct and conclude **presentations** in a manner which promotes goodwill and trust? (application) (g) (all)
- (8) How and why do you define, agree and record any amendments? (evaluation) (g) (3)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg, (a), and range, eg, (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence:

- (1) Selected and agreed modes, methods and techniques of design presentation (a, b) (1,2)
- (2) Presentations of recommendations, proposals and design options including agreed amendments (c, d, e, f, g) (1,2,3)

Simulations are not considered to be acceptable for producing evidence for this Element.

UNIT F51G 04 (CCOL3/O20) Recommend, Advise on and Determine the Selection and Design of Products and Services

Element 1 (CCOL3/O19.1) Identify and agree project requirements for products and services

Evidence Requirements (cont)

Process Evidence

- (1) Presentation(s) of recommendations, proposals and design options which include encouraging the interested parties to seek clarifications and make comments (c,d,e,g) (all)

UNIT F51G 04 (CCOL3/O20) Recommend, Advise on and Determine the Selection and Design of Products and Services

Element 1 (CCOL3/O20.1) Prepare and present design recommendations for products and services

| No | Description of Evidence | Knowledge and Understanding | | | | | | | | Evidence Requirements | |
|----|-------------------------|-----------------------------|---|---|---|---|---|---|---|-----------------------|---|
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F51G 04 (CCOL3/O20) Recommend, Advise on and Determine the Selection and Design of Products and Services

Element 2 (CCOL3/O20.2) Advise on the selection and modification to the design recommendation

Performance Criteria

This involves:

- (a) Identifying those elements of designs which meet the requirements of the original concept and any subsequent modifications.
- (b) Identifying changes in the project that are not reflected in any formal variations to the design.
- (c) Providing clear **advice** to the **interested parties** on the links between the original design concept and the actual design.
- (d) Advising **interested parties** on the implications of accepting, modifying or rejecting the design proposals in terms of costs, planning, programme and performance.
- (e) Advising **interested parties** about the level of any additional research and consultancy necessary for further designs.

Range

- 1 **Advice**
 - (a) in writing
 - (b) orally
- 2 **Requirements of interested parties**
 - (a) customers
 - (b) design consultants and advisors
 - (c) potential contractors
 - (d) subcontractors and suppliers
 - (e) regulatory authorities
 - (f) public interest organisations
 - (g) media

UNIT F51G 04 (CCOL3/O20) Recommend, Advise on and Determine the Selection and Design of Products and Services

Element 2 (CCOL3/O20.2) Advise on the selection and modification to the design recommendation

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How and why do you **advise interested parties** on the links between the original design concept and the actual design? (synthesis) (c) (1,2)
- (2) How and why do you **advise interested parties** on the implications of accepting, modifying or rejecting design proposals? (synthesis) (d) (1,2)
- (3) How and why do you **advise interested parties** about the level of any additional research and consultancy which will be necessary? (synthesis) (e) (1,2)
- (4) What elements of designs do you identify as meeting the requirements of the original concept and any subsequent modifications? (understanding) (a)
- (5) What changes in the project do you identify as not being reflected in any formal variations to the design? (understanding) (b)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg, (a), and range, eg, (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence:

- (1) Record(s) of advice provided (all) (all)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

- (1) Advice provided (all) (all)

UNIT F51G 04 (CCOL3/O20) Recommend, Advise on and Determine the Selection and Design of Products and Services

Element 2 (CCOL/O20.2) Advise on the selection and modification to the design recommendation

| No | Description of Evidence | Knowledge and Understanding | | | | | Evidence Requirements |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F51G 04 (CCOL3/O20) Recommend, Advise on and Determine the Selection and Design of Products and Services

Element 3 (CCOL3/O20.3) Agree design for products and services

Performance Criteria

This involves:

- (a) Providing interested parties with sufficient **relevant information** to agree a design.
- (b) Making available rejected design options for future reference.
- (c) Assessing and agreeing the features and benefits of preferred design solutions.
- (d) Assessing and agreeing the extent to which the preferred design fulfils the requirements of the design concept.
- (e) Making explicit to **interested parties** any cost and time implications of agreeing to a preferred design solution.
- (f) Reaching a mutually acceptable agreement with **interested parties** to proceed to the next stage of the process.

Range

- 1 **Interested parties**
 - (a) customers
 - (b) design consultants and advisors
 - (c) potential contractors
 - (d) subcontractors and suppliers
 - (e) regulatory authorities
 - (f) public interest organisations
- 2 **Relevant design information**
 - (a) sketches
 - (b) drawings
 - (c) models
 - (d) computer generated data
 - (e) photo-montage
 - (f) written reports and estimates
 - (g) programmes
 - (h) outline approvals from regulatory authorities

UNIT F51G 04 (CCOL3/O20) Recommend, Advise on and Determine the Selection and Design of Products and Services

Element 3 (CCOL/O20.3) Agree design for products and services

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you provide sufficient **relevant information** to **interested parties**? (application) (a) (1,2)
- (2) How do you make available rejected design options for future reference? (application) (b) (2)
- (3) How do you assess and agree the features and benefits of preferred design solutions? (analysis) (c) (1,2)
- (4) How do you assess and agree the extent to which the preferred design fulfils the requirements of the design concept? (application) (d) (1,2)
- (5) How do you make explicit to **interested parties** any cost and time implications of agreeing to a preferred design solution? (application) (e) (1,2)
- (6) How do you reach a mutually acceptable agreement with **interested parties** to proceed to the next stage of the process? (application) (f) (1)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg, (a), and range, eg, (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence:

- (1) Information provided (a, b) (1,2)
- (2) Assessments and agreements of preferred design solutions (c, d, e) (1,2)
- (3) Agreements to proceed to the next stage of the process (f) (1)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

None applicable

UNIT F51G 04 (CCOL3/O20) Recommend, Advise on and Determine the Selection and Design of Products and Services

Element 3 (CCOL3/O20.3) Agree design for products and services

| No | Description of Evidence | Knowledge and Understanding | | | | | | Evidence Requirements | | |
|----|-------------------------|-----------------------------|---|---|---|---|---|-----------------------|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F51H 04 (CCOL3/O21) Agree Proposals for the Provision of Products and Services

This Unit has the following Elements:

Element 1 (CCOL3/O21.1) Prepare and present proposal for the provision of products and services
Element 2 (CCOL3/O21.2) Review and finalise proposals for the provision of products and services

Unit Summary

This Optional Unit is designed to assess the candidate's competence to agree proposals for the provision of the products and services.

O21.1 Prepare and present proposals for the provision of products and services

You will need to produce a report summarising the parameters covering design, planning, timetable, scheduling, costs, delivery and any specifics relative to the provision of the products and services.

O21.2 Review and finalise proposals for the provision of products and services

You will need to present initial proposals to the customer, negotiate and discuss agreed changes and record decisions.

UNIT F51H 04 (CCOL3/O21) Agree Proposals for the Provision of Products and Services

Element 1 (CCOL3/O21.1) Prepare and present proposal for the provision of products and services

Performance Criteria

This involves:

- (a) Taking into account and assessing all information gained in establishing the **parameters** for the provision of products and services.
- (b) Selecting and analysing relevant and valid data and confirming its status using **appropriate methods** and **selection criteria**.
- (c) Estimating and confirming projected product and service costs and related financial data.
- (d) Obtaining clear statements of agreement and position from **interested parties**.
- (e) Producing a clear and unambiguous document summarising the **parameters** within an agreed timescale, and **presenting** it to **interested parties**.

Range

- 1 **Parameters**
 - (a) customer requirements
 - (b) procurement factors
 - (c) physical factors
 - (d) resource factors
- 2 **Appropriate methods**
 - (a) comparison with similar projects
 - (b) standard checklists
 - (c) reference to comparative research
- 3 **Selection Criteria**
 - (a) critical design parameters
 - (b) project scope
 - (c) validity of data

UNIT F51H 04 (CCOL3/O21) Agree Proposals for the Provision of Products and Services

Element 1 (CCOL3/O21.1) Prepare and present proposal for the provision of products and services

Range (cont)

4 Interested parties

- (a) customers
- (b) design consultants and advisors
- (c) potential contractors
- (d) potential subcontractors and suppliers
- (e) funding agencies

5 Presenting

- (a) oral
- (b) written
- (c) graphical
- (d) photographs
- (e) models
- (f) exhibitions

UNIT F51H 04 (CCOL3/O21) Agree Proposals for the Provision of Products and Services

Element 1 (CCOL3/O21.1) Prepare and present proposal for the provision of products and services

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How and why do you take into account and assess all the information gained in establishing the **parameters**? (synthesis) (a) (1)
- (2) How and why do you select data which is relevant and valid? (evaluation) (b) (3)
- (3) How and why do you analyse data and confirm its status? (analysis) (b) (2,3)
- (4) How and why do you estimate and confirm projected product and service costs and related financial data? (synthesis) (c)
- (5) How do you obtain clear statements of agreement and position for **interested parties**? (application) (d) (4)
- (6) How and why do you produce a document summarising the **parameters** within an agreed timescale? (synthesis) (e) (1)
- (7) How do you **present** the document to **interested parties**? (application) (e) (4,5)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg, (a), and range, eg, (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence:

- (1) Summary documents of parameters for the provision of products and services which include confirmed costs (a,b,c,e) (1,2,3,4,5)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

- (1) Presentation(s) of the summary document (e) (4,5)
- (2) Statements of agreement and position (d) (4)

UNIT F51H 04 (CCOL3/O21) Agree Proposals for the Provision of Products and Services

Element 1 (CCOL3/O21.1) Prepare and present proposal for the provision of products and services

| No | Description of Evidence | Knowledge and Understanding | | | | | | | Evidence Requirements |
|----|-------------------------|-----------------------------|---|---|---|---|---|---|-----------------------|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F51H 04 (CCOL3/O21) Agree Proposals for the Provision of Products and Services

Element 2 (CCOL3/O21.2) Review and finalise proposals for the provision of products and services

Performance Criteria

This involves:

- (a) **Presenting** initial proposals to and discussing them with the customer, and raising and recording significant points.
- (b) Discussing and clarifying significant constraints, opportunities and areas of uncertainty within the proposals with **interested parties**.
- (c) Making appropriate modifications to the initial proposals to reflect the outcome of discussions with **interested parties**.
- (d) Negotiating a clear and mutually acceptable agreement with **interested parties** with sufficient detail to allow work to proceed to the next stage.
- (e) Discussing provisions for subsequent changes fully with **interested parties**, explaining their implications, and recording agreed discussions.

Range

- 1 **Presenting**
 - (a) orally
 - (b) in writing
 - (c) graphically
 - (d) photographs
 - (e) models
 - (f) exhibitions
- 2 **Interested parties**
 - (a) customers
 - (b) design consultants and advisors
 - (c) potential contractors
 - (d) potential subcontractors and suppliers
 - (e) funding agencies

UNIT F51H 04 (CCOL3/O21) Agree Proposals for the Provision of Products and Services

Element 2 (CCOL3/O21.2) Review and finalise proposals for the provision of products and services

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you **present** initial proposals to the customer? (application) (a) (1)
- (2) How do you discuss proposals with the customer, raising and recording significant points? (application) (a)
- (3) How do you discuss and clarify significant constraints, opportunities and areas of uncertainty within the proposals with **interested parties**? (application) (b) (2)
- (4) How and why do you make appropriate modifications to the initial proposals to reflect the outcome of discussions with **interested parties**? (synthesis) (c) (2)
- (5) How and why do you negotiate a clear and mutually acceptable agreement? (synthesis) (d) (2)
- (6) How and why do you discuss provisions for subsequent changes fully with **interested parties** and explaining their implications? (synthesis) (e) (2)
- (7) How do you record agreed discussions? (application) (e) (2)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg. (a), and range, eg. (1), to which they apply.

There must be workplace evidence against each performance criteria. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

- (1) Presented proposals (a) (1)
- (2) Record(s) of significant points, constraints, opportunities and areas of uncertainty (a,b) (2)
- (3) Negotiated agreements (d, e) (2)
- (4) Modified proposals (c) (2)
- (5) Records of agreements and discussions with interested parties (d,e) (2)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

- (1) Presentations to customers (a, b) (1,2)

UNIT F51H 04 (CCOL3/O21) Agree Proposals for the Provision of Products and Services

Element 2 (CCOL3/O21.2) Review and finalise proposals for the provision of products and services

| No | Description of Evidence | Knowledge and Understanding | | | | | | | Evidence Requirements | | | | |
|----|-------------------------|-----------------------------|---|---|---|---|---|---|-----------------------|---|---|---|---|
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F51J 04 (CCOL3/O22) Provide Information and Advice on Products and Services

This Unit has the following Elements:

Element 1 (CCOL3/O22.1) Exchange information and provide advice on matters of technical concern
Element 2 (CCOL3/O22.2) Obtain and evaluate feedback information

Unit Summary

This Optional Unit is designed to assess the candidate's competence to provide information and advice on products and services.

O22.1 Exchange information and provide advice on matters of technical concern

You will need to identify terms of reference for contracting parties and present recommendations.

O22.2 Obtain and evaluate feedback information

You will need to obtain feedback on the products and services provided. You will then need to identify and recommend potential improvements arising from feedback.

UNIT F51J 04 (CCOL3/O22) Provide Information and Advice on Products and Services

Element 1 (CCOL3/O22.1) Exchange information and provide advice on matters of technical concern

Performance Criteria

This involves:

- (a) Identifying terms of reference for contracting parties, stating them clearly and confirming them in writing.
- (b) Acquiring **information** to a level of detail suitable for its purpose in the context of openness and constructive dialogue.
- (c) Giving **information and advice** in a format which is complete, summarised and appropriate to requirements.
- (d) Providing **appropriate clarification** where **recipients** are having difficulties in understanding technicalities.
- (e) Presenting recommendations to contracting parties which are clear and valid, with a realistic appraisal of the implications on the options, and supporting them by providing the best available advice.
- (f) Presenting recommendations which contain clear descriptions of **information** and consulted sources, applied analytical techniques, the criteria used for evaluation and justifiable conclusions.

Range

- 1 **Information and advice**
 - (a) sharing experience
 - (b) issuing instructions
 - (c) making decisions
 - (d) increasing understanding
 - (e) implementing a solution
 - (f) dispute resolution
- 2 **Information**
 - (a) orally
 - (b) in writing
 - (c) visually
- 3 **Recipients**
 - (a) customers
 - (b) team members
 - (c) superiors and subordinates
 - (d) relevant third parties
- 4 **Appropriate clarification**
 - (a) use of drawings and diagrams
 - (b) other data

UNIT F51J 04 (CCOL3/O22) Provide Information and Advice on Products and Services

Element 1 (CCOL3/O22.1) Exchange information and provide advice on matters of technical concern

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How do you identify terms of reference for contracting parties? (application) (a)
- (2) How do you confirm terms of reference in writing? (application) (a)
- (3) How do you acquire and give **information and advice** in a format which is complete, summarised and appropriate to requirements? (application) (b,c) (1,2)
- (4) How do you provide **appropriate clarification** where **recipients** are having difficulties in understanding technicalities? (application) (d) (3,4)
- (5) How do you present recommendations to contracting parties and support them by providing the best available advice? (application) (e) (2,3)
- (6) How do you present recommendations which contain clear descriptions of **information** and consulted sources, applied analytical techniques, the criteria used for evaluation and justifiable conclusions? (application) (f) (2)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence:

- (1) Terms of reference (a)
- (2) Technical information and advice provided, including appropriate clarification (b,c,d) (all)
- (3) Technical recommendations (e,f)

Simulations are not considered to be acceptable for producing evidence for this Element.

Process Evidence

- (1) Technical information and advice (b,c,d) (all)
- (2) Technical recommendations (e,f)

UNIT F51J 04 (CCOL3/O22) Provide Information and Advice on Products and Services

Element 1 (CCOL3/O22.1) Exchange information and provide advice on matters of technical concern

| No | Description of Evidence | Knowledge and Understanding | | | | | | Evidence Requirements | | |
|----|-------------------------|-----------------------------|---|---|---|---|---|-----------------------|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 |
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

UNIT F51J 04 (CCOL3/O22) Provide Information and Advice on Products and Services

Element 2 (CCOL3/O22.2) Obtain and evaluate feedback information

Performance Criteria

This involves:

- (a) Identifying and agreeing valid and reliable **methods and sources** for obtaining **feedback** on completed projects.
- (b) Promoting the value of obtaining and using **feedback data** and encouraging and enlisting the cooperation of **interested parties** in obtaining **feedback**.
- (c) Identifying areas of interest and agreeing them with **interested parties**.
- (d) Identifying, obtaining and investigating available **feedback data** from relevant sources and assessing it for its implications and potential future use.
- (e) Reviewing the **feedback data** matching it against the original requirements and objectives and summarising any shortcomings.
- (f) Identifying and recommending to **interested parties** potential improvements arising from **feedback**.
- (g) Recording and classifying improvements, incorporating them into procedures and **data bases**, and promoting them for future use.

Range

- 1 **Methods and sources**
 - (a) project records and documentation
 - (b) site inspections and meetings
 - (c) research and performance data
- 2 **Feedback**
 - (a) management procedures and records
 - (b) customer communications
 - (c) working arrangements
 - (d) formal and informal arrangements
- 3 **Interested parties**
 - (a) customer
 - (b) design team
 - (c) specialist consultants
 - (d) contractors
 - (e) sub-contractors and suppliers

UNIT F51J 04 (CCOL3/O22) Provide Information and Advice on Products and Services

Element 2 (CCOL3/O22.2) Obtain and evaluate feedback information

Range (cont)

4 Feedback data

- (a) approved providers
- (b) contract documentation
- (c) product information
- (d) government and statutory publications
- (e) reports
- (f) organisational documentation

5 Databases

- (a) files and records
- (b) library
- (c) standard drawings
- (d) specifications

UNIT F51J 04 (CCOL3/O22) Provide Information and Advice on Products and Services

Element 2 (CCOL3/O22.2) Obtain and evaluate feedback information

Knowledge and Understanding

Established from questioning the candidate or from industry recognised education and training course assessment, which is matched to the Element. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

- (1) How and why do you identify and agree valid and reliable **methods and sources** for obtaining **feedback** on completed projects? (synthesis) (a) (1,2)
- (2) How do you promote the value of obtaining and using **feedback** data and encouraging and enlisting the cooperation of **interested parties** in obtaining **feedback**? (application) (b) (2,3)
- (3) How do you identify areas of interest and agree them with **interested parties**? (application) (c) (3)
- (4) How and why do you identify, obtain and investigate available **feedback data** from relevant sources? (synthesis) (d) (2,4)
- (5) How do you review the **feedback data** matching it against the original requirements and objectives and summarising any shortcomings? (application) (e) (4)
- (6) How do you record and classify improvements incorporating them into procedures and **data bases** and promoting them for future use? (application) (g) (5)

Evidence Requirements

Taken as a whole, the evidence must show that the candidate consistently meets all the Performance Criteria, across the ranges for the Element.

References in brackets after items in the Evidence specification refer to the corresponding Performance Criteria, eg (a), and range, eg (1), to which they apply.

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover a whole range, knowledge evidence must be provided to cover the remaining items of range for each relevant performance criterion.

Product Evidence

The candidate must produce documentary evidence from the workplace covering the following items that are considered to be common and key/critical to demonstrate competence:

- (1) Records of identified areas of interest for feedback on completed projects which include agreed methods and sources and promotions for obtaining feedback (a,b,c) (1,2,3)
- (2) Reviewed feedback data (d,e) (4)
- (3) Record(s) of recommended improvements (f) (2,3)

Simulations are not considered to be acceptable for producing evidence for the above item in this Element.

UNIT F51J 04 (CCOL3/O22) Provide Information and Advice on Products and Services

Element 2 (CCOL3/O22.2) Obtain and evaluate feedback information

Evidence Requirements (cont)

Process Evidence

(1) Records of classified and promoted improvements (g) (5)

Simulations are considered to be acceptable for producing evidence for the following item(s) which are considered to be rare, but key/critical to demonstrating competence. The conditions of realism should be present:

- ◆ Communication methods and media
- ◆ Information and data

UNIT F51J 04 (CCOL3/O22) Provide Information and Advice on Products and Services

Element 2 (CCOL/O21.2) Review and finalise proposals for the provision of products and services

| No | Description of Evidence | Knowledge and Understanding | | | | | | Evidence Requirements | | |
|----|-------------------------|-----------------------------|---|---|---|---|---|-----------------------|---|---|
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Notes/Comments

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met.

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Glossary of terms

| | |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Advisor | A person who carries out, either singly or in combination, the functions of advising a candidate, collecting evidence of his or her competence on behalf of the assessor and authenticating the work candidates have undertaken. A mentor might also provide witness testimony. |
| Assessment | The process of generating and collecting evidence of a candidate's performance and judging that evidence against defined criteria. |
| Assessor | The person designated in a centre to be responsible for collecting evidence of candidates' competence, judging it and recording achievement. |
| Authentication | The process by which an advisor or assessor confirms that an assessment has been undertaken by a candidate and that all regulations governing the assessment have been observed. |
| Candidate | The person enrolling for an SQA qualification. |
| Centre | The college, training organisation or workplace where SQA qualifications are delivered and assessed. |
| Element of competence | Statements which define the products of learning. The statements describe the activities that the candidate needs to perform in order to achieve the Unit. They contain Performance Criteria and sometimes statements on range and evidence. (see Outcome) |
| Evidence | materials the candidate has to provide as proof of his or her competence against specified Performance Criteria. |
| Evidence requirements | Specify the evidence that must be gathered to show that the candidate has met the standards laid down in the Performance Criteria. |
| External verifier | The person appointed by the SQA who is responsible for the quality assurance of a centre's provision. An external verifier is often appointed on a subject area basis or for cognate groups of Units. |
| Instrument of assessment | A means of generating evidence of the candidate's performance. |
| Internal verifier | The person appointed from within the centre who ensures that assessors apply the standards uniformly and consistently. |
| Observation | A means of assessment in which the candidate is observed carrying out tasks that reflect the Performance Criteria given in Outcomes. |
| Outcome | Statement which defines the products of learning. They describe the activities the candidate has to perform to achieve the Unit, and contain Performance Criteria, and, sometimes, statements on range and evidence (see elements of competence). |
| Performance Criteria | Statements which describe the standard to which candidates must perform the activities which are stated in the Outcome. |

| | |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Portfolio | A compilation of evidence which can form the basis for assessment. The portfolio is commonly used in SVQ awards and in alternative routes to assessment such as APL and credit transfer. |
| Product evaluation | A means of assessment which enables the quality of a product produced by the candidate, rather than the process of producing it, to be evaluated. |
| Range/Scope | A statement in the Unit which specifies the different contexts in which the activities described in the outcome have to be demonstrated. Where they appear, range/scope statements are mandatory. |

Section 4 — Blank recording forms

This section consists of the blank forms referred to in Section 2 for you to photocopy. You may find these useful when compiling your portfolio.

Portfolio title page

Your name: _____

Job title: _____

Name of Employer/
Training Provider/
College: _____

Their address: _____

Tel no: _____

SVQ: _____

level: _____

Units submitted for assessment:

Mentor: _____

(Please provide details
of Mentor's experience) _____

Assessor: _____

Date: _____

Personal profile

Name

Address

Postcode

Tel no

Home:

Work:

Job title

Relevant experience

Description of your current job

Previous work experience

Qualifications and training

Continued overleaf

**Qualifications and Training
(continued)**



Voluntary work/interests



**Name of Employer/Training
Provider/College**



Address



Postcode



Tel no



Type of Business



Number of Staff



**Structure of organisation
(include chart or diagram if
available)**



Contents checklist

You might also find it useful to complete the following checklist as you work your way through your portfolio. This will help you to see if you have included all the relevant items. Once you have completed your portfolio, you will be able to use this checklist again as a contents page, by inserting the relevant page or section numbers in the right hand column.

| | Completed? | Page/Section number |
|--------------------------------------------------------------------------------|--------------------------|---------------------|
| Title page for the portfolio | <input type="checkbox"/> | |
| Personal profile | | |
| ◆ your own personal details | <input type="checkbox"/> | |
| ◆ a brief CV or career profile | <input type="checkbox"/> | |
| ◆ description of your job | <input type="checkbox"/> | |
| ◆ information about your employer/training provider/college | <input type="checkbox"/> | |
| Unit Assessment Plans | <input type="checkbox"/> | |
| Unit progress record | <input type="checkbox"/> | |
| Completed Element Achievement Records for each Unit | | |
| ◆ signed by yourself, your assessor and the internal verifier (where relevant) | <input type="checkbox"/> | |
| ◆ Evidence reference numbers included | <input type="checkbox"/> | |
| Index of evidence (with cross-referencing information completed) | <input type="checkbox"/> | |
| Evidence (with reference numbers) | | |
| ◆ observation records | <input type="checkbox"/> | |
| ◆ details of witnesses (witness testimony sheets) | <input type="checkbox"/> | |
| ◆ personal statements | <input type="checkbox"/> | |
| ◆ products of performance | <input type="checkbox"/> | |

Personal statement

| Date | Evidence index number | Details of statement | Links to other evidence (enter numbers) | Units, elements, pcs, and range covered |
|------|-----------------------|----------------------|-----------------------------------------|-----------------------------------------|
| | | | | |

Candidate signature: _____ Date: _____

Observation record

Unit/Element(s): _____

Candidate: _____ Date of observation: _____

Evidence index number: _____

| Skills/activities observed: | PCs and range covered: |
|-----------------------------|------------------------|
| | |

Knowledge and understanding apparent from this observation:

Other Units/elements to which this evidence may contribute:

Assessor comments and feedback to candidate:

I can confirm the candidate's performance was satisfactory.

Assessor's signature: _____ Date: _____

Candidate's signature: _____ Date: _____

Record of questions and candidate's answers

| | |
|------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Unit: | Element(s): |
| Evidence index number: | |
| Circumstances of assessment: | |
| List of questions and candidate's responses: Q: A: Q: A: Q: A: Q: A: Q: A: | |
| Assessor's signature: | Date: |
| Candidate's signature | Date: |

UNIT:

Element

| |
|----------------|
| Notes/Comments |
|----------------|

The candidate has satisfied the Assessor and Internal Verifier that the performance evidence has been met

Candidate: _____

Date: _____

Assessor: _____

Date: _____

Internal Verifier: _____

Date: _____

Scottish Qualifications Authority

Portfolio:

We hope this portfolio was appropriate to your needs. We welcome feedback on our products and services. If you have any comments on this document, please use this form to let us know about them. Thank you.

Comments

Please return this form to:

Support Materials
Scottish Qualifications Authority
The Optima Building
58 Robertson Street
Glasgow G2 8DQ

Optional information:

Name:

Organisation: