SQA

SVQ in Construction Site Management level 4

In the context of:

Building and Civil Engineering (G8XV 24)
Highways Maintenance and Repair (G8XT 24)

Candidate Guidance and Portfolio

Candidate name:

The National Occupational Standards which form the basis of this award were developed by ConstructionSkills SSC. This document is for candidate use only and should not be used as a substitute for the National Occupational Standards.

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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 for Construction Site Management level 4 is: ConstructionSkills.

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, and 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

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

You must ensure that you:

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
The Optima Building
58 Robertson Street
Glasgow
G2 8DQ

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.

	Who are they?	*What is their role?*
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 SSCs 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

Assessment Plan	You and your assessor
Collect Evidence	You and your assessor if observation/questioning is required
Present evidence	You and your assessor
Reference acceptable evidence	Assessor will judge evidence and give you feedback on which evidence meets the standards
Record evidence in element achievement record	You
Store evidence in portfolio	You

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	☐	
Personal profile		
♦ your own personal details	☐	
♦ a brief CV or career profile	☐	
♦ description of your job	☐	
♦ information about your employer/training provider/ college	☐	
Unit Assessment Plans	☐	
Unit progress record	☐	
Completed Element Achievement Records for each Unit		
♦ signed by yourself, your assessor and the internal verifier (where relevant)	☐	
♦ Evidence reference numbers included	☐	
Index of evidence (with cross-referencing information completed)	☐	
Evidence (with reference numbers)		
♦ observation records	☐	
♦ details of witnesses (witness testimony sheets)	☐	
♦ personal statements	☐	
♦ products of performance	☐	

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 represents 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 professionalism		

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

Optional Units

Unit Number	Title	Assessor	Date
305	Design and produce documents using software		
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	Statement that I know and understand customer requirements. Names of customer and software and hardware requirements in portfolio. 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.	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:	_Anne Thomas_
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

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.

List of questions and candidate's responses:

Q: If a member of staff asked you for a particular piece of equipment, would procedures would you follow?

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

Q: You discover that a member of staff has installed a piece of software on their workstation PC. What do you do?

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

Assessor's signature: Davinder Singh	Date: 21/3/2000
Candidate's signature: *Anne Thomas*	Date: 21/3/2000

Section 3 — The Units and recording documents for your SVQ

Unit Progress Record

Qualification and level: Construction Site Management: Building and Civil Engineering level 4

Candidate: _____

To achieve the whole qualification, you must prove competence in all **19 mandatory** Units.

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	VR 210	VR 713	VR 726	VR 728	VR 730	VR 735	VR 737	VR 740
	VR 714	VR 715	VR 727	VR 729	VR 731	VR 732	VR 733	VR 734
	VR 736	VR 738	VR 739					
Optional Extras	VR 716	VR 719	VR 720	VR 722	VR 741	VR 742		

Mandatory Units *(all Units should be completed)*

SQA Unit Number	SSC/SSB Unit Number	Title	Assessor	Internal Verifier	Date
F3H0 04	VR 210	Develop and Maintain Good Working Relationships			
F3GS 04	VR 713	Allocate Work and Check People's Performance			
F3H6 04	VR 726	Establish, Implement and Maintain Systems for Managing Health, Safety and Welfare			
F3H7 04	VR 728	Evaluate and Select Work Methods			
F3HC 04	VR 730	Monitor Project Activities			
F3GW 04	VR 735	Control Project Progress against Agreed Quality Standards			
F3GV 04	VR 737	Control Project Progress against Agreed Programmes			
F3HB 04	VR 740	Manage Your Personal Development			

Mandatory Units (cont)

SQA Unit Number	SSC/SSB Unit Number	Title	Assessor	Internal Verifier	Date
F3H1 04	VR 714	Enable Learning Opportunities			
F3GT 04	VR 715	Contribute to the Identification of a Work Team			
F3H5 04	VR 727	Establish, Control and Monitor Environmental Factors and Sustainability			
F3HJ 04	VR 729	Plan the Preparation of the Site for the Project			
F3H2 04	VR 731	Ensure that Work Activities and Resources Meet Project Work Requirements			
F3H9 04	VR 732	Identify, Allocate and Plan the Deployment and Use of Plant, Equipment or Machinery			
F3HD 04	VR 733	Organise, Control and Monitor Supplies of Materials			
F3H3 04	VR 734	Establish and Monitor Communication Systems and Organisational Procedures			
F3H4 04	VR 736	Establish Dimensional Control Criteria			
F3GY 04	VR 738	Control Project Quantities and Costs			
F3H8 04	VR 739	Evaluate Feedback Information and Recommend Improvements			
Optional Extras					
F3HG 04	VR 716	Plan Highways Maintenance or Repair Activities			
F3HK 04	VR 719	Provide Customer Service in Construction			
F3HH 04	VR 720	Plan Historical Conservation/Restoration Activities			
F3HF 04	VR 722	Plan Demolition Activities			
F3HE 04	VR 741	Plan and Schedule the Maintenance or Remedial Activities of Property, Systems or Services			
F3HA 04	VR 742	Manage Project Handover			

Section 3 — The Units and recording documents for your SVQ

Unit Progress Record

Qualification and level: **Construction Site Management: Highways Maintenance and Repair level 4**

Candidate: _____

To achieve the whole qualification, you must prove competence in all **16 mandatory** Units plus any **two optional** Units.

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	VR 210	VR 713	VR 726	VR 728	VR 730	VR 735	VR 737	VR 740
	VR 714	VR 715	VR 716	VR 719	VR 731	VR 732	VR 733	VR 738
Optional Units	VR 727	VR 729	VR 734	VR 736	VR 739	VR 742		
Optional Extras	VR 720	VR 722	VR 741					

Mandatory Units *(all Units should be completed)*

SQA Unit Number	SSC/SSB Unit Number	Title	Assessor	Internal Verifier	Date
F3H0 04	VR 210	Develop and Maintain Good Working Relationships			
F3GS 04	VR 713	Allocate Work and Check People's Performance			
F3H6 04	VR 726	Establish, Implement and Maintain Systems for Managing Health, Safety and Welfare			
F3H7 04	VR 728	Evaluate and Select Work Methods			
F3HC 04	VR 730	Monitor Project Activities			
F3GW 04	VR 735	Control Project Progress against Agreed Quality Standards			
F3GV 04	VR 737	Control Project Progress against Agreed Programmes			
F3HB 04	VR 740	Manage Your Personal Development			

Mandatory Units (cont)

SQA Unit Number	SSC/SSB Unit Number	Title	Assessor	Internal Verifier	Date
F3H1 04	VR 714	Enable Learning Opportunities			
F3GT 04	VR 715	Contribute to the Identification of a Work Team			
F3HG 04	VR 716	Plan Highways Maintenance or Repair Activities			
F3HK 04	VR 719	Provide Customer Service in Construction			
F3H2 04	VR 731	Ensure that Work Activities and Resources Meet Project Work Requirements			
F3H9 04	VR 732	Identify, Allocate and Plan the Deployment and Use of Plant, Equipment or Machinery			
F3HD 04	VR 733	Organise, Control and Monitor Supplies of Materials			
F3GY 04	VR 738	Control Project Quantities and Costs			

Optional Units *(candidates must achieve two Units)*

SQA Unit Number	SSC/SSB Unit Number	Title	Assessor	Internal Verifier	Date
F3H5 04	VR 727	Establish, Control and Monitor Environmental Factors and Sustainability			
F3HJ 04	VR 729	Plan the Preparation of the Site for the Project			
F3H3 04	VR 734	Establish and Monitor Communication Systems and Organisational Procedures			
F3H4 04	VR 736	Establish Dimensional Control Criteria			
F3H8 04	VR 739	Evaluate Feedback Information and Recommend Improvements			
F3HA 04	VR 742	Manage Project Handover			

Optional Extras

SQA Unit Number	SSC/SSB Unit Number	Title	Assessor	Internal Verifier	Date
F3HH 04	VR 720	Plan Historical Conservation/Restoration Activities			
F3HF 04	VR 722	Plan Demolition Activities			
F3HE 04	VR 741	Plan and Schedule the Maintenance or Remedial Activities of Property, Systems or Services			

UNIT VR 210 (F3H0 04)   Develop and Maintain Good Working Relationships

Unit Summary

This Unit is about:

♦ interpreting information
♦ adopting safe and healthy working practices
♦ working with, informing people, supporting people
♦ developing and maintaining good occupational working relationships

UNIT VR 210 (F3H0 04)   Develop and Maintain Good Working Relationships

Performance Criteria

You must be able to:

1   Develop, maintain and encourage working relationships to promote goodwill and trust.
2   Inform relevant people about work activities in an appropriate level of detail and with an appropriate degree of urgency.
3   Offer advice and help to relevant people about work activities and encourage questions, requests for clarification and comments.
4   Clarify the proposals with the relevant people and discuss alternative suggestions.
5   Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in **bold italics**.

1   Record(s) of information on advice provided about occupational work activities and associated occupations.
2   Record(s) of information and advice given about carrying out the work activities:
    ♦   appropriate timescales
    ♦   health and safety requirements
    ♦   co-ordination of work procedures
3   Record(s) of information and advice given about methods of occupational work activities to achieve the required outcome.
4   Outline notes of discussions relating to the occupational work activity and other occupations involved.
5   Outline notes of agreed activities that satisfy those involved, to meet the required outcome of the proposed method of work.

UNIT VR 210 (F3H0 04)   Develop and Maintain Good Working Relationships

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Working relationships

K1   How to maintain and encourage **working relationships** to promote **goodwill and trust** with relevant **people**.
K2   How to develop **working relationships** to **promote goodwill and trust**.

Performance Criteria 2 — Inform people

K3   How to **inform** relevant **people** about **work activities** in an appropriate level of detail and with an appropriate degree of urgency.

Performance Criteria 3 — Offer advice

K4   How to encourage questions, requests for clarification and comments.
K5   How to **offer advice** and help to **people** about **work activities**.

Performance Criteria 4 -— Deal with alternative proposals

K6   How to **clarify** alternative proposals with the relevant **people**.
K7   How to suggest alternative proposals.

Performance Criteria 5 — Resolve conflicts

K8   How to resolve differences of opinion in ways which minimise offence and maintain **goodwill, trust** and respect.

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1   **Goodwill and trust**
   ♦   keeping promises and undertakings
   ♦   honest relationships
   ♦   constructive relationships
K2   **Inform, offer advice and clarify**
   ♦   orally
   ♦   in writing
   ♦   using drawings/sketches
K3   **People**
   ♦   colleagues
   ♦   employers
   ♦   clients and customers
   ♦   contractors
   ♦   suppliers of products and services
   ♦   those affected by work/project
K4   **Work activities**
   ♦   progress
   ♦   results
   ♦   achievements
   ♦   occupational problems
   ♦   occupational opportunities
   ♦   health and safety requirements
   ♦   co-ordinated work
K5   **Working relationships**
   ♦   formal
   ♦   informal

UNIT VR 210 (F3H0 04)   Develop and Maintain Good Working Relationships

No	Description of Evidence	Performance Criteria					Scope of Performance				
		1	2	3	4	5	1	2	3	4	5

UNIT VR 210 (F3H0 04)   Develop and Maintain Good Working Relationships

| | | Knowledge and Understanding relating to Performance Criteria | | | | | | | |
No	Description of Evidence	K1	K2	K3	K4	K5	K6	K7	K8

UNIT VR 210 (F3H0 04)   Develop and Maintain Good Working Relationships

No	Description of Evidence	Scope of Knowledge and Understanding				
		K1	K2	K3	K4	K5

UNIT VR 210 (F3H0 04)   Develop and Maintain Good Working Relationships

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 VR 713 (F3GS 04)   Allocate Work and Check People's Performance

Unit Summary

This Unit is about:

♦   ensuring that the work required is planned, and effectively allocated
♦   checking on the progress and quality of the work
♦   ensuring team members, the people you are responsible for, are meeting the required standard

UNIT VR 713 (F3GS 04)   Allocate Work and Check People's Performance

Performance Criteria

You must be able to:

1   Confirm the programmes and schedules, identify priorities and critical activities, and plan how the work will be undertaken.
2   Allocate work to team members, taking account of their current circumstances, and brief them on the quality standards or level expected.
3   Monitor the progress and quality of the work and provide prompt and constructive feedback.
4   Motivate team members to complete the work they have been allocated and provide, where requested and possible, any additional support and/or resources.
5   Identify unacceptable or poor performance, discuss the cause(s) and agree ways of improving performance with team members.
6   Recognise successful completion of significant pieces of work, or work activities, by team/team members and advise responsible people.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***.

1   Records of priorities and critical activities identified in programmes and schedules, and a plan of how the work will be undertaken.
2   Records of the work allocated and briefings given to team members, taking account of the following current circumstances:
 ♦   skills
 ♦   knowledge
 ♦   experience
 ♦   workload
3   Records of progress checks undertaken.
     Records of quality checks undertaken.
     Records of feedback given to team members.
4   Records of requests for additional support and/or resources.
     Records of feedback from team members.
5   Records of unacceptable or poor performance.
     Records of agreed ways of improving performance.
6   Records of praise and recognition for success.
     Records of advice on success given to responsible people.

UNIT VR 713 (F3GS 04)   Allocate Work and Check People's Performance

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Confirm work required and plan

K1   How to confirm **programmes and schedules**.
K2   How to identify priorities and critical activities in
      programmes and schedules.
K3   How to plan how work will be undertaken.

Performance Criteria 2 — Allocate work

K4   How to allocate work fairly to team members.
K5   How to take account of team member's **current
      circumstances**.
K6   How to brief team members on the **quality standards** or level
      expected.

Performance Criteria 3 — Check progress and quality

K7   How to check the progress of work against **programmes and
      schedules**.
K8   How to check work against required **quality standards**.
K9   How to provide constructive **feedback**.

Performance Criteria 4 — Motivate team members to complete work

K10   How to **motivate** team members.
K11   How to provide, where requested and available, additional
       support and/or **resources**.

**Knowledge and Understanding relating to Performance Criteria
(cont)**

K12   How to get feedback on additional support provided from team
       members.

Performance Criteria 5 — Identify unacceptable or poor performance

K13   How to identify unacceptable or poor performance.
K14   How to discuss the **causes of poor performance** with team
       members.
K15   How to agree ways of improving performance with team
       members.

Performance Criteria 6 — Recognise success

K16   How to recognise successful completion of significant pieces of
       work, or work activities.
K17   How to advise the **people responsible** of team/team member's
       successes.

UNIT VR 713 (F3GS 04)   Allocate Work and Check People's Performance

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1   **Causes of poor performance**
- external factors
- internal factors
- social factors
- personal circumstances
- skills and knowledge deficiencies
- lack of support
- lack of resources

K2   **Current circumstances**
- skills
- knowledge
- experience
- work load

K3   **Feedback**
- formal appraisal
- interim appraisal
- verbal report
- written report
- reference
- report

Scope of Knowledge and Understanding (cont)

K4   **Motivate**
- inspire
- stimulate
- prompt
- encourage
- induce
- cause
- provoke

K5   **People responsible**
- the client, customer or their representative
- contractors
- consultants
- sub-contractors
- suppliers
- workforce
- internal management

K6   **Programmes and schedules**
- bar charts
- critical activities
- action lists
- method statements

UNIT VR 713 (F3GS 04)   Allocate Work and Check People's Performance

Scope of Knowledge and Understanding (cont)

K7 **Quality standards**
- ♦ statutory requirements
- ♦ project specifications
- ♦ British Standards
- ♦ International Standards
- ♦ Codes of Practice
- ♦ organisational standards
- ♦ trade advisory guidance and best practice
- ♦ benchmarks or key performance indicators

K8 **Resources**
- ♦ people
- ♦ plant, equipment or machinery
- ♦ materials and components
- ♦ sub-contractors
- ♦ information
- ♦ work area and facilities
- ♦ waste management
- ♦ utility providers

UNIT VR 713 (F3GS 04)   Allocate Work and Check People's Performance

No	Description of Evidence	Performance Criteria						Scope of Performance					
		1	2	3	4	5	6	1	2	3	4	5	6

UNIT VR 713 (F3GS 04)   Allocate Work and Check People's Performance

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria																
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17

UNIT VR 713 (F3GS 04)   Allocate Work and Check People's Performance

No	Description of Evidence	Scope of Knowledge and Understanding							
		K1	K2	K3	K4	K5	K6	K7	K8

UNIT VR 713 (F3GS 04)   Allocate Work and Check People's Performance

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 VR 726 (F3H6 04)   Establish, Implement and Maintain Systems for Managing Health, Safety and Welfare

Unit Summary

This Unit is about:

♦ encouraging a culture of health, safety and welfare awareness
♦ ensuring that personnel are aware of their responsibilities
♦ developing, implementing, monitoring and reviewing the site conditions to ensure a safe and healthy workplace that provides for the welfare of the workforce
♦ ensuring hazards are identified and, where necessary, risk assessments completed
♦ ensuring sufficient equipment and resources are available for safe and healthy working, and to maintain the welfare of the workforce

UNIT VR 726 (F3H6 04)   Establish, Implement and Maintain Systems for Managing Health, Safety and Welfare

Performance Criteria

You must be able to:

1   Encourage a culture of health, safety and welfare on site, and identify and implement improvements.
2   Allocate health, safety and welfare responsibilities which comply with current legislation and ensure site inductions consistently inform people of those responsibilities.
3   Ensure accurate and appropriate notices and hazard warnings that conform to current legislation are maintained.
4   Ensure health, safety and welfare equipment and resources are available and sufficient to meet current legislation.
5   Implement systems which meet current legislation requirements to identify hazards, reduce risks and maintain the health, safety and welfare of people.
6   Ensure hazards are identified and obtain information on their significance.
7   Ensure the significant hazards are assessed to identify the residual risks, apply the principles of prevention to reduce the risks and provide information to appropriate people.
8   Monitor health, safety and welfare systems regularly for compliance with current legislation.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***.

1   Records showing how workforce culture has been encouraged.
    Records of improvements made to the work environment.
2   Records of responsibilities allocated.
    Records of induction briefings given.
3   Records showing that notices and hazard warnings are maintained.
4   Records for the maintenance of health, safety and welfare protection equipment and resources.
    Records showing that health, safety and welfare equipment and resources meet the project, organisational and statutory requirements.
5   Records of hazard identification and risk assessment or control methods adopted.
    Records of the system used to deal with breaches in health, safety and welfare requirements.
    Records of the system used to report accidents, emergencies and near misses.
6   Records of hazard identification methods.
    Details of the method used to determine the significance of an identified hazard.
7   Records of dealing with hazards by application of the following:
    ♦   elimination
    ♦   control at source
    ♦   management
    ♦   cumulative protection
    ♦   personal protective equipment

UNIT VR 726 (F3H6 04)   Establish, Implement and Maintain Systems for Managing Health, Safety and Welfare

Scope of Performance (cont)

	Records of the system used to provide information about hazard control to people.
8	Records of regular checks carried out on health, safety and welfare systems.
	Records of any special site conditions and situations which do not comply with regulations.
	Records of action taken to prevent reoccurrence of breaches to the requirements of health, safety and welfare.

UNIT VR 726 (F3H6 04)   Establish, Implement and Maintain Systems for Managing Health, Safety and Welfare

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Encourage and improve

K1 How to encourage **people** to promote a culture of health, safety and welfare.
K2 How to identify opportunities to improve health, safety and welfare and make appropriate recommendations.

Performance Criteria 2 — Inform people

K3 How to allocate responsibilities for health, safety and welfare.
K4 How to carry out site **inductions.**
K5 How to ensure **inductions** consistently inform **people** of their responsibilities.

Performance Criteria 3 — Notices

K6 How to ensure **notices** and hazard warnings comply with **current legislation**.
K7 How to maintain accurate and appropriate **notices** and hazard warnings for the workforce, visitors and the public.
K8 Why you need to ensure accurate and appropriate **notices** are maintained.

Performance Criteria 4 — Equipment and resources

K9 How to ensure health, safety and welfare **equipment and resources** are available and sufficient for the project.

Knowledge and Understanding relating to Performance Criteria (cont)

K10 How to ensure health, safety and welfare **equipment and resources** comply with **current legislation**.

Performance Criteria 5 — Implement systems

K11 How to implement **systems** which meet **current legislation** requirements for identifying and reducing hazards.
K12 How to implement **systems** for reporting and recording accidents, emergencies and near misses.
K13 How to maintain the welfare of **people** in accordance with **current legislation** requirements.

Performance Criteria 6 — Hazard identification

K14 How to ensure **hazards** are identified.
K15 How to obtain more information about **hazards**.
K16 How to determine the significance of a **hazard**.

Performance Criteria 7 — Assessing risks

K17 How to identify residual risks.
K18 How to apply the **principles of prevention**.
K19 How to reduce risk and provide information to appropriate **people**.

Performance Criteria 8 — Monitor for compliance

K20 How to monitor health, safety and welfare systems regularly for compliance with **current legislation**.

UNIT VR 726 (F3H6 04)   Establish, Implement and Maintain Systems for Managing Health, Safety and Welfare

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1 **Current legislation**
- construction specific health, safety and welfare regulations
- general health, safety and welfare legislation

K2 **Equipment and resources**
- protective clothing
- protective equipment
- first aid facilities and arrangements
- welfare facilities
- storage and security of materials and equipment
- accident and incident reporting
- fire fighting equipment
- provision of health, safety and welfare training

K3 **Hazards**
- potential to cause harm to people
- potential to cause damage to property, resources or equipment

K4 **Inductions**
- health and safety responsibilities
- site construction and installation operations
- health, safety and welfare equipment and resources
- risk control procedures
- first aid arrangements
- emergency plans
- evacuation plans
- traffic management

Scope of Knowledge and Understanding (cont)

K5 **Notices**
- prescribed notices
- certificates
- certificate of insurance
- site safety signs
- information

K6 **People**
- workforce
- sub-contractors
- suppliers
- consultants
- visitors
- non-english speaking personnel
- the public

K7 **Principles of prevention**
- eliminate
- control at source
- manage
- cumulative protection
- personal protective equipment

K8 **Systems**
- hazard identification
- risk assessment
- prevention and protection

UNIT VR 726 (F3H6 04) Establish, Implement and Maintain Systems for Managing Health, Safety and Welfare

No	Description of Evidence	Performance Criteria								Scope of Performance							
		1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

UNIT VR 726 (F3H6 04)   Establish, Implement and Maintain Systems for Managing Health, Safety and Welfare

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria																			
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17	K18	K19	K20

UNIT VR 726 (F3H6 04)   Establish, Implement and Maintain Systems for Managing Health, Safety and Welfare

No	Description of Evidence	Scope of Knowledge and Understanding							
		K1	K2	K3	K4	K5	K6	K7	K8

UNIT VR 726 (F3H6 04)   **Establish, Implement and Maintain Systems for Managing Health, Safety and Welfare**

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 VR 728 (F3H7 04)   Evaluate and Select Work Methods

Unit Summary

This Unit is about:

♦   assessing and evaluating information
♦   identifying safe and healthy work methods
♦   identifying how materials and resources will be used
♦   preparing, producing and agreeing method statements and/or risk assessments

UNIT VR 728 (F3H7 04)   Evaluate and Select Work Methods

Performance Criteria

You must be able to:

1   Assess and evaluate project data in order to identify work methods.
2   Obtain additional information from other sources in cases where the available project data is insufficient.
3   Identify work methods which will make the best use of resources and materials and which meet project and current legislation requirements.
4   Evaluate identified work methods against technical, environmental and project criteria and select the best one.
5   Ensure method statements are accurate, clear and concise and acceptable to all the people involved.
6   Recommend and promote the selected work method.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***.

1   Records showing assessment and evaluation of at least five of the following types of project data:
    ♦   conditions of contract
    ♦   bills of quantities or methods of measurement
    ♦   specifications
    ♦   drawings
    ♦   health, safety and environmental plans
    ♦   programmes and schedules
    ♦   organisational requirements
    ♦   instructions and variations
    ♦   information on materials
    ♦   survey reports
    ♦   design data
    ♦   statutory consents
    ♦   sub-contractor arrangements and attendance
    ♦   method statements and/or risk assessments
    ♦   safe systems of work
2   Records of consultation with at least two of the following other sources:
    ♦   the client, customer or their representative
    ♦   contractors
    ♦   sub-contractors
    ♦   suppliers
    ♦   regulatory authorities
    ♦   technical and trade literature
    ♦   those affected by the project

UNIT VR 728 (F3H7 04)   Evaluate and Select Work Methods

Scope of Performance (cont)

3	Records of identified work methods from at least two of the following information sources:
- current legislation, Codes of Practice and official guidance
- investigative research
- organisational procedures
- technical and trade literature

4	Records of evaluation showing consideration of at least six of the following technical, environmental or project criteria:
- materials performance and availability
- health and safety
- fire protection
- access
- plant, equipment or machinery performance and availability
- traffic management
- environmental issues
- cost benefit
- current legislation, Codes of Practice and official guidance
- customer and user needs
- contract requirements in terms of time and quantity
- waste management
- sustainability

Records of the work method(s) selected.

5	Records of method statements and/or risk assessments checked and agreed.

Scope of Performance (cont)

6	Records of presentation of the selected work method to, and acceptance by, at least two of the following people responsible:
- the client, customer or their representative
- contractors
- consultants
- sub-contractors
- suppliers
- workforce
- internal management

UNIT VR 728 (F3H7 04)   Evaluate and Select Work Methods

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Assess and evaluate data

K1   How to assess and evaluate available **project data**.
K2   How to identify construction work methods from the assessment and evaluation of **project data**.
K3   Why you need to assess and evaluate available **project data**.

Performance Criteria 2 — Obtain additional information

K4   How to obtain additional information from **other sources** in cases where the available **project data** is insufficient.

Performance Criteria 3 — Identify work methods

K5   How to identify **work methods** from possible **information sources** which will make the best use of resources and materials.
K6   How to identify **work methods** which meet the project and the requirements of current legislation.

Performance Criteria 4 — Evaluate and select work methods

K7   How to evaluate identified **work methods** against relevant **technical, environmental and project criteria** to select the best method.

Knowledge and Understanding relating to Performance Criteria (cont)

Performance Criteria 5 — Confirm method statements

K8   How to ensure the method statement and/or risk assessments derived from the selected **work methods** are accurate, clear and concise.
K9   How to ensure the method statement and/or risk assessments are acceptable to all the **people responsible**.
K10   Why you need to ensure the selected **work methods**, method statement and/or risk assessments are acceptable to all the **people responsible**.

Performance Criteria 6 — Recommend work methods

K11   How to recommend **work methods** to the **people responsible**.
K12   How to promote the selected **work methods** to the **people responsible**.

UNIT VR 728 (F3H7 04)   Evaluate and Select Work Methods

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1 **Information sources**
- ♦ current legislation, codes of practice and official guidance
- ♦ investigative research
- ♦ organisational procedures
- ♦ technical and trade literature

K2 **Other sources**
- ♦ the client, customer or their representative
- ♦ contractors
- ♦ sub-contractors
- ♦ suppliers
- ♦ regulatory authorities
- ♦ technical and trade literature
- ♦ people affected by the project

K3 **People responsible**
- ♦ client, customer or their representative
- ♦ contractors
- ♦ consultants
- ♦ sub-contractors
- ♦ suppliers
- ♦ workforce
- ♦ internal management

Scope of Knowledge and Understanding (cont)

K4 **Project data**
- ♦ conditions of contract
- ♦ bills of quantities or methods of measurement
- ♦ specifications
- ♦ drawings
- ♦ health, safety and environmental plans
- ♦ organisational requirements
- ♦ instructions and variations
- ♦ materials
- ♦ programmes and schedules
- ♦ survey reports
- ♦ design data
- ♦ statutory consents
- ♦ sub-contractor arrangements and attendance
- ♦ method statement and/or risk assessments
- ♦ safe systems of work

UNIT VR 728 (F3H7 04)   Evaluate and Select Work Methods

Scope of Knowledge and Understanding (cont)

K5   **Technical, environmental and project criteria**
- ♦ materials performance and availability
- ♦ health and safety
- ♦ fire protection
- ♦ access
- ♦ plant, equipment or machinery performance and availability
- ♦ traffic management
- ♦ environmental issues
- ♦ cost benefits
- ♦ current legislation, codes of practice and official guidance
- ♦ customer and user needs
- ♦ contract requirements in terms of time and quantity
- ♦ waste management
- ♦ sustainability

K6   **Work methods**
- ♦ sequencing and integration
- ♦ organisation of resources
- ♦ techniques
- ♦ use of temporary works
- ♦ prefabrication
- ♦ preparatory systems
- ♦ adoption of new materials
- ♦ application of new skills

UNIT VR 728 (F3H7 04)   Evaluate and Select Work Methods

No	Description of Evidence	Performance Criteria						Scope of Performance					
		1	2	3	4	5	6	1	2	3	4	5	6

UNIT VR 728 (F3H7 04)　　　Evaluate and Select Work Methods

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria											
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12

UNIT VR 728 (F3H7 04)   Evaluate and Select Work Methods

No	Description of Evidence	Scope of Knowledge and Understanding					
		K1	K2	K3	K4	K5	K6

UNIT VR 728 (F3H7 04)   Evaluate and Select Work Methods

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 VR 730 (F3HC 04)   Monitor Project Activities

Unit Summary

This Unit is about:

♦   providing information
♦   providing personnel with details of their job responsibilities
♦   planning, organising and controlling site and project resources to meet planned and unplanned situations

UNIT VR 730 (F3HC 04)   Monitor Project Activities

Performance Criteria

You must be able to:

1 Give adequate notice to all the people who will be affected about when work will start, how long it will take and when it will finish and confirm all dates in writing.
2 Communicate and agree a programme and method with people who will be doing the work that integrates operations.
3 Identify, record and obtain information requirements before work starts.
4 Organise attendance for sub-contractors in accordance with project and contractual agreements.
5 Plan and obtain sufficient resources of the appropriate type which will meet the project requirements and timescales.
6 Organise and control the site and resources so that conditions are safe, the site is tidy and creates a favourable image of the organisation, its products, its services and the project.
7 Develop contingency plans to meet special requirements to minimise disruption to those likely to be affected by the works programme.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in bold italics.

1 Work schedules.
   Records of written notification(s) given to people affected.
2 Programmes and method statements showing agreement with people doing the work.
   Records showing integration of operations.
3 Records of information obtained prior to the start of work.
4 Records of attendance.
   Records of meetings with sub-contractors to discuss project or contract and attendance.
5 Schedule of resource acquisition and use that includes at least three of the following:
   ♦ people
   ♦ plant, equipment or machinery
   ♦ materials and components
   ♦ sub-contractors
   ♦ information
6 Plan of site showing storage and waste removal areas.
   Records of site maintenance activities.
7 Records or plans showing how disruption has been minimised for special requirements and contingencies.
   Records of delegated tasks to other team members.

UNIT VR 730 (F3HC 04)   Monitor Project Activities

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Notification

K1 How to give adequate notice to all the **people** who will be affected about:
   ♦   when the work will start
   ♦   how long it will take
   ♦   when it will finish
K2 How to confirm all dates in writing.
K3 Why you need to confirm arrangements in writing.

Performance Criteria 2 — Communicate and agree programme

K4 How to agree **programmes** and methods with the **people** who will be doing the work.
K5 Why you need to agree **programmes** and methods with the **people** who will be doing the work.
K6 How to communicate **programmes** and methods to the **people** who will be doing the work.

Performance Criteria 3 — Information

K7 How to identify, record and obtain **information** requirements before work starts.

Performance Criteria 4 — Organise attendance

K8 How to organise **attendance** by contract or agreement for sub-contractors and attending workforce, in accordance with **project requirements** and contractual agreements.

Knowledge and Understanding relating to Performance Criteria (cont)

K9 Why you need to organise **attendance** by contract or agreement for sub-contractors in accordance with **project requirements** and contractual agreements.

Performance Criteria 5 — Plan and obtain resources

K10 How to identify and plan the use of **resources**.
K11 Why you need to plan the use of **resources**.
K12 How to ensure sufficient **resources** are obtained.

Performance Criteria 6 — Organise and control the site

K13 How to organise and control the site and **resources** so that the following conditions are met:
   ♦   the site is safe
   ♦   the site is tidy
   ♦   a favourable image of the organisation is created
   ♦   a favourable image of the products in use and being produced is created
   ♦   a favourable image of the services being provided is created
   ♦   a favourable image of the project is created
K14 Why you need to organise and control the site and **resources**.

Performance Criteria 7 — Contingency plans

K15 How to develop plans to meet **special requirements** and contingencies.
K16 Why you need to develop plans to meet **special requirements** and contingencies.

UNIT VR 730 (F3HC 04)   Monitor Project Activities

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1 **Attendance**
- facilities
- welfare facilities
- work specifications
- security and fencing
- utilities
- traffic management
- access and egress
- off loading and loading
- dimensional control
- storage
- health and safety

K2 **Information**
- survey reports
- design
- contractual
- statutory consents
- contractor's pre-planning information
- health safety and environmental plan
- method statements
- programmes
- about competence of people

Scope of Knowledge and Understanding (cont)

K3 **People**
- client, customer or their representative
- contractors
- sub-contractors
- third parties
- public services
- emergency services
- suppliers
- people working on site
- statutory authorities
- near neighbours
- residents

K4 **Programmes**
- bar charts
- network analysis
- critical path
- action lists
- method statements

K5 **Project requirements**
- time
- quality
- cost
- health and safety
- regulations
- sustainability
- defects liability period

UNIT VR 730 (F3HC 04)   Monitor Project Activities

Scope of Knowledge and Understanding (cont)

K6 **Resources**
  ♦ people
  ♦ plant, equipment or machinery
  ♦ materials and components
  ♦ sub-contractors
  ♦ information
K7 **Special requirements**
  ♦ sequencing
  ♦ elimination of waste
  ♦ regulations
  ♦ heritage status
  ♦ occupiers
  ♦ environmental considerations
  ♦ vehicular access
  ♦ health and safety
  ♦ hazards
  ♦ trespass
  ♦ near neighbours
  ♦ public access
  ♦ site conditions
  ♦ statutory regulations and limitations
  ♦ Codes of Practice

UNIT VR 730 (F3HC 04)   Monitor Project Activities

No	Description of Evidence	Performance Criteria							Scope of Performance						
		1	2	3	4	5	6	7	1	2	3	4	5	6	7

UNIT VR 730 (F3HC 04)   Monitor Project Activities

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria															
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16

UNIT VR 730 (F3HC 04)   Monitor Project Activities

No	Description of Evidence	Scope of Knowledge and Understanding						
		K1	K2	K3	K4	K5	K6	K7

UNIT VR 730 (F3HC 04)   Monitor Project Activities

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 VR 735 (F3GW 04)   Control Project Progress against Agreed Quality Standards

Unit Summary

This Unit is about:

♦   implementing specified operational quality assurance
♦   implementing control processes and procedures
♦   making improvements as a result of monitoring and collecting feedback from others

UNIT VR 735 (F3GW 04)   Control Project Progress against Agreed Quality Standards

Performance Criteria

You must be able to:

1   Identify and interpret quality standards from available information, and pass them to people responsible for their implementation before they start work.
2   Specify clearly and unambiguously the responsibilities which individuals have for maintaining quality standards.
3   Set up systems to inspect and control the quality of the work.
4   Regularly check that work conforms to the design requirements and the specified quality standards.
5   Identify work which fails to meet the requirements and specified quality standards and implement corrective action.
6   Inform decision-makers about significant variations of quality standards and recommend solutions they need to make and actions they need to take.
7   Identify conflicts between quality standards and refer them to decision-makers for resolution.
8   Identify improvements from feedback received and recommend them to decision-makers.
9   Agree amendments to the project quality standards and record them accurately.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***.

1   Records of providing quality requirements to people prior to work starting.
2   Produce a site quality plan or procedure showing individual responsibilities in accordance with quality standards.
3   Records of the system adopted to inspect ongoing and completed work.
4   Records showing inspections of ongoing and completed work. Records showing acceptance and rejection criteria.
5   Records of identified sub-standard work. Records of the corrective action taken.
6   Records of information about significant variations of quality standards and suggested actions passed to decision-makers for the following:
     ♦   quality standards
     ♦   effects of quality on the programme
     ♦   effects of quality on safety
     ♦   effects of quality on finished product
7   Records of conflicts between quality standards passed to the decision-makers for resolution.
8   Records of feedback analysis and recommendations made to decision-makers.
9   Records of agreed changes to the project quality standards.

UNIT VR 735 (F3GW 04)   Control Project Progress against Agreed Quality Standards

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Identify and interpret quality standards

K1 How to identify and interpret **quality standards**.
K2 How to pass **quality standards** on to **people responsible** for implementing them before starting work on a contract.

Performance Criteria 2 — Specify responsibilities

K3 How to specify the responsibilities which individuals have for maintaining **quality standards**.
K4 Why you need to specify the responsibilities which individuals have for maintaining **quality standards**.
K5 How to produce a site quality plan or procedure in accordance with the **quality standards**.

Performance Criteria 3 — Set up quality control systems

K6 How to set up **systems** for inspecting and controlling the quality of **work** and record the outcomes.
K7 Why you need to set up **systems** for inspecting and controlling the quality of **work** and record the outcomes.

Performance Criteria 4 — Check standards of work

K8 How to check that **work** conforms to design requirements and the specified **quality standards**.

Knowledge and Understanding relating to Performance Criteria (cont)

Performance Criteria 5 — Identify sub-standard work

K9 How to identify and record **work** that fails to meet the requirements and specified **quality standards**.
K10 How to implement corrective action where **work** fails to meet the requirements and specified **quality standards**.

Performance Criteria 6 — Inform of variations

K11 How to inform decision-makers about significant variations in **quality standards** that may affect programme, safety implications and the finish to the product.
K12 How to recommend solutions which decision-makers need to make about significant variations in **quality standards** and advice on the actions they need to take.
K13 How to recommend improvements to decision-makers.
K14 Why you need to recommend solutions and improvements.

Performance Criteria 7 — Conflicts

K15 How to identify conflicts between **quality standards**.
K16 How to refer conflicting **quality standards** to decision-makers for resolution.

Performance Criteria 8 — Identify improvements from feedback

K17 How to identify improvements in **quality standards** from feedback.
K18 How to recommend improvements to decision-makers.

UNIT VR 735 (F3GW 04)   Control Project Progress against Agreed Quality Standards

Knowledge and Understanding relating to Performance Criteria (cont)

Performance Criteria 9 — Agree amendments

K19   How to agree amendments to the project **quality standards** with decision-makers.
K20   How to record amendments to project **quality standards** accurately.

UNIT VR 735 (F3GW 04)   Control Project Progress against Agreed Quality Standards

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1   **People responsible**
- the client
- contractors
- consultants
- sub-contractors
- suppliers
- workforce

K2   **Quality standards**
- current legislation
- project specifications
- British Standards
- International Standards
- Codes of Practice
- organisation standards
- trade advisory guidance and best practice
- benchmarking

K3   **Systems**
- visual inspection
- comparison with design requirements
- comparison with standard documentation
- checking manufacturer's documentation
- checking delivery notes
- sampling and mock ups
- testing
- site inspection reports.
- contractor reports
- site meetings

Scope of Knowledge and Understanding (cont)

K4   **Work**
- materials and components, and their use
- methods of construction

UNIT VR 735 (F3GW 04)   Control Project Progress against Agreed Quality Standards

No	Description of Evidence	Performance Criteria									Scope of Performance								
		1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9

UNIT VR 735 (F3GW 04)   Control Project Progress against Agreed Quality Standards

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria																			
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17	K18	K19	K20

UNIT VR 735 (F3GW 04) Control Project Progress against Agreed Quality Standards

No	Description of Evidence	Scope of Knowledge and Understanding			
		K1	K2	K3	K4

UNIT VR 735 (F3GW 04)   Control Project Progress against Agreed Quality Standards

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 VR 737 (F3GV 04)   Control Project Progress against Agreed Programmes

Unit Summary

This Unit is about:

♦ controlling progress processes and procedures
♦ making improvements as a result of monitoring
♦ making improvements as a result of feedback from others

UNIT VR 737 (F3GV 04)   Control Project Progress against Agreed Programmes

Performance Criteria

You must be able to:

1   Develop and implement systems to monitor and record the progress of the project against the agreed programme(s).
2   Collect progress information regularly and summarise it for relevant people.
3   Identify inadequate or inappropriate resources, inform relevant people, and specify and obtain alternative resources.
4   Identify and quantify any deviations from planned progress which have occurred, or which may occur, that could disrupt the programme.
5   Investigate the circumstances of any deviations thoroughly and agree and implement appropriate corrective action.
6   Recommend options to relevant people that aim to maintain or improve cost and progress.
7   Inform relevant people about changes to the operational programme, resource needs and suggest the decisions and actions that need to be taken to maintain progress.
8   Identify improvements to progress from feedback received and recommend them to relevant people.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***.

1   Written, graphical and electronic records of actual work against programmed work.
Records showing the use of at least four of the following systems to monitor and record the progress of the project against the agreed programme(s):
- visual inspection(s)
- resource records
- site inspection reports
- contractor's report
- certified payments
- site meetings
- organisational procedures
- management reports
- benchmarks
- comparison with project requirements
2   Records of progress information collected and summarised for relevant people.
3   Records showing the identification of inadequate or inappropriate resources.
Details of information regarding inadequate and inappropriate resources passed to relevant people.
Records of alternative resources obtained.
4   Records showing identified deviations from planned progress that have occurred or which may occur.
Details that quantify current, or predicted, deviations from planned progress that could disrupt the agreed programme.

UNIT VR 737 (F3GV 04)   Control Project Progress against Agreed Programmes

Scope of Performance (cont)

5   Records of investigations completed to identify the
     circumstances of any deviations.
     Details of the agreed and implemented corrective action.
6   Details of the recommended options passed to relevant people.
7   Records of progress and change information provided to
     relevant people.
     Details of suggested decisions and actions that need to be
     taken to maintain progress.
8   Records of improvements identified from feedback.
     A record of recommendations made to relevant people.

UNIT VR 737 (F3GV 04) Control Project Progress against Agreed Programmes

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Develop and implement systems

K1 How to develop **systems to monitor and record** the progress of the project against agreed **programme(s)**.
K2 Why you need to develop **systems to monitor and record** the progress of the project against the agreed **programme(s)**.

Performance Criteria 2 — Collect information

K3 How to collect progress information regularly.
K4 How to accurately summarise progress information for **relevant people**.

Performance Criteria 3 — Identify inadequate or inappropriate resources

K5 How to identify inadequate and inappropriate resources.
K6 How to inform **relevant people** about inadequate and inappropriate resources.
K7 How to inform **relevant people**, and specify, and obtain alternative **resources**.

Performance Criteria 4 — Identify and quantify deviations

K8 How to identify **deviations** from planned progress which has occurred and which may occur.
K9 How to identify **deviations** from the planned progress which may disrupt the **programme**.
K10 How to **quantify deviations** from planned progress.

Knowledge and Understanding relating to Performance Criteria (cont)

K11 Why you need to identify and **quantify deviations** from planned progress.

Performance Criteria 5 — Investigate deviations

K12 How to investigate the circumstances of **deviations** from planned progress.
K13 How to agree **corrective action** for **deviations** from planned progress with **relevant people**.
K14 How to implement agreed **corrective action** for **deviations** from planned progress.
K15 Why you need to agree **corrective action**(s).

Performance Criteria 6 — Recommend options

K16 How to recommend options to **relevant people** that will minimise increases in cost and time.
K17 How to recommend options that will help the project progress.
K18 Why you need to make recommendations that will minimise increases in cost and time and help the project progress.

Performance Criteria 7 — Inform relevant people

K19 How to regularly inform **relevant people** about changes to operational **programme(s)** and demands on **resources**.
K20 How to suggest the decisions and actions that need to be taken to maintain progress.

UNIT VR 737 (F3GV 04) Control Project Progress against Agreed Programmes

Knowledge and Understanding relating to Performance Criteria (cont)

Performance Criteria 8 — Identify improvements from feedback

K21 How to identify improvements to progress from feedback received.
K22 How to recommend improvements in progress to **relevant people**.
K23 Why you need to recommend improvements in progress to **relevant people**.

UNIT VR 737 (F3GV 04)   Control Project Progress against Agreed Programmes

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1   **Corrective action**
- ♦ restore progress in accordance with agreed programme
- ♦ agree new completion dates
- ♦ initiate contract claim
- ♦ secure additional resources
- ♦ altering planned work

K2   **Deviations**
- ♦ resources shortages
- ♦ design problems
- ♦ design constraints
- ♦ industrial disputes
- ♦ lack of essential construction information
- ♦ construction errors
- ♦ inclement weather
- ♦ physical site constraints
- ♦ legal

K3   **Programme(s)**
- ♦ bar charts
- ♦ network analysis
- ♦ critical path
- ♦ line balance
- ♦ action lists
- ♦ method statements
- ♦ project expenditure forecasts

Scope of Knowledge and Understanding (cont)

K4   **Quantify**
- ♦ method study
- ♦ work study
- ♦ production analysis

K5   **Relevant people**
- ♦ the client, customer or their representative
- ♦ contractors
- ♦ consultants
- ♦ suppliers

K6   **Resources**
- ♦ people
- ♦ plant equipment or machinery
- ♦ materials and components
- ♦ finance
- ♦ time
- ♦ specialist services
- ♦ public utility services
- ♦ information

UNIT VR 737 (F3GV 04)   Control Project Progress against Agreed Programmes

Scope of Knowledge and Understanding (cont)

K7   **Systems to monitor and record**
- visual inspection
- resources records
- site inspection reports
- contractor's reports
- certified payments
- written, graphical and electronic records of actual work against programmed work
- site meetings
- organisational procedures
- management reports
- benchmarks
- comparison with project requirements

UNIT VR 737 (F3GV 04)   Control Project Progress against Agreed Programmes

No	Description of Evidence	Performance Criteria								Scope of Performance							
		1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

UNIT VR 737 (F3GV 04)   Control Project Progress against Agreed Programmes

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria																						
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17	K18	K19	K20	K21	K22	K23

UNIT VR 737 (F3GV 04)   Control Project Progress against Agreed Programmes

No	Description of Evidence	Scope of Knowledge and Understanding						
		K1	K2	K3	K4	K5	K6	K7

UNIT VR 737 (F3GV 04)   Control Project Progress against Agreed Programmes

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 VR 740 (F3HB 04)   Manage Your Personal Development

Unit Summary

This Unit is about:

♦   improving the development of yourself through personal planning, action and review
♦   measuring and recording achievement against identified standards

UNIT VR 740 (F3HB 04)   Manage Your Personal Development

Performance Criteria

You must be able to:

1   Define your personal aims and objectives for undertaking development.
2   Contact sources of support and guidance to identify recognised standards for you to manage your personal development.
3   Analyse the current level of your knowledge and performance and develop a profile of your development needs.
4   Prepare a development plan for achieving identified development needs.
5   Undertake development activities aimed at achieving identified development needs, reviewing and recording progress and the effectiveness of the activities.
6   Measure achievement of identified development needs and record evidence of knowledge and competence gained against recognised standards.
7   Review the cycle of personal development aims and objectives to revise and update aims and objectives to suit changing circumstances.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***.

1   Records of personal aims and objectives.
2   Records of contact with at least three of the following sources of support and guidance and the standards identified:
   ♦   national bodies
   ♦   industry bodies
   ♦   professional institutions
   ♦   further education organisations
   ♦   training providers
   ♦   in-house resources
   ♦   line manager
   ♦   colleagues
   ♦   trade periodicals and journals
   ♦   electronic sources
3   Records of the current level of your performance compared against selected and recognised standards.
      Profile of present competence and personal development needs.
4   Records of a personal development plan.
5   Records of development activities undertaken.
      Records of the process used to review and record progress and effectiveness.
6   Records of achievement.
      Records of comparing achievement with selected standards of competence.
7   Records of reviews conducted on personal aims and objectives.
      Records of updates made to personal development plan.

UNIT VR 740 (F3HB 04)   Manage Your Personal Development

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Aims and objectives

K1   How to define your **aims and objectives** for undertaking development.
K2   Why you need to define **aims and objectives**.

Performance Criteria 2 — Support and guidance

K3   How to contact **sources of support and guidance** to identify **recognised standards**.
K4   Why you need to identify **recognised standards** for you to undertake personal development.

Performance Criteria 3 — Analyse performance

K5   How to analyse your current level of knowledge and performance against selected and **recognised standards**.
K6   How to develop a profile of your **personal development** needs.
K7   Why you need to develop a profile of your **personal development** needs.

Performance Criteria 4 — Development plan

K8   How to prepare a **personal development** plan.
K9   Why you need to prepare a **personal development** plan.

Knowledge and Understanding relating to Performance Criteria (cont)

Performance Criteria 5 — Development activities

K10   How to undertake development activities to achieve **personal development** needs.
K11   How to review and record progress and evaluate the effectiveness of the activities.

Performance Criteria 6 — Measure achievement

K12   How to measure achievement of identified **personal development** needs.
K13   How to record evidence of your knowledge and competence against identified **recognised standards**.

Performance Criteria 7 — Review, revise and update

K14   How to review the cycle of **personal development** and **aims and objectives**.
K15   How to revise and update **aims and objectives** to suit changing circumstances.
K16   Why you need to review, revise and update your **personal development** plan.

UNIT VR 740 (F3HB 04)   Manage Your Personal Development

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1   **Aims and objectives**
- ♦   preparation for new job
- ♦   intellectual challenge
- ♦   need for updating
- ♦   professional competence
- ♦   compliance with employer
- ♦   professional body membership requirements
- ♦   promotion
- ♦   job change
- ♦   awareness of shortcomings

K2   **Personal development**
- ♦   maintenance of existing competence
- ♦   improvements to existing skills
- ♦   improvements to existing knowledge
- ♦   improvements to existing competence
- ♦   development of new competence
- ♦   commitment to professional excellence

K3   **Sources of support and guidance**
- ♦   national bodies
- ♦   industrial bodies
- ♦   professional institutions
- ♦   further education organisations
- ♦   training providers
- ♦   in house

Scope of Knowledge and Understanding (cont)

K4   **Recognised standards**
- ♦   job descriptions
- ♦   professional institution requirements
- ♦   National Occupational Standards
- ♦   industry recognised standards

UNIT VR 740 (F3HB 04)   Manage Your Personal Development

No	Description of Evidence	Performance Criteria							Scope of Performance						
		1	2	3	4	5	6	7	1	2	3	4	5	6	7

UNIT VR 740 (F3HB 04)   Manage Your Personal Development

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria															
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16

UNIT VR 740 (F3HB 04)   Manage Your Personal Development

No	Description of Evidence	Scope of Knowledge and Understanding			
		K1	K2	K3	K4

UNIT VR 740 (F3HB 04)   Manage Your Personal Development

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 VR 714 (F3H1 04)   Enable Learning Opportunities

Unit Summary

This Unit is about:

♦   identifying learning activities for the team
♦   encouraging the team, the people you are responsible for, to be accountable for their own learning
♦   providing opportunities to address learning needs.

UNIT VR 714 (F3H1 04)   Enable Learning Opportunities

Performance Criteria

You must be able to:

1   Promote the benefits of learning by giving fair, regular and useful feedback on work performance.
2   Work with the team to identify and prioritise learning needs and identify and obtain information on a range of possible learning activities.
3   Discuss development needs with team members.
4   Support team members in undertaking learning activities by making efforts to remove any obstacles to learning.
5   Evaluate the learning activity undertaken with team members to ensure the desired outcomes have been achieved.
6   Update development plans with team members.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***.

1   Records of feedback given, promoting the benefits of learning.
2   Records of learning needs identified, and information obtained, for at least two of the following learning activities:
    ♦   formal
    ♦   informal
    ♦   coached
    ♦   mentored
    ♦   vocationally qualifying
    ♦   continuous professional development
    ♦   professional membership
3   Development needs for team members comprising of the following:
    ♦   current skills and knowledge
    ♦   learning activities undertaken
    ♦   learning objectives to be achieved
    ♦   resource requirements for development
    ♦   timescales
4   Records of support provided to team members.
    Records of identified obstacles to learning and actions taken to remove them.
5   Records of evaluations of the learning activity after completion by team members.
6   Records of development plans updated with team members.

UNIT VR 714 (F3H1 04)   Enable Learning Opportunities

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Promote the benefits of learning

K1   How to promote the benefits of learning.
K2   How to give fair, regular and useful **feedback**.

Performance Criteria 2 — Identify learning needs

K3   How to work with your team to identify and prioritise learning needs.
K4   How to obtain information on ranges of **learning activities**.

Performance Criteria 3 — Development, learning plans and learning activities

K5   How to discuss and agree **development needs** with team members.

Performance Criteria 4 — Support team members

K6   How to support team members in undertaking **learning activities**.
K7   How to identify and remove obstacles to learning.

Performance Criteria 5 — Evaluate the learning activities

K8   How to evaluate with team members **learning activities** undertaken.
K9   How to ensure desired outcomes from **learning activities** have been achieved.

Knowledge and Understanding relating to Performance Criteria (cont)

Performance Criteria 6 — Update learning plans

K10   How to update team member's **development needs**.

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1   **Development needs**
   ♦   current skills and knowledge
   ♦   learning activities undertaken
   ♦   learning objectives to be achieved
   ♦   resource requirements for development
   ♦   timescales
K2   **Feedback**
   ♦   formal appraisal
   ♦   interim appraisal
   ♦   verbal report
   ♦   written report
   ♦   reference
   ♦   report

UNIT VR 714 (F3H1 04)   Enable Learning Opportunities

**Knowledge and Understanding relating to Performance Criteria
(cont)**

K3   **Learning activities**
   ♦   formal
   ♦   informal
   ♦   coached
   ♦   mentored
   ♦   vocationally qualifying
   ♦   continuous professional development
   ♦   professional membership

UNIT VR 714 (F3H1 04)   Enable Learning Opportunities

No	Description of Evidence	Performance Criteria						Scope of Performance					
		1	2	3	4	5	6	1	2	3	4	5	6

UNIT VR 714 (F3H1 04)   Enable Learning Opportunities

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria									
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10

UNIT VR 714 (F3H1 04)   Enable Learning Opportunities

No	Description of Evidence	Scope of Knowledge and Understanding		
		K1	K2	K3

UNIT VR 714 (F3H1 04)   Enable Learning Opportunities

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 VR 715 (F3GT 04)   Contribute to the Identification of a Work Team

Unit Summary

This Unit is about:

♦   identifying and evaluating capabilities of team members
♦   ensuring team members are equipped to meet programme requirements

UNIT VR 715 (F3GT 04)   Contribute to the Identification of a Work Team

Performance Criteria

You must be able to:

1   Identify any significant factors which will affect the number, type and availability of people and services.
2   Evaluate and record the quality and potential reliability of people or services, and circulate the results to decision-makers.
3   Negotiate and agree proposals which are likely to produce an effective team.
4   Follow the rules and formalities for obtaining people and services.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***.

1   Records of at least three of the following significant factors:
    ♦   location
    ♦   cost
    ♦   time
    ♦   skills, experience and knowledge required and available
    ♦   training and development requirements
    ♦   current legislation
2   Records of evaluation for at least two of the following people or services:
    ♦   technical staff
    ♦   sub-contractors
    ♦   specialist services
    ♦   operatives
3   Records of negotiation of proposals for effective team membership.
     Records of agreed proposals.
4   Records of consideration for at least two of the following rules and formalities:
    ♦   contractual
    ♦   current legislation
    ♦   codes of practice
    ♦   organisational procedures
    ♦   certification of competence

UNIT VR 715 (F3GT 04) Contribute to the Identification of a Work Team

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Identify significant factors

K1 What are **significant factors** involved in the identification of work teams.
K2 How to identify **significant factors** which will affect numbers, types and availability of **people or services**.

Performance Criteria 2 — Evaluate and record quality and potential reliability

K3 How to evaluate and record the quality of **people or services**.
K4 How to evaluate and record the potential reliability of **people or services**.
K5 How to circulate results from evaluations of quality and potential reliability to decision-makers.

Performance Criteria 3 — Negotiate and agree proposals

K6 How to make proposals for team membership.
K7 How to negotiate to get appropriate **people or services** for your team.

Performance Criteria 4 — Follow rules and formalities

K8 How to work within the current **rules and formalities** governing the identification of teams.
K9 Why you need to work within the current **rules and formalities** for the identification of teams.

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1 **People or services**
  ♦ technical staff
  ♦ sub-contractors
  ♦ specialist services
  ♦ operatives
K2 **Rules and formalities**
  ♦ contractual
  ♦ current legislation
  ♦ codes of practice
  ♦ organisational procedures
  ♦ certification of competence
K3 **Significant factors**
  ♦ location
  ♦ cost
  ♦ time
  ♦ skills, experience and knowledge required and available
  ♦ training and development requirements
  ♦ current legislation

UNIT VR 715 (F3GT 04)   Contribute to the Identification of a Work Team

No	Description of Evidence	Performance Criteria				Scope of Performance			
		1	2	3	4	1	2	3	4

UNIT VR 715 (F3GT 04)   Contribute to the Identification of a Work Team

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria								
		K1	K2	K3	K4	K5	K6	K7	K8	K9

UNIT VR 715 (F3GT 04)   Contribute to the Identification of a Work Team

No	Description of Evidence	Scope of Knowledge and Understanding		
		K1	K2	K3

UNIT VR 715 (F3GT 04)   Contribute to the Identification of a Work Team

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 VR 727 (F3H5 04)   Establish, Control and Monitor Environmental Factors and Sustainability

Unit Summary

This Unit is about:

♦ identifying considerations for environmental management and methods that will support sustainability
♦ delegating responsibilities and encouraging a culture of environmental awareness and support for sustainability
♦ monitoring environmental factors and sustainability requirements as the project progresses

UNIT VR 727 (F3H5 04) Establish, Control and Monitor Environmental Factors and Sustainability

Performance Criteria

You must be able to:

1   Identify the environmental management considerations and establish methods of work that will support sustainability by examining project data.
2   Encourage a culture of environmental awareness and support for sustainability in the workforce.
3   Delegate duties for environmental management and monitoring sustainable work methods.
4   Assess the significance of environmental factors as they affect the project and take appropriate action.
5   Monitor project work against sustainability requirements and take appropriate action to ensure progress.
6   Record good practice in environmental management and sustainable methods of work and make recommendations to people responsible.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***.

1   Records of identified considerations for environmental management.
     Records of identified methods that will support sustainability.
2   Records of the policies adopted for environmental management and sustainability.
     Records showing how workforce culture has been encouraged.
3   Records of duties delegated for environmental management.
     Records of duties delegated for monitoring sustainable work methods.
4   Records of consideration for at least four of the following environmental factors:
     ♦   appearance
     ♦   ecological
     ♦   natural conservation
     ♦   historical conservation
     ♦   noise
     ♦   emissions to air, land and water
     ♦   sustainable, economic and social
     ♦   traffic management
     ♦   waste management and recycling

UNIT VR 727 (F3H5 04) Establish, Control and Monitor Environmental Factors and Sustainability

Scope of Performance (cont)

5   Records of project tasks monitored against at least four of the
    following sustainability requirements:
    ♦   reuse and recycled waste
    ♦   recycled or sustainable materials
    ♦   contact with neighbours
    ♦   health and safety
    ♦   protection of the natural environment, biodiversity and
        heritage
    ♦   new legislation, technologies and skills
    ♦   pollution control
    ♦   material acquisition, use and storage
6   Records of recommendations made to at least three of the
    following people responsible:
    ♦   the client, customer or their representative
    ♦   contractors
    ♦   consultants
    ♦   sub-contractors
    ♦   suppliers
    ♦   workforce
    ♦   internal management

UNIT VR 727 (F3H5 04)   Establish, Control and Monitor Environmental Factors and Sustainability

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Considerations sustainability

K1   How to examine **project data** to identify needs for
      environmental management.
K2   How to examine **project data** to identify and establish
      methods of work that will support **sustainability.**
K3   Why you need to identify environmental management needs
      and **sustainable work methods**.

Performance Criteria 2 — Encourage and support

K4   How to encourage a culture of environmental awareness and
      support for **sustainability** in the workforce.
K5   Why you need to encourage a culture of environmental
      awareness and support for **sustainability** in the workforce.

Performance Criteria 3 — Delegation

K6   How to delegate duties for environmental management.
K7   How to delegate duties for monitoring **sustainable work
      methods**.

Performance Criteria 4 — Environmental factors

K8   How to assess the significance of **environmental factors** as
      they affect the project and take appropriate action.

Knowledge and Understanding relating to Performance Criteria (cont)

Performance Criteria 5 — Monitor sustainability

K9   How to monitor project work against **sustainability**
      requirements and take appropriate action to ensure progress.

Performance Criteria 6 — Record good practice

K10 How to record good practice in environmental management and
      sustainable work methods.
K11 How to make recommendations of good practice to **people
      responsible**.

UNIT VR 727 (F3H5 04)   Establish, Control and Monitor Environmental Factors and Sustainability

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1   **Environmental factors**
- appearance
- ecological
- nature conservation
- historical conservation
- noise
- emissions, air, land and water
- sustainable, economic and social
- traffic management
- waste management and recycling

K2   **People responsible**
- the client, customer or their representative
- contractors
- consultants
- sub-contractors
- suppliers
- workforce
- internal management

K3   **Project data**
- conditions of contract
- bills of quantities or methods of measurement
- specifications
- drawings
- health, safety and environmental plans
- programmes
- organisational requirements
- instructions and variations

Scope of Knowledge and Understanding (cont)

K4   **Sustainable work methods**
- reuse and recycled waste
- recycled or sustainable materials
- contact with site neighbours
- health and safety
- protection of the natural environment, biodiversity and heritage
- new legislation, technologies and skills
- pollution control
- material acquisition, use and storage

K5   **Sustainability**
- build to last
- integration with surroundings
- traffic management
- meeting users needs
- meeting community needs
- insulation
- efficient building services systems
- efficient use of resources
- efficient use of materials
- waste recycling
- use of recycled materials
- acquiring materials from local sources
- encouraging biodiversity
- use of sustainable energy, thermal, solar, wind and wave
- water demand
- protection of archaeological and historically valuable resources

UNIT VR 727 (F3H5 04)   Establish, Control and Monitor Environmental Factors and Sustainability

No	Description of Evidence	Performance Criteria						Scope of Performance					
		1	2	3	4	5	6	1	2	3	4	5	6

UNIT VR 727 (F3H5 04)   Establish, Control and Monitor Environmental Factors and Sustainability

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria										
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11

UNIT VR 727 (F3H5 04) Establish, Control and Monitor Environmental Factors and Sustainability

No	Description of Evidence	Scope of Knowledge and Understanding				
		K1	K2	K3	K4	K5

UNIT VR 727 (F3H5 04)   Establish, Control and Monitor Environmental Factors and Sustainability

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 VR 729 (F3HJ 04)   Plan the Preparation of the Site for the Project

Unit Summary

This Unit is about:

♦   pre-start and ongoing planning
♦   implementation of arrangements for the project at the place of work
♦   ensuring safe, healthy and secure site operations.

UNIT VR 729 (F3HJ 04)   Plan the Preparation of the Site for the Project

Performance Criteria

You must be able to:

1   Assemble and review information used in the preparation of the project plan, clarify information which is not clear and update it for production planning purposes.
2   Identify factors for consideration, record them and pass them on to people who may be affected.
3   Identify access and egress points for the site and works which are safe, convenient and minimise disruption.
4   Organise the resources required for the preparation of site operations.
5   Give accurate details about the proposed work to the utility and emergency services.
6   Make arrangements for adequate site safety, welfare, environmental protection and security.
7   Plan the site layout for operational purposes and pass information about the plans to the people on the site.
8   Ensure notices to provide information that complies with current legislation, to people are placed and maintained.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***.

1   Records of maintaining, verifying and updating the project plan with at least four of the following types of information:
   ♦   survey reports
   ♦   design information
   ♦   contractual information
   ♦   statutory consents
   ♦   contracts pre-planning information
   ♦   health, safety and environmental plans
   ♦   risk assessments and method statements
   ♦   programmes and schedules
   ♦   about competent people
   ♦   sub-contractor arrangements and attendance
2   Records of distributing information for at least four of the following considered factors:
   ♦   occupiers
   ♦   near neighbours
   ♦   public access
   ♦   site conditions
   ♦   environment considerations
   ♦   vehicular access
   ♦   security and trespass
   ♦   public utilities
   ♦   heritage status
   ♦   sustainability
3   Plan for traffic management showing chosen and agreed site and works access and egress points.

UNIT VR 729 (F3HJ 04)   Plan the Preparation of the Site for the Project

Scope of Performance (cont)

4   Records showing at least four of the following resources
     assigned for the preparation of the site:
     - people
     - plant, equipment or machinery
     - materials and components
     - sub-contractors
     - information
     - work area and facilities
     - waste management
     - utility providers
5   Records of information regarding site access, layout,
     evacuation and hazards passed to utility and emergency
     services.
6   Records of site safety and welfare arrangements identified
     before work starts and reviewed as work progresses.
     Records of environmental protection procedures.
     Records of the site security arrangements.
7   Records of site layout or plan.
     Plans showing resources and materials delivery, storage and
     waste collection locations.
     Arrangements for recycling.
     Records of information passed to the people working on site.
8   Records showing types and locations of notices.
      Maintenance schedule for notices.

UNIT VR 729 (F3HJ 04)   Plan the Preparation of the Site for the Project

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Assemble and review information

K1 How to assemble **information** used in the preparation of the project plan.
K2 How to clarify **information** that is not clear.
K3 How to keep **information** up to date.
K4 Why you need to assemble and clarify **information** and keep it up to date.

Performance Criteria 2 — Identify factors

K5 How to identify and record relevant **factors** for consideration when planning.
K6 How to pass on records of **factors** considered to people who will be affected.
K7 Why you need to pass considered and recorded **factors** to people who will be affected.

Performance Criteria 3 — Identify access/egress points

K8 How to identify **access and egress points** for the site and works which are the most convenient for works traffic and which minimise disruption.
K9 How to prepare a traffic management plan.

Knowledge and Understanding relating to Performance Criteria (cont)

Performance Criteria 4 — Organise resources

K10 How to organise **resources** for site preparation.
K11 How to assign **resources** for site preparation.
K12 How to utilise the **resources** used in site preparation into project work or tasks.

Performance Criteria 5 — Passing information

K13 How to give details about **proposed work** to utility and emergency services.
K14 How to give details on site access, layout, evacuation and hazards to utility and emergency services.

Performance Criteria 6 — Site safety and security

K15 How to ensure adequate site safety for **proposed work**.
K16 How to make consideration of relevant **factors** when arranging site safety, welfare, environmental protection and security.
K17 How to ensure adequate site security.
K18 How to ensure arrangements for health, safety and welfare are reviewed as work progresses.

UNIT VR 729 (F3HJ 04) Plan the Preparation of the Site for the Project

Knowledge and Understanding relating to Performance Criteria (cont)

You must know and understand:

Performance Criteria 7 — Site layout information

K19 How to plan the **site layout** for operational purposes.
K20 Why you need to plan the **site layout** for operational purposes.
K21 How to pass on information about **site layout** plans.
K22 How to plan the storage and use of materials and components so that material handling is efficient and wastage is minimised.

Performance Criteria 8 — Place and maintain notices

K23 How to place and maintain information notices for people, the public, visitors and workforce.
K24 How to prepare and implement a maintenance schedule for information notices.

UNIT VR 729 (F3HJ 04)   Plan the Preparation of the Site for the Project

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1   **Access and egress points**
- ♦ current legislation
- ♦ local traffic
- ♦ access and egress control
- ♦ security
- ♦ parking
- ♦ visitors
- ♦ site induction
- ♦ occupiers
- ♦ near neighbours
- ♦ traffic management

K2   **Factors**
- ♦ occupiers
- ♦ near neighbours
- ♦ public access
- ♦ site conditions
- ♦ environment considerations
- ♦ vehicular access
- ♦ security and trespass
- ♦ public utilities
- ♦ heritage status
- ♦ sustainability

Scope of Knowledge and Understanding (cont)

K3   **Information**
- ♦ survey reports
- ♦ design
- ♦ contractual
- ♦ statutory consents
- ♦ contracts pre-planning information
- ♦ health, safety and environmental plans
- ♦ risk assessments and method statements
- ♦ programmes
- ♦ about competent people
- ♦ sub-contractor arrangements and attendance

K4   **Proposed work**
- ♦ new build
- ♦ infrastructure
- ♦ demolition
- ♦ extension
- ♦ alteration
- ♦ refurbishment
- ♦ temporary works
- ♦ installation
- ♦ conservation

UNIT VR 729 (F3HJ 04)   Plan the Preparation of the Site for the Project

Scope of Knowledge and Understanding (cont)

K5   **Resources**
- people
- plant, equipment or machinery
- materials and components
- sub-contractors
- information
- work area and facilities
- waste management
- utility providers

K6   **Site layout**
- storage
- temporary accommodation
- work areas
- plant
- temporary services
- access and egress
- security
- continuing use by occupiers
- waste management
- pollution control
- provision for prefabricated components and systems
- existing fabric

UNIT VR 729 (F3HJ 04)   Plan the Preparation of the Site for the Project

No	Description of Evidence	Performance Criteria								Scope of Performance							
		1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

UNIT VR 729 (F3HJ 04)   Plan the Preparation of the Site for the Project

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria																						
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17	K18	K19	K20	K21	K22	K23	K24

UNIT VR 729 (F3HJ 04) Plan the Preparation of the Site for the Project

No	Description of Evidence	Scope of Knowledge and Understanding					
		K1	K2	K3	K4	K5	K6

UNIT VR 729 (F3HJ 04)   Plan the Preparation of the Site for the Project

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 VR 731 (F3H2 04)   Ensure that Work Activities and Resources Meet Project Work Requirements

Unit Summary

This Unit is about:

♦   interpreting information
♦   analysing information to identify resource requirements
♦   ensuring the work activities are planned to meet project work requirements
♦   developing, preparing, monitoring and modifying programmes and schedules

UNIT VR 731 (F3H2 04)   Ensure that Work Activities and Resources Meet Project Work Requirements

Performance Criteria

You must be able to:

1   Identify major activities, determine the resources needed from the information available and prepare draft work programmes and schedules.
2   Evaluate alternative methods, resources and systems in order to select the best solution to meet project requirements.
3   Obtain clarification and advice where the resources needed are not available.
4   Analyse the activities against project requirements and the requirements of external factors.
5   Determine how long each activity will take, identify activities which influence each other and sequence them logically and realistically so that they make the best use of the resources available.
6   Ensure the production of detailed programmes and schedules of planned activities which are consistent with the complexity of the project.
7   Develop a system to monitor the works programmes and schedules, implement it and use the results to improve production and planning.
8   Identify alterations to the works programmes and schedules to ensure they will meet changed circumstances.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***.

1   Lists of major activities identified.
     Lists of resources determined from available information.
     Records of draft work programmes and schedules.
2   Records showing the assessment of alternative methods, resources and systems.
     Records of evaluations that identify the best solution.
3   Records of consultation with at least two of the following:
     - the client, customer or their representative
     - consultants
     - project team partners
     - workforce
     - technical and trade literature
4   Records of considerations given to project requirements.
     Records of considerations given to at least four of the following external factors:
     ♦   other related programmes
     ♦   supply lead times
     ♦   contingencies
     ♦   special working conditions
     ♦   weather conditions
     ♦   statutory limitations
     ♦   site conditions
     ♦   environmental considerations
     ♦   customers
5   Records used to determine the duration of activities.
     Records of activities that influence each other.
     Schedule(s) showing activities sequence.

UNIT VR 731 (F3H2 04)   Ensure that Work Activities and Resources Meet Project Work Requirements

Scope of Performance (cont)

6   Detailed programmes and schedules consisting of at least two
     of the following:
     ♦   bar charts
     ♦   network analysis
     ♦   critical activities
     ♦   action lists
     ♦   resource schedules
7   Records of system(s) developed and implemented to monitor
     works programmes and schedules.
      Records of analysed results making recommendations to
      improve production and planning.
8   Records of circumstances imposing changes to works
     programmes and schedules showing calculated cost and time
     benefits.
      Records showing decision-maker's endorsement of changes to
      the works programmes and schedules.

UNIT VR 731 (F3H2 04)   Ensure that Work Activities and Resources Meet Project Work Requirements

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Draft work programmes and schedules

K1   How to identify major activities.
K2   How to determine the **resources** needed from the **information** available.
K3   How to prepare draft **programmes and schedules**.
K4   Why you need to prepare draft **programmes and schedules**.

Performance Criteria 2 — Evaluate alternative methods

K5   How to evaluate alternative methods, **resources** and systems.
K6   How to select the best solution to meet **project requirements**.

Performance Criteria 3 — Obtain clarification and advice

K7   How to obtain **clarification and advice** where the **resources** needed are not available.

Performance Criteria 4 — Analyse activities

K8   How to **analyse** activities against **project requirements**.
K9   How to identify and consider possible **external factors**.
K10 How to **analyse** activities against **external factors**.

Performance Criteria 5 — Identify and sequence activities

K11 How to calculate the duration of activities for **programmes and schedules**.
K12 How to identify activities that influence each other.

Knowledge and Understanding relating to Performance Criteria (cont)

K13 How to make best use of **resources** by sequencing activities logically and realistically.

Performance Criteria 6 — Production of programmes and schedules

K14 How to ensure the production of detailed **programmes and schedules**.
K15 How to ensure detailed **programmes and schedules** of planned activities are consistent with the complexity of the project.

Performance Criteria 7 — Develop a monitoring system

K16 How to develop a system to monitor works **programmes and schedules**.
K17 How to implement the system to monitor works **programmes and schedules** and use the results to improve production and planning.

Performance Criteria 8 — Identify alterations

K18 How to identify alterations to the works **programmes and schedules**.
K19 How to ensure alterations to works **programmes and schedules** will meet changed circumstances.

UNIT VR 731 (F3H2 04)   Ensure that Work Activities and Resources Meet Project Work Requirements

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1   **Analyse**
- method study
- work study
- production analysis

K2   **Clarification and advice**
- the client, customer or their representative
- consultants
- project team
- workforce
- technical and trade literature

K3   **External factors**
- other related programmes
- supply lead times
- contingencies
- special working conditions
- weather conditions
- statutory limitations
- site conditions
- environmental considerations
- customers

Scope of Knowledge and Understanding (cont)

K4   **Information**
- survey reports
- design
- contractual
- statutory consents
- contractor's pre-planning information
- conditions of contract
- health, safety and environmental plans
- risk assessments and method statements
- programmes and schedules
- sub-contractor arrangements and attendance

K5   **Programmes and schedules**
- bar charts
- network analysis
- critical activities
- action lists
- resources schedules

K6   **Project requirements**
- contract conditions
- contract programme stipulations
- statutory consent
- building control notification
- third-party obligations
- health and safety requirements

UNIT VR 731 (F3H2 04)   Ensure that Work Activities and Resources Meet Project Work Requirements

Scope of Knowledge and Understanding (cont)

K7   **Resources**
   ♦   people
   ♦   plant, equipment or machinery
   ♦   materials and components
   ♦   sub-contractors
   ♦   information
   ♦   work area and facilities
   ♦   waste management
   ♦   utility providers

UNIT VR 731 (F3H2 04)   Ensure that Work Activities and Resources Meet Project Work Requirements

No	Description of Evidence	Performance Criteria								Scope of Performance							
		1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

UNIT VR 731 (F3H2 04)   Ensure that Work Activities and Resources Meet Project Work Requirements

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria																		
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17	K18	K19

UNIT VR 731 (F3H2 04)   Ensure that Work Activities and Resources Meet Project Work Requirements

No	Description of Evidence	Scope of Knowledge and Understanding						
		K1	K2	K3	K4	K5	K6	K7

UNIT VR 731 (F3H2 04)   Ensure that Work Activities and Resources Meet Project Work Requirements

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 VR 732 (F3H9 04)   Identify, Allocate and Plan the Deployment and Use of Plant, Equipment or Machinery

Unit Summary

This Unit is about:

♦   specifying the plant, equipment or machinery for operation requirements
♦   planning for and ensuring the safe use of plant, equipment or machinery
♦   providing opportunities for improvements in the use of plant, equipment or machinery to be suggested

UNIT VR 732 (F3H9 04)   Identify, Allocate and Plan the Deployment and Use of Plant, Equipment or Machinery

Performance Criteria

You must be able to:

1   Ensure that the specification of the selected plant, equipment or machinery meets the needs of the project before deployment.
2   Ensure that the plant, equipment or machinery to be deployed complies with current legislation and will be set up, operated and maintained by competent people.
3   Implement a system to update the deployment and allocation of plant, equipment or machinery, and operators, as the project progresses or changes occur.
4   Identify hazards and assess risks arising from the use of plant, equipment or machinery and implement measures that protect people and the environment.
5   Ensure that plant, equipment or machinery operations are planned, appropriately supervised and conducted in accordance with current legislation.
6   Ensure the appropriate storage, servicing and maintenance of plant, equipment or machinery to meet operational and statutory requirements.
7   Identify learning needs for supervisors, operators and users of plant, equipment or machinery that will or could support the project or future projects.
8   Encourage those involved or affected by plant, equipment or machinery operations to suggest improvements in safe operations.
9   Ensure that plant, equipment or machinery which is no longer needed is returned or removed.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***.

1   Records of the specifications for plant, machinery or equipment considered prior to selection.
2   Records of pre-use checks, inspections, thorough examinations and tests conducted on plant, equipment or machinery.
     Records of checks conducted on the competence of the people that will set up, operate and maintain plant, equipment or machinery.
3   Records of a system that tracks the deployment, allocation and use of plant, equipment or machinery.
     Records of the recommendations on the use of alternative types of plant, equipment or machinery made to decision-makers.
4   Protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following:
     ♦   methods of work
     ♦   risk assessment
     ♦   safe use and storage of tools
     ♦   safe use and storage of materials
     ♦   traffic management
     ♦   emergency plans
5   Records of method statement(s) written or approved for plant, equipment or machinery operations.
     Records of the roles and responsibilities allocated to plant, equipment or machinery supervisors, operators and users.
     Records of the information passed to people.

UNIT VR 732 (F3H9 04) Identify, Allocate and Plan the Deployment and Use of Plant, Equipment or Machinery

Scope of Performance (cont)

6 Records of arrangements for storage, servicing and
   maintenance of plant, equipment or machinery.
   Records of checks made for serviceability and maintenance of
   plant, equipment or machinery as appropriate to at least three
   of the following operational or statutory requirements:
   ♦ health, safety and welfare of the workforce and others
   ♦ operational efficiency
   ♦ security of resources
   ♦ obligations to third parties
   ♦ regulatory authorities
   ♦ contractual commitments
7 Records of learning needs identified, and information
   obtained, for at least two of the following learning activities:
   ♦ formal
   ♦ informal
   ♦ coached
   ♦ mentored
   ♦ vocationally qualifying
8 Records of opportunities, given to at least four of the
   following, to suggest improvements in safe operations:
   ♦ supervisors
   ♦ operators
   ♦ users
   ♦ other members of the workforce
   ♦ members of the public
   ♦ occupiers
   ♦ neighbours
   ♦ visitors
   ♦ organisational representatives
   ♦ hire firm(s), companies or agents

Scope of Performance (cont)

9 Records of plant, equipment or machinery returned or removed,
   or specified to be removed.

UNIT VR 732 (F3H9 04)   Identify, Allocate and Plan the Deployment and Use of Plant, Equipment or Machinery

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Specification

K1   How to ensure the specification of the **plant, equipment or machinery** meets the needs of the project before deployment.
K2   Why you need to ensure the specification meets the needs of the project.

Performance Criteria 2 — Compliance with current legislation

K3   How to ensure **plant, equipment or machinery** complies with current legislation.
K4   How to check the competence of those that will set up, operate or maintain **plant, equipment or machinery**.
K5   Why you need to ensure compliance and check competence.

Performance Criteria 3 — System implementation

K6   How to implement a system that will update the deployment and allocation of **plant, equipment or machinery** as the project progresses.
K7   How to implement a system to update the deployment and allocation of **plant, equipment or machinery** as changes occur.
K8   Why you need a system to update the deployment and allocation of **plant, equipment or machinery**.
K9   How to recommend alternative **plant, equipment or machinery** to decision-makers.

Knowledge and Understanding relating to Performance Criteria (cont)

Performance Criteria 4 — Identify hazards and assess risks

K10   How to identify hazards and assess risks arising from the use of **plant, equipment or machinery**.
K11   How to implement **measures** that protect **people** and the environment.

Performance Criteria 5 — Planning, supervision and use

K12   How to ensure **plant, equipment or machinery** operations are supervised and conducted in accordance with current legislation.
K13   How to write and approve method statements for the use of **plant, equipment or machinery**.
K14   How to maintain records for the competence of supervisors, operators and users.
K15   How to pass information about the use of **plant, equipment or machinery** to **people**.

Performance Criteria 6 — Storage, service and maintenance

K16   How to ensure **plant, equipment or machinery** is stored, serviced and maintained in accordance with **operational and statutory requirements**.
K17   Why you need to ensure **plant, equipment or machinery** is stored, serviced and maintained in accordance with **operational and statutory requirements**.

UNIT VR 732 (F3H9 04) Identify, Allocate and Plan the Deployment and Use of Plant, Equipment or Machinery

Knowledge and Understanding relating to Performance Criteria (cont)

Performance Criteria 7 — Learning needs

K18 How to identify learning needs for supervisors, operators and users of **plant, equipment or machinery**.
K19 How to compare identified learning needs with the needs of the project and future projects.
K20 How to obtain information on ranges of **learning activities**.
K21 How to arrange development for supervisors, operators and users of **plant, equipment or machinery**.

Performance Criteria 8 — Suggestions for improvements

K22 How to encourage **those involved or affected** by **plant, equipment or machinery** operations to suggest improvements in safe operations.
K23 Why you need to encourage **those involved or affected** by **plant, equipment or machinery** operations to suggest improvements in safe operations.

Performance Criteria 9 — Return or remove

K24 How to return or remove **plant, equipment or machinery** which is no longer needed.
K25 Why you need to return or remove **plant, equipment or machinery** which is no longer needed.

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1 **Learning activities**
   ♦ formal
   ♦ informal
   ♦ coached
   ♦ mentored
   ♦ vocationally qualifying
K2 **Operational and statutory requirements**
   ♦ health, safety and welfare of the workforce and others
   ♦ operational efficiency
   ♦ security of resources
   ♦ obligations to third parties
   ♦ regulatory authorities
   ♦ contractual commitments
K3 **People**
   ♦ workforce
   ♦ other personnel on site
   ♦ members of the public
   ♦ occupiers
   ♦ site visitors
   ♦ people affected by on-site operations
K4 **Plant, equipment or machinery**
   ♦ static
   ♦ mobile
   ♦ accessories
   ♦ consumables
   ♦ health and safety equipment
   ♦ specialised hand tools

UNIT VR 732 (F3H9 04) Identify, Allocate and Plan the Deployment and Use of Plant, Equipment or Machinery

Scope of Knowledge and Understanding (cont)

- ♦ standard plant, equipment or machinery
- ♦ non-standard plant, equipment or machinery

K5 **Measures**
- ♦ methods of work
- ♦ risk assessment
- ♦ safe use of tools
- ♦ safe use of materials
- ♦ traffic management
- ♦ emergency plans

K6 **Those involved or affected**
- ♦ supervisors
- ♦ operators
- ♦ users
- ♦ other members of the workforce
- ♦ members of the public
- ♦ occupiers
- ♦ neighbours
- ♦ visitors
- ♦ organisational representatives
- ♦ hire firm(s), companies or agents

UNIT VR 732 (F3H9 04)   Identify, Allocate and Plan the Deployment and Use of Plant, Equipment or Machinery

No	Description of Evidence	Performance Criteria									Scope of Performance								
		1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9

UNIT VR 732 (F3H9 04)   Identify, Allocate and Plan the Deployment and Use of Plant, Equipment or Machinery

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria																								
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17	K18	K19	K20	K21	K22	K23	K24	K25

UNIT VR 732 (F3H9 04)   Identify, Allocate and Plan the Deployment and Use of Plant, Equipment or Machinery

No	Description of Evidence	Scope of Knowledge and Understanding					
		K1	K2	K3	K4	K5	K6

UNIT VR 732 (F3H9 04)   Identify, Allocate and Plan the Deployment and Use of Plant, Equipment or Machinery

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 VR 733 (F3HD 04)   Organise, Control and Monitor Supplies of Materials

Unit Summary

This Unit is about:

♦ managing the supply of materials for the project
♦ evaluating the performance of the supply chain
♦ making improvements in the acquisition, storage and use of materials for the project

UNIT VR 733 (F3HD 04)   Organise, Control and Monitor Supplies of Materials

Performance Criteria

You must be able to:

1   Analyse operational plans and quantities to assess what supplies of materials will be required and calculate and develop a delivery schedule.
2   Identify opportunities to standardise supplies of materials.
3   Check with the delivery schedule and users to confirm what supplies of materials are needed and ensure appropriate orders are prepared.
4   Conduct negotiations and meetings with suppliers and users so that goodwill and trust is maintained and agreed supply requirements are ensured.
5   Implement systems, to monitor the delivery schedule and the performance of suppliers, which will identify supply improvements.
6   Identify problems with supply, record them and take action to resolve them.
7   Identify changes likely to result in over or under supply and modify the delivery schedule to minimise disruption to the programme.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***.

1   Records of analysis conducted on operational plans and quantities.
Calculations for delivery and lead times.
Records of delivery schedule and traffic management.
2   Records of standardisation to improve at least one of the following:
♦   economy of usage
♦   cost
♦   environmental impact
♦   sustainability
3   Records of checks with the delivery schedule and users.
Records of ensuring appropriate orders are prepared.
4   Records of formal and informal contacts with suppliers and users.
Records of agreed supply requirements.
5   Records of the system adopted to monitor the delivery schedule.
Records of the system adopted to monitor the performance of suppliers.
Records of at least three of the following factors used in materials control:
♦   quality
♦   quantity
♦   payment to suppliers
♦   approval by client, customer or their representative
♦   programming
♦   cost
Records of any identified improvements.

UNIT VR 733 (F3HD 04)   Organise, Control and Monitor Supplies of Materials

Scope of Performance (cont)

6   Records of problems with supply and the action taken.
7   Records of identified changes to:
   ♦   project requirements
   ♦   supply performance
        Records of modifications made to the delivery schedule.

UNIT VR 733 (F3HD 04)   Organise, Control and Monitor Supplies of Materials

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Delivery schedule

K1   How to analyse operational plans and quantities to assess what **materials** will be required.
K2   How to calculate delivery and lead times for supplies of **materials.**
K3   Why it is necessary to analyse operational plans and quantities to assess what **materials** will be required and calculate delivery and lead times.
K4   How to develop a delivery schedule.
K5   Why delivery schedules and traffic management are required.

Performance Criteria 2 — Standardise supplies

K6   How to identify opportunities for standardisation of supplies of **materials.**
K7   How standardisation of **materials** can assist a project.
K8   Why opportunities for standardisation should be considered.

Performance Criteria 3 — Prepare orders

K9   How to check with the delivery schedule and **users** what **materials** are needed.
K10   How to ensure appropriate orders are prepared.
K11   Why you need to make checks and ensure appropriate ordes are prepared.

Knowledge and Understanding relating to Performance Criteria (cont)

Performance Criteria 4 — Conduct negotiations and meetings

K12   How to conduct negotiations and meetings with suppliers and **users** to ensure **supply requirements** are agreed.
K13   How to maintain **goodwill and trust**.
K14   How to conduct formal and informal meetings with suppliers and **users**.

Performance Criteria 5 — Implement systems

K15   How to implement a system, that covers all necessary **factors** to monitor the delivery schedule.
K16   How to implement a system to monitor the performance of suppliers against the agreed **supply requirements**.
K17   How to record any identified improvements.
K18   Why you need to monitor the delivery schedule and the performance of suppliers.

Performance Criteria 6 — Identify problems

K19   How to identify problems with supply and **supply requirements**, record them and take action to resolve them.
K20   Why you need to identify problems with supply and **supply requirements**, record them and take action to resolve them.

Performance Criteria 7 — Identify changes

K21   How to identify changes likely to result in over or under supply.

UNIT VR 733 (F3HD 04)   Organise, Control and Monitor Supplies of Materials

Knowledge and Understanding relating to Performance Criteria (cont)

K22   How to modify the delivery schedule to minimise disruption to the programme by ensuring supplies of **materials** are available.

UNIT VR 733 (F3HD 04)   Organise, Control and Monitor Supplies of Materials

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1   **Factors**
- quality
- quantity
- payment to suppliers
- approval by client, customer or their representative
- programming
- cost

K2   **Goodwill and trust**
- keeping promises and undertakings
- honest relationships
- constructive relationships

K3   **Materials**
- raw materials
- manufactured materials
- components
- prefabricated systems

Scope of Knowledge and Understanding (cont)

K4   **Supply requirements**
- elimination or reduction of waste
- recycling
- price
- quantity
- quality
- availability
- lead time
- life expectancy or deterioration
- maintenance
- storage and handling facilities
- environmental issues
- sustainability issues
- health and safety issues
- transportation
- damage
- loss or theft
- after sales service
- payment terms
- cash flow

K5   **Users**
- principal contractors
- sub-contractors
- direct labour
- the client, customer or their representative

UNIT VR 733 (F3HD 04)   Organise, Control and Monitor Supplies of Materials

No	Description of Evidence	Performance Criteria							Scope of Performance						
		1	2	3	4	5	6	7	1	2	3	4	5	6	7

UNIT VR 733 (F3HD 04)   Organise, Control and Monitor Supplies of Materials

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria																					
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17	K18	K19	K20	K21	K22

UNIT VR 733 (F3HD 04)   Organise, Control and Monitor Supplies of Materials

No	Description of Evidence	Scope of Knowledge and Understanding				
		K1	K2	K3	K4	K5

UNIT VR 733 (F3HD 04)   Organise, Control and Monitor Supplies of Materials

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 VR 734 (F3H3 04)   Establish and Monitor Communication Systems and Organisational Procedures

Unit Summary

This Unit is about:

♦ establishing communication systems and procedures that support the organisation of the project
♦ establishing communication systems and managing meetings
♦ monitoring communication systems and procedures

UNIT VR 734 (F3H3 04)   Establish and Monitor Communication Systems and Organisational Procedures

Performance Criteria

You must be able to:

1   Identify organisational and communication needs for the project.
2   Establish systems and procedures which are compatible with those used by the client, customer or their representative and the supply chain.
3   Produce project information and circulate it to people and organisations that have an interest.
4   Establish methods of communicating information between people and organisations that have an interest.
5   Monitor the communication and organisational methods for effectiveness, identify and investigate breakdowns and take action to restore effective communication and organisation.
6   Use information received to make improvements to the organisation of the project and communication systems.
7   Prepare for and manage meetings to meet objectives.
8   Complete actions following the meeting to meet objectives.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***.

1   Records of identified needs showing consideration of at least four of the following organisational and communication systems:
   ♦   roles and responsibilities
   ♦   site or head office interface
   ♦   project administration
   ♦   health, safety, welfare and environmental needs
   ♦   project team interfaces
   ♦   integration of data
   ♦   sharing of project data
   ♦   team working
   ♦   the client, customer or their representative
2   Records of the systems established showing compatibility with the client, customer or their representative and the supply chains systems.
     Records that show clear and effective management, administrative and operational control.
3   Records of at least one of the following circulated to people that have an interest:
   ♦   information on people's roles
   ♦   details on people's responsibilities
   ♦   details of the organisational structure

UNIT VR 734 (F3H3 04)   Establish and Monitor Communication Systems and Organisational Procedures

Scope of Performance (cont)

4   Records of establishing at least three of the following methods of communication for reporting, recording and retrieving information:
♦   oral
♦   written
♦   graphic
♦   electronic

5   Records of the system used to monitor the methods of communication and organisation for effectiveness.
Records of communication and organisation breakdowns.
Records of the action taken to restore effective communication and organisation.

6   Records of possible improvements identified for the organisation of the project.
Records of possible improvements identified for the project communication system.

7   Records of meetings with colleagues and stakeholders that include the following principles:
♦   prepare an agenda, arrange venue and contact attendees in good time
♦   agreement of the objectives to be achieved during the meeting
♦   acknowledgement of constructive contributions from the attendees during the meeting
♦   encouraging a balanced and informed discussion on the agenda items
♦   run the meeting on time
♦   agreement that objectives have been achieved
♦   agreement of actions and responsibilities following the meeting

Scope of Performance (cont)

8   Records of post-meeting activities including:
♦   minutes of the meeting drafted and circulated
♦   distribution of necessary information to relevant people
♦   monitoring of the completion of the agreed post-meeting actions

UNIT VR 734 (F3H3 04)   Establish and Monitor Communication Systems and Organisational Procedures

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Organisational and communication systems

K1   How to identify **organisational and communication systems** for a project.

Performance Criteria 2 — Develop and introduce systems

K2   How to establish and introduce **systems** which are compatible with those used by the client, customer or their representative and supply chain.

K3   How to establish **communication** and organisational **systems** that will enable clear effective management, administrative and operational controls.

K4   Why you need **communication** and organisational **systems** that will be compatible and provide control.

Performance Criteria 3 — Produce project information

K5   How to produce accurate and unambiguous information about people's **roles and responsibilities**, the project and the organisational structure.

K6   How to circulate information about people's **roles and responsibilities**, and the project and organisational structure to **people and organisations** that have an interest.

K7   Why information on people's **roles and responsibilities** is important to **people and organisations** that have an interest.

Knowledge and Understanding relating to Performance Criteria (cont)

Performance Criteria 4 — Methods of communication

K8   How to establish **methods of communicating**, reporting, recording and retrieving information between **people and organisations** who have an interest which are appropriate to the needs of the project.

K9   Why **methods of communicating**, reporting, recording and retrieving information between interested **people and organisations** should be established.

Performance Criteria 5 — Monitor communication and organisational methods

K10   How to monitor the **methods of communicating**, reporting, recording and retrieving information.

K11   How to identify breakdowns in **communication** and organisational **systems**.

K12   How to investigate breakdowns in **communication** and organisational **systems**.

K13   Why breakdowns in **communication** and organisational **systems** need to be investigated.

K14   The actions that can be taken to restore effective **communication** and organisational **systems**.

Performance Criteria 6 — Make improvements

K15   How to identify possible improvements to **methods of communicating** and organisational **systems**.

K16   Why you should try to improve established **systems**.

UNIT VR 734 (F3H3 04)   Establish and Monitor Communication Systems and Organisational Procedures

Knowledge and Understanding relating to Performance Criteria (cont)

Performance Criteria 7 — Manage meetings

K17   How to manage **meetings** to ensure objectives are met.

Performance Criteria 8 — Actions following meetings

K18   How to complete actions following **meetings** to ensure objectives are met.
K19   How to evaluate the effectiveness of **meetings**.

UNIT VR 734 (F3H3 04)   Establish and Monitor Communication Systems and Organisational Procedures

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1 **Communication**
- people
- systems
- media

K2 **Meetings**
- formal group
- informal group
- formal one-to-one
- informal one-to-one
- face-to-face
- remote

K3 **Methods of communicating**
- oral
- written
- graphic
- electronic

K4 **Organisational and communication systems**
- roles and responsibilities
- site or head office interface
- contract or project administration
- health, safety, welfare and environmental needs
- project team interfaces
- integration of data
- team working
- client, customer or their representative

Scope of Knowledge and Understanding (cont)

K5 **People and organisations**
- non-English language speakers
- clients, customer or their representative
- consultants
- contractors
- sub-contractors
- third parties
- public utility organisations
- emergency services
- people working on site
- statutory authorities

K6 **Roles and responsibilities**
- individual job descriptions
- organisation charts
- contractual arrangements
- team schedules

K7 **Systems**
- manual
- electronic

UNIT VR 734 (F3H3 04)   Establish and Monitor Communication Systems and Organisational Procedures

No	Description of Evidence	Performance Criteria								Scope of Performance							
		1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

UNIT VR 734 (F3H3 04)   Establish and Monitor Communication Systems and Organisational Procedures

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria																		
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17	K18	K19

UNIT VR 734 (F3H3 04)   Establish and Monitor Communication Systems and Organisational Procedures

No	Description of Evidence	Scope of Knowledge and Understanding						
		K1	K2	K3	K4	K5	K6	K7

UNIT VR 734 (F3H3 04)   Establish and Monitor Communication Systems and Organisational Procedures

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 VR 736 (F3H4 04)   Establish Dimensional Control Criteria

Unit Summary

This Unit is about:

♦ ensuring the project dimensional control information is in accordance with specified accuracy criteria
♦ ensuring project dimensional controls are regularly and appropriately checked for operational and post-completion requirements

UNIT VR 736 (F3H4 04)   Establish Dimensional Control Criteria

Performance Criteria

You must be able to:

1   Obtain relevant survey information, check that it is up to date and accurate, and resolve any problems.
2   Correlate and interpret information on project work which is relevant to dimensional control.
3   Ensure that variations are identified between the specified and the actual site dimensions, record them accurately and circulate them to decision-makers.
4   Ensure that reference points are suitably placed, accurate, clearly identified and protected from movement or removal.
5   Ensure a dimensional control monitoring system, which will make sure the specified accuracy criteria will be met, is established.
6   Ensure that measuring and recording equipment is maintained to meet the specified accuracy criteria.
7   Record any dimensional control information which may be of later use, and store it securely.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***.

1   Collect, collate and analyse survey information and resolve at least two of the following problems:
   ♦ unclear information
   ♦ missing information
   ♦ inconsistencies between documents
   ♦ errors
2   Records showing that the appropriate dimensional control information, including calculations, for the project has been correlated and interpreted.
3   Records showing that variations have been circulated to the decision-makers.
4   Records of reference points set, showing that they are suitably placed, accurate, clearly identified and protected.
5   Records of the monitoring system used.
6   Records showing checks on the use and maintenance of measuring and recording equipment.
7   Records showing the secure storage of the following information:
   ♦ dimensions
   ♦ locations
   ♦ levels
   ♦ deviations

UNIT VR 736 (F3H4 04)   Establish Dimensional Control Criteria

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Obtain survey information

K1   How to obtain relevant survey information.
K2   How to check that survey information is up to date and accurate.
K3   How to resolve **problems** with survey information.
K4   Why you need to resolve **problems** with survey information.

Performance Criteria 2 — Correlate and interpret information

K5   How to correlate information on project work which is relevant to **dimensional control information**.
K6   How to interpret information on project work which is relevant to **dimensional control information**.
K7   Why you need to correlate and interpret information on project work which is relevant to **dimensional control information**.

Performance Criteria 3 — Identify variations

K8   How to identify **variations** between the specified and the actual site dimensions.
K9   How to record **variations** between the specified and the actual site dimensions.

Knowledge and Understanding relating to Performance Criteria (cont)

Performance Criteria 4 — Set reference points

K10   How to set accurate and clearly identifiable reference points from set **reference points** that are protected from movement and removal.

Performance Criteria 5 — Develop a monitoring system

K11   How to develop a **monitoring system**.
K12   Why you need to develop a **monitoring system**.

Performance Criteria 6 — Maintain measuring and recording equipment

K13   How to maintain **measuring and recording equipment**.
K14   Why specific **measuring and recording equipment** should be selected.

Performance Criteria 7 — Record information

K15   How to record and store **dimensional control information** which may be of later use.

UNIT VR 736 (F3H4 04)   Establish Dimensional Control Criteria

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1 **Dimensional control information**
- lines
- levels
- angles
- distances
- curves
- positions
- setting out points

K2 **Measuring and recording equipment**
- mechanical
- optical
- electronic

K3 **Monitoring system**
- graphical
- measured
- instrumental

K4 **Problems**
- unclear information
- missing information
- inconsistencies between documents
- errors

K5 **Reference points**
- ground stations
- base lines
- benchmarks
- elevated target positions
- global positioning systems (GPS)

Scope of Knowledge and Understanding (cont)

K6 **Variations**
- boundaries
- levels
- locations

UNIT VR 736 (F3H4 04)   Establish Dimensional Control Criteria

No	Description of Evidence	Performance Criteria							Scope of Performance						
		1	2	3	4	5	6	7	1	2	3	4	5	6	7

UNIT VR 736 (F3H4 04)   Establish Dimensional Control Criteria

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria														
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15

UNIT VR 736 (F3H4 04) Establish Dimensional Control Criteria

No	Description of Evidence	Scope of Knowledge and Understanding					
		K1	K2	K3	K4	K5	K6

UNIT VR 736 (F3H4 04)   Establish Dimensional Control Criteria

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 VR 738 (F3GY 04)   Control Project Quantities and Costs

Unit Summary

This Unit is about:

♦   implementing quantity and cost control systems
♦   identifying variances in quantities and costs
♦   recommending cost savings in the execution of projects

UNIT VR 738 (F3GY 04)   Control Project Quantities and Costs

Performance Criteria	Scope of Performance
You must be able to:	Evidence must be work-based, simulation alone is only allowed where shown in **bold italics**.

Performance Criteria

You must be able to:

1   Implement appropriate quantities and cost control systems which are able to provide early warning of problems.
2   Ensure that quantity and cost data is regularly collected, record it and pass it on to the appropriate people responsible in time for them to be able to use it.
3   Ensure that work values, quantities and cost data are prepared.
4   Ensure that accurate quantities and cost data are prepared and presented in a format which will help the people responsible to make decisions.
5   Ensure that variations and trends in quantities and cost data are identified, quantified and costed.
6   Ensure that any variations are investigated and agree and implement appropriate corrective action with people responsible.
7   Identify opportunities for cost savings and recommend them to people responsible.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in **bold italics**.

1   Records of implementing at least one of the following quantities and cost control systems:
    ♦   contractual procedures and meetings
    ♦   operational procedures and meetings
    ♦   electronic records
2   Data regularly passed on to people responsible for quantities and cost of at least four of the following resources:
    ♦   people
    ♦   plant, equipment or machinery
    ♦   materials and components
    ♦   sub-contractors
    ♦   information
    ♦   work area and facilities
    ♦   waste management
    ♦   utility providers
    ♦   records of valuations of work completed
3   Records of cost calculations.
    Records of quantities.
4   Records of quantity and cost information presented to the people responsible.
    Records of decisions on quantities and costs agreed with people responsible.
5   Records of variations and trends identified.
    Records of any costs created by the identified variations or trends.

UNIT VR 738 (F3GY 04)   Control Project Quantities and Costs

Scope of Performance (cont)

6   Records of investigations of variations and the implementation
of at least one of the following corrective actions taken:
- restore progress in accordance with agreed programme
- agree new completion dates
- initiate contract claim
- secure additional resources
- alter planned work

7   Records of at least two of the following opportunities for cost
savings:
- waste reduction
- resource management and logistics
- applications of new technologies and materials
- energy and utility management
- recyclable and recoverable materials
- alternative sources and types of materials
- variations in quality
- standardisation
- revenue generation

UNIT VR 738 (F3GY 04)   Control Project Quantities and Costs

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Implement systems

K1   How to implement appropriate **project quantities and cost control systems** which will provide early warnings of problems.

Performance Criteria 2 — Collect quantity and cost data

K2   How to ensure that **quantities and cost data** is collected and recorded for the project and **resources** used.
K3   How to ensure data passed on to the **people responsible** in time for them to use it.

Performance Criteria 3 — Prepare data

K4   How to ensure the correct work values, **quantities and cost data** are prepared.

Performance Criteria 4 — Present data

K5   How to ensure that accurate **quantities and cost data** is presented in a format which will help **people responsible** to make decisions.

Performance Criteria 5 — Identify variations and trends

K6   How to ensure variations and trends in **quantities and cost data** are identified, quantified and costed.
K7   Why you need to quantify the cost trends in **quantities and cost data**.

Knowledge and Understanding relating to Performance Criteria (cont)

Performance Criteria 6 — Investigate variations and implement corrective action

K8   How to ensure variations in cost data are investigated.
K9   Why you need to investigate variations in cost data.
K10   How to agree and implement appropriate **corrective action** with **people responsible** which will restore costs and expenditure to budget.
K11   Why you need to agree and implement appropriate **corrective action** with **people responsible** in order to restore costs and expenditure to budget.

Performance Criteria 7 — Identify cost savings

K12   How to identify **opportunities for cost savings**.
K13   How to develop and recommend to **people responsible** systems and processes that will assist in the identification of **opportunities for cost savings**.
K14   Why you need to develop and recommend to **people responsible** systems and processes to identify **opportunities for cost savings**.
K15   How to recommend **opportunities for cost savings** to **people responsible**.

UNIT VR 738 (F3GY 04)   Control Project Quantities and Costs

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1   **Corrective action**
- restore progress in accordance with agreed programme
- agree new completion dates
- make a contract claim
- secure additional resources
- alter planned work

K2   **Opportunities for cost savings**
- waste reduction
- resource management and logistics
- applications of new technologies and materials
- energy and utility management
- recyclable and recoverable materials
- alternative sources and types of materials
- variations in quality
- standardisation
- revenue generation

K3   **People responsible**
- the client, customer or their representative
- contractors
- consultants
- sub-contractors
- suppliers
- workforce
- internal management

Scope of Knowledge and Understanding (cont)

K4   **Project quantities and cost control systems**
- contractual procedures and meetings
- operational procedures and meetings
- electronic recording

K5   **Quantities and cost data**
- materials
- plant
- people
- sub-contractors
- day works
- periodic variations
- retention sums
- forecasts of expenditures
- performance information
- project programme and progress

K6   **Resources**
- people
- plant, equipment or machinery
- materials and components
- sub-contractors
- information
- work area and facilities
- waste management
- utility providers
- records of valuations of work completed

UNIT VR 738 (F3GY 04)   Control Project Quantities and Costs

No	Description of Evidence	Performance Criteria							Scope of Performance						
		1	2	3	4	5	6	7	1	2	3	4	5	6	7

UNIT VR 738 (F3GY 04)   Control Project Quantities and Costs

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria														
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15

UNIT VR 738 (F3GY 04)   Control Project Quantities and Costs

No	Description of Evidence	Scope of Knowledge and Understanding					
		K1	K2	K3	K4	K5	K6

UNIT VR 738 (F3GY 04)   Control Project Quantities and Costs

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 VR 739 (F3H8 04)   Evaluate Feedback Information and Recommend Improvements

Unit Summary

This Unit is about:

♦   obtaining feedback information from operational activities
♦   investigating and evaluating feedback information
♦   recommending improvements

UNIT VR 739 (F3H8 04)   Evaluate Feedback Information and Recommend Improvements

Performance Criteria

You must be able to:

1   Promote the value of making improvements from feedback and encourage the collection of feedback.
2   Ensure feedback information from relevant methods or sources is obtained, investigated and assessed.
3   Recommend improvements from feedback received and justify the recommendations to relevant people.
4   Summarise changes and improvements from feedback which have been agreed and promote them for adoption and use.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in **bold italics**.

1   Records of encouragement given to promote the collection of feedback from at least six of the following information sources:
♦   approved suppliers
♦   approved sub-contractors
♦   contract documentation
♦   project documentation
♦   organisational documentation
♦   standard details
♦   specifications
♦   product information
♦   government and statutory publications
♦   research and advisory data
♦   periodicals and abstracts
2   Records of feedback collected and evaluated from at least three of the following methods or sources:
♦   project records and documentation
♦   site inspections
♦   scientific research and data
♦   studies of performance in use
♦   meetings
♦   questionnaires
♦   reports
3   Records of improvements identified by the evaluation of feedback that have been recommended to relevant people.
4   Records of action taken to promote the adoption and use of improvements identified from feedback.

UNIT VR 739 (F3H8 04) Evaluate Feedback Information and Recommend Improvements

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Promote and encourage

K1   How to promote the value of making improvements from feedback received from **information sources**.
K2   How to encourage the collection of feedback from **information sources**.
K3   Why you need to encourage the collection of feedback from **information sources**.

Performance Criteria 2 — Obtain, investigate and assess feedback

K4   How to ensure feedback from **information sources** is obtained using various **methods and other sources**.
K5   How to investigate and assess feedback from **information sources** using various **methods and other sources**.
K6   Why you need to investigate and assess feedback from **information sources**.

Performance Criteria 3 — Recommend improvements

K7   How to recommend **improvements from feedback** received.
K8   How to justify recommendations for **improvements from feedback** to decision-makers.
K9   Why you need to make and justify recommendations for **improvements from feedback** to decision-makers.

Knowledge and Understanding relating to Performance Criteria (cont)

Performance Criteria 4 — Summarise and promote improvements

K10   How to summarise changes and **improvements from feedback** received.
K11   How to promote the adoption of changes and **improvements from feedback**.

UNIT VR 739 (F3H8 04)   Evaluate Feedback Information and Recommend Improvements

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1   Information sources
- approved suppliers
- approved sub-contractors
- contract documentation
- project documentation
- organisational documentation
- standard details
- specifications
- product information
- government and statutory publications
- research and advisory data
- periodicals and abstracts

K2   Improvements from feedback
- management procedures
- client, design and production team performance
- working arrangements
- formal and informal communications
- quality control
- design and technical appraisal
- performance in use
- benchmarking
- post-project review

K3   Methods and other sources
- project records and documentation
- site inspections
- scientific research and data
- studies of performance in use

Scope of Knowledge and Understanding (cont)

- meetings
- questionnaires
- reports

UNIT VR 739 (F3H8 04)   Evaluate Feedback Information and Recommend Improvements

No	Description of Evidence	Performance Criteria				Scope of Performance			
		1	2	3	4	1	2	3	4

UNIT VR 739 (F3H8 04) Evaluate Feedback Information and Recommend Improvements

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria										
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11

UNIT VR 739 (F3H8 04)   Evaluate Feedback Information and Recommend Improvements

No	Description of Evidence	Scope of Knowledge and Understanding		
		K1	K2	K3

UNIT VR 739 (F3H8 04)   Evaluate Feedback Information and Recommend Improvements

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 VR 716 (F3HG 04)   Plan Highways Maintenance or Repair Activities

Unit Summary

This Unit is about:

♦   implementing highways maintenance or repair requirements
♦   prioritising maintenance or repair activities
♦   identifying and scheduling further maintenance and repair requirements with decision-makers

UNIT VR 716 (F3HG 04)   Plan Highways Maintenance or Repair Activities

Performance Criteria

You must be able to:

1   Confirm the work requirements.
2   Identify and review influencing factors and guidance material about the work environment.
3   Prioritise maintenance activities by assessing and accounting for all the influencing factors.
4   Amend priorities to take account of changing circumstances whilst maintaining consistency with the influencing factors.
5   Prepare plans or schedules of maintenance activities and negotiate and agree them with decision makers.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***.

1   Records of confirming at least two of the following maintenance activities and at least five of the following repair activities on at least one of the following highways:
Maintenance:
♦   scheduled and preventative
♦   unscheduled and corrective
♦   emergency
Repair:
♦   structure
♦   surface
♦   materials
♦   markings
♦   fittings
♦   power and light
♦   drainage
♦   telecommunications
♦   special services and equipment
♦   landscaping
♦   traffic controls
♦   fencing
Highways:
♦   dual carriageway
♦   single carriageway
♦   carriageway with footway
♦   motorway
♦   cycle way
♦   carriageway with hard shoulder

UNIT VR 716 (F3HG 04)   Plan Highways Maintenance or Repair Activities

Scope of Performance (cont)

Scope of Performance (cont)

2   Records of consideration for at least three of the following
     influencing factors:
     ♦   organisational requirements
     ♦   contractual requirements
     ♦   statutory requirements
     ♦   resource allocation
     ♦   working requirements
     ♦   environmental considerations
     ♦   weather conditions
     Records of consultation of at least two of the following
     guidance materials:
     ♦   owner's manuals
     ♦   log books
     ♦   maintenance schedules and manuals
     ♦   practice guides and specifications
     ♦   current legislation and official guidance
3   Records of prioritising activities with consideration for
     influencing factors.
4   Records of amended priorities, taking account of at least four
     of the following changing circumstances:
     ♦   susceptibility to damage
     ♦   safety requirements
     ♦   need to inhibit, and respond to deterioration
     ♦   compromised operational effectiveness
     ♦   weather conditions
     ♦   use or change of use
     ♦   current legislation
     ♦   resources
     ♦   security threats

5   Records of plans or schedules for at least three of the following
     maintenance activities:
     ♦   regular programmes
     ♦   tendered works
     ♦   responsive works
     ♦   cost estimated works
     ♦   winter maintenance
     ♦   traffic maintenance (signing, lighting and guarding)

UNIT VR 716 (F3HG 04) Plan Highways Maintenance or Repair Activities

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Confirm work requirements

K1 How to confirm work requirements for **highways** and its **maintenance** or **repair**.
K2 Who to consult to confirm work requirements.

Performance Criteria 2 — Identify and review influencing factors and guidance materials

K3 How to identify and review **influencing factors**.
K4 How to identify and review **guidance materials**.

Performance Criteria 3 — Prioritise maintenance activities

K5 How to assess and account for **influencing factors**.
K6 How to prioritise **maintenance activities**.

Performance Criteria 4 — Amend priorities for changing circumstances

K7 How to account for **changing circumstances**.
K8 How to amend priorities when reviewing **influencing factors**.

Performance Criteria 5 — Prepare plans or schedules

K9 How to prepare plans or schedules for **maintenance activities**.
K10 How to negotiate and agree plans and schedules with decision-makers.

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1 **Changing circumstances**
   ♦ susceptibility to damage
   ♦ safety requirements
   ♦ need to inhibit and respond to deterioration
   ♦ compromised operational effectiveness
   ♦ weather conditions
   ♦ use or change of use
   ♦ current legislation
   ♦ resources
   ♦ security threats

K2 **Guidance materials**
   ♦ owner's manuals
   ♦ log books
   ♦ maintenance schedules and manuals
   ♦ practice guides and specifications
   ♦ current legislation and official guidance

K3 **Highways**
   ♦ dual carriageway
   ♦ single carriageway
   ♦ carriageway with footway
   ♦ motorway
   ♦ cycle way
   ♦ carriageway with hard shoulder

K4 **Influencing factors**
   ♦ organisational requirements
   ♦ contractual requirements

UNIT VR 716 (F3HG 04) Plan Highways Maintenance or Repair Activities

Scope of Knowledge and Understanding (cont)

- ♦ statutory requirements
- ♦ resource allocation
- ♦ working requirements
- ♦ environmental considerations
- ♦ weather conditions

K5 **Maintenance**
- ♦ scheduled and preventative
- ♦ unscheduled and corrective
- ♦ emergency

K6 **Maintenance activities**
- ♦ regular programmes
- ♦ tendered works
- ♦ responsive works
- ♦ cost estimated works
- ♦ winter maintenance
- ♦ traffic maintenance (signing, lighting and guarding)

K7 **Repair**
- ♦ structure
- ♦ surface
- ♦ materials
- ♦ markings
- ♦ fittings
- ♦ power and light
- ♦ drainage
- ♦ telecommunications
- ♦ special services and equipment
- ♦ landscaping
- ♦ traffic controls
- ♦ fencing

UNIT VR 716 (F3HG 04)   Plan Highways Maintenance or Repair Activities

No	Description of Evidence	Performance Criteria					Scope of Performance				
		1	2	3	4	5	1	2	3	4	5

UNIT VR 716 (F3HG 04)   Plan Highways Maintenance or Repair Activities

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria									
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10

UNIT VR 716 (F3HG 04)   Plan Highways Maintenance or Repair Activities

No	Description of Evidence	Scope of Knowledge and Understanding						
		K1	K2	K3	K4	K5	K6	K7

UNIT VR 716 (F3HG 04)   Plan Highways Maintenance or Repair Activities

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 VR 719 (F3HK 04)   Provide Customer Service in Construction

Unit Summary

This Unit is about:

♦   contributing to customer service systems
♦   delivering reliable customer service
♦   monitoring customer service

UNIT VR 719 (F3HK 04)   Provide Customer Service in Construction

Performance Criteria

You must be able to:

1   Identify and use current legislation and official guidance to implement systems or procedures that will deliver and improve customer service.
2   Prepare to deal with customers in order to give consistent and reliable service.
3   Work with others to resolve customer problems, communicate with customers and check that they are satisfied with the actions taken.
4   Solve problems within existing systems or procedures that may affect customers before the customer becomes aware of them.
5   Confirm that the service given meets the customer's needs and expectations.
6   Inform the people responsible about changes to customer service systems or procedures that will reduce the chance of problems being repeated.
7   Share information with people responsible to maintain and improve standards of service delivery.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***.

1   Records of implementation for at least four of the following systems or procedures that will deliver and improve customer service:
    ♦   current legislation
    ♦   official guidance
    ♦   organisational procedures
    ♦   specifications
    ♦   drawing
    ♦   instructions and variations
    ♦   feedback processes
2   Records of consistent customer service.
    Records of reliable service that promotes customers' confidence.
3   Records of customer problems resolved using at least two of the following forms of communication:
    ♦   electronic
    ♦   verbal
    ♦   written
    ♦   via a second person
    ♦   feedback documents
    ♦   group meetings
    Records of checks to ensure that the customer is satisfied with at least two of following actions taken:
    ♦   corrective
    ♦   referral
    ♦   investigative
    ♦   reactive
    ♦   proactive

UNIT VR 719 (F3HK 04)   Provide Customer Service in Construction

Scope of Performance (cont)

4   Records of how problems would be dealt with within existing
     customer service systems or procedures.
5   Records showing that the service given has met the customer's
     needs and expectations.
6   Records of changes to systems or procedures that will reduce
     the chance of problems being repeated, passed to at least two
     of the following people responsible:
     ♦   the client, the customer or their representative
     ♦   contractors
     ♦   consultants
     ♦   sub-contractors
     ♦   suppliers
     ♦   workforce
     ♦   internal management
7   Records of information that will maintain and improve
     standards of service delivery shared with people responsible.

UNIT VR 719 (F3HK 04)   Provide Customer Service in Construction

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Identify and use legislation and guidance

K1 How to identify current legislation and official guidance relevant to customer service.
K2 How use identified information to implement **systems or procedures** for customer service.
K3 How to deliver and improve customer service.

Performance Criteria 2 — Prepare to deal with customers

K4 How to give consistent customer service.
K5 How to use **systems or procedures** to give reliable customer service.

Performance Criteria 3 — Work with others to resolve customer problems

K6 How to work with others to resolve customer service problems.
K7 How to **communicate with customers**.
K8 How to check that the customer is satisfied with the **action taken**.

Performance Criteria 4 — Solve problems within systems and procedures

K9 How to identify problems within existing **systems or procedures** that may affect customers.
K10 How to ensure problems in **systems or procedures** are solved before the customer becomes aware of them.

Knowledge and Understanding relating to Performance Criteria (cont)

Performance Criteria 5 — Confirm the service meets customer needs

K11 How to **communicate with customers** to confirm that the service given meets the customer's needs and expectations.

Performance Criteria 6 — Inform people of changes

K12 How to identify repeat problems in customer service.
K13 How to change customer service **systems or procedures** to reduce the chance of problems being repeated.
K14 How to inform the **people responsible** about changes to customer service.

Performance Criteria 7 — Share information

K15 How to maintain standards of service delivery.
K16 How to improve standards of service delivery.
K17 How to share information with **people responsible** in order to maintain and improve standards of service delivery.

UNIT VR 719 (F3HK 04)   Provide Customer Service in Construction

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1   **Action taken**
- ♦ corrective
- ♦ referral
- ♦ investigative
- ♦ reactive
- ♦ proactive

K2   **Communicate with customers**
- ♦ electronic
- ♦ verbal
- ♦ written
- ♦ via a second person
- ♦ feedback documents
- ♦ group meetings

K3   **People responsible**
- ♦ the client, customer or their representative
- ♦ contractors
- ♦ consultants
- ♦ sub-contractors
- ♦ suppliers
- ♦ workforce
- ♦ internal management

Scope of Knowledge and Understanding (cont)

K4   **System or procedures**
- ♦ current legislation
- ♦ official guidance
- ♦ organisational procedures
- ♦ specifications
- ♦ drawing
- ♦ instructions and variations
- ♦ feedback processes

UNIT VR 719 (F3HK 04)   Provide Customer Service in Construction

No	Description of Evidence	Performance Criteria							Scope of Performance						
		1	2	3	4	5	6	7	1	2	3	4	5	6	7

UNIT VR 719 (F3HK 04)   Provide Customer Service in Construction

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria																
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17

UNIT VR 719 (F3HK 04)   Provide Customer Service in Construction

		Scope of Knowledge and Understanding			
No	Description of Evidence	K1	K2	K3	K4

UNIT VR 719 (F3HK 04)   Provide Customer Service in Construction

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 VR 720 (F3HH 04)   Plan Historical Conservation/Restoration Activities

Unit Summary

This Unit is about:

♦   implementing historical conservation/restoration requirements
♦   prioritising historical conservation/restoration activities
♦   identifying and scheduling further historical conservation/restoration requirements with decision-makers

UNIT VR 720 (F3HH 04)   Plan Historical Conservation/Restoration Activities

Performance Criteria

You must be able to:

1   Confirm the work requirements against the information supplied.
2   Identify and review influencing factors and guidance material about the work environment.
3   Prioritise activities by assessing and accounting for all the influencing factors.
4   Amend priorities to take account of changing circumstances whilst maintaining consistency with the influencing factors.
5   Prepare plans or schedules and negotiate and agree them with decision-makers.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***.

1   Records of confirming at least two of the following historical conservation/restoration activities against at least five of the following information sources:
Activity:
♦   roofing
♦   lead work
♦   bricklaying and craft masonry
♦   earth walling
♦   stonemasonry
♦   decoration
♦   plastering
♦   wall and floor tiling
♦   carpentry and joinery
♦   specialist heritage activities
Information sources:
♦   survey reports
♦   drawings, schedules and specifications
♦   contractual
♦   statutory consents
♦   risk assessments and method statements
♦   programmes
♦   records about the competence of people
♦   sub-contractor arrangements
♦   health, safety and environmental plan
♦   archaeological watching brief
♦   material suppliers
♦   historical conservation plans

UNIT VR 720 (F3HH 04)   Plan Historical Conservation/Restoration Activities

Scope of Performance (cont)

2   Records of consideration for at least three of the following
     influencing factors:
     ♦   organisational requirements
     ♦   contractual requirements
     ♦   statutory requirements
     ♦   resource allocation
     ♦   working requirements
     ♦   environmental considerations
     ♦   weather conditions
     Records of consultation of at least two of the following
     guidance materials:
     ♦   owner's manuals
     ♦   log books
     ♦   maintenance schedules and manuals
     ♦   practice guides and specifications
     ♦   current legislation and official guidance
3   Records of prioritising activities with consideration for
     influencing factors.
4   Records of amended priorities taking account of at least four
     of the following changing circumstances:
     ♦   susceptibility to damage
     ♦   safety requirements
     ♦   need to inhibit and respond to deterioration
     ♦   compromised operational effectiveness
     ♦   weather conditions
     ♦   use or change of use
     ♦   meeting current legislation
     ♦   resources
     ♦   security threats

Scope of Performance (cont)

5   Records of plans or schedules for at least three of the following
     historical conservation/restoration activities:
     ♦   roofing
     ♦   lead work
     ♦   bricklaying and craft masonry
     ♦   earth walling
     ♦   stonemasonry
     ♦   decoration
     ♦   plastering
     ♦   wall and floor tiling
     ♦   carpentry and joinery
     ♦   specialist heritage activities

UNIT VR 720 (F3HH 04)   Plan Historical Conservation/Restoration Activities

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Confirm work requirements

K1   How to confirm work requirements for historical
     conservation/restoration **activities** against **information
     sources**.
K2   Who to consult to confirm work requirements.

Performance Criteria 2 — Identify and review influencing factors
and guidance materials

K3   How to identify and review **influencing factors**.
K4   How to identify and review **guidance materials**.
K5   Why you need to review **influencing factors** against **guidance
     materials**.

Performance Criteria 3 — Prioritise activities

K6   How to assess and account for **influencing factors**.
K7   How to prioritise historical conservation/restoration **activities**.
K8   Why you need to prioritise historical conservation/restoration
     activities.

Performance Criteria 4 — Amend priorities

K9   How to take account of **changing circumstances**.
K10 How to amend priorities when reviewing **influencing factors**.

**Knowledge and Understanding relating to Performance Criteria
(cont)**

Performance Criteria 5 — Prepare plans and schedules

K11 How to prepare plans and schedules for **historical
     conservation/restoration activities**.
K12 How to negotiate and agree plans and schedules with decision-
     makers.

UNIT VR 720 (F3HH 04)   Plan Historical Conservation/Restoration Activities

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1   **Activities**
- roofing
- lead work
- bricklaying and craft masonry
- earth walling
- stonemasonry
- decoration
- plastering
- wall and floor tiling
- carpentry and joinery
- specialist heritage activities

K2   **Changing circumstances**
- susceptibility to damage
- safety requirements
- need to inhibit, and respond to deterioration
- compromised operational effectiveness
- weather conditions
- use or change of use
- meeting current legislation
- resources

K3   **Guidance materials**
- owner's manuals
- log books
- maintenance schedules and manuals
- practice guides and specifications
- current legislation and official guidance

Scope of Knowledge and Understanding (cont)

K4   **Influencing factors**
- organisational requirements
- contractual requirements
- statutory requirements
- resource allocation
- working requirements
- environmental considerations
- weather conditions

K5   **Information sources**
- survey reports
- drawing, schedules and specifications
- contractual
- statutory consents
- risk assessments and method statements
- programmes
- records about the competence of people
- sub-contractor arrangements
- heath, safety and environmental plan
- archaeological watching brief
- material suppliers
- historical conservation/restoration plans

UNIT VR 720 (F3HH 04)   Plan Historical Conservation/Restoration Activities

No	Description of Evidence	Performance Criteria					Scope of Performance				
		1	2	3	4	5	1	2	3	4	5

UNIT VR 720 (F3HH 04)   Plan Historical Conservation/Restoration Activities

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria											
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12

UNIT VR 720 (F3HH 04)   Plan Historical Conservation/Restoration Activities

No	Description of Evidence	Scope of Knowledge and Understanding				
		K1	K2	K3	K4	K5

UNIT VR 720 (F3HH 04) Plan Historical Conservation/Restoration Activities

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 VR 722 (F3HF 04)   Plan Demolition Activities

Unit Summary

This Unit is about:

♦   implementing demolition requirements
♦   prioritising demolition activities
♦   identifying and scheduling further demolition requirements with decision-makers

UNIT VR 722 (F3HF 04)   Plan Demolition Activities

Performance Criteria

You must be able to:

1   Confirm the work requirements against the information supplied.
2   Identify and review influencing factors and guidance material about the work environment.
3   Prioritise activities by assessing and accounting for all the influencing factors.
4   Amend priorities to take account of changing circumstances whilst maintaining consistency with the influencing factors.
5   Prepare plans or schedules and negotiate and agree them with decision makers.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***.

1   Records of confirming at least two of the following demolition activities against at least five of the following information sources:
Demolition activity:
♦   soft strip
♦   mechanical demolition
♦   remote mechanical demolition
♦   explosive demolition
♦   selective demolition
Information sources:
♦   survey reports
♦   design
♦   contractual
♦   statutory consents
♦   risk assessments and method statements
♦   programmes
♦   records about the competence of people
♦   sub-contractor arrangements
♦   health, safety and environmental plan
♦   Type 3 asbestos survey
♦   service disconnection certificates
♦   utilities survey report

UNIT VR 722 (F3HF 04)   Plan Demolition Activities

Scope of Performance (cont)

2   Records of consideration for at least three of the following
     influencing factors:
     ♦   organisational requirements
     ♦   contractual requirements
     ♦   statutory requirements
     ♦   resource allocation
     ♦   working requirements
     ♦   environmental considerations
     ♦   weather conditions
     Records of consultation of at least two of the following
     guidance materials:
     ♦   owner's manuals
     ♦   log books
     ♦   maintenance schedules and manuals
     ♦   practice guides and specifications
     ♦   current legislation and official guidance
3   Records of prioritising activities with consideration for
     influencing factors.
4   Records of amended priorities taking account of at least four
     of the following changing circumstances:
     ♦   susceptibility to damage
     ♦   safety requirements
     ♦   need to inhibit and respond to deterioration
     ♦   compromised operational effectiveness
     ♦   weather conditions
     ♦   use or change of use
     ♦   meeting current legislation
     ♦   resources
     ♦   security threats

Scope of Performance (cont)

5   Records of plans or schedules for at least three of the following
     demolition activities:
     ♦   soft strip
     ♦   mechanical demolition
     ♦   remote mechanical demolition
     ♦   explosive demolition
     ♦   selective demolition

UNIT VR 722 (F3HF 04)   Plan Demolition Activities

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Confirm work requirements

K1   How to confirm work requirements for demolition **activities** against **information sources**.
K2   Who to consult to confirm work requirements.

Performance Criteria 2 — Identify and review factors and guidance materials

K3   How to identify and review **influencing factors**.
K4   How to identify and review **guidance material**.
K5   Why you need to review **influencing factors** against **guidance material**.

Performance Criteria 3 — Prioritise activities

K6   How to assess and account for **influencing factors**.
K7   How to prioritise demolition **activities**.
K8   Why you need to prioritise demolition **activities**.

Performance Criteria 4 — Amend priorities

K9   How to take account of **changing circumstances**.
K10 How to amend priorities when reviewing **influencing factors**.

Performance Criteria 5 — Prepare plans and schedules

K11 How to prepare plans and schedules for demolition **activities**.

Knowledge and Understanding relating to Performance Criteria (cont)

K12 How to negotiate and agree plans and schedules with decision-makers.

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1   **Activities**
  ♦   soft strip
  ♦   mechanical demolition
  ♦   remote mechanical demolition
  ♦   explosive demolition
  ♦   selective demolition
K2   **Changing circumstances**
  ♦   susceptibility to damage
  ♦   safety requirements
  ♦   need to inhibit and respond to deterioration
  ♦   compromised operational effectiveness
  ♦   weather conditions
  ♦   use or change of use
  ♦   meeting current legislation
  ♦   resources
  ♦   security threats

UNIT VR 722 (F3HF 04)   Plan Demolition Activities

Scope of Knowledge and Understanding (cont)

K3   **Influencing factors**
- organisational requirements
- contractual requirements
- statutory requirements
- resource allocation
- working requirements
- environmental considerations
- weather conditions

K4   **Information sources**
- survey reports
- design
- contractual
- statutory consents
- risk assessments and method statements
- programmes
- records about the competence of people
- sub-contractor arrangements
- health, safety and environmental plan
- type 3 asbestos survey
- service disconnection certificates
- utilities survey report

K5   **Guidance materials**
- owner's manuals
- log books
- maintenance schedules and manuals
- practice guides and specifications
- current legislation and official guidance

UNIT VR 722 (F3HF 04)   Plan Demolition Activities

No	Description of Evidence	Performance Criteria					Scope of Performance				
		1	2	3	4	5	1	2	3	4	5

UNIT VR 722 (F3HF 04) Plan Demolition Activities

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria											
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12

UNIT VR 722 (F3HF 04)   Plan Demolition Activities

No	Description of Evidence	Scope of Knowledge and Understanding				
		K1	K2	K3	K4	K5

UNIT VR 722 (F3HF 04)   Plan Demolition Activities

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 VR 741 (F3HE 04)   Plan and Schedule the Maintenance or Remedial Activities of Property, Systems or Services

Unit Summary

This Unit is about:

♦   producing work programmes and specifications for maintenance or remedial activities
♦   sequencing resources for the maintenance or remedial activities
♦   ensuring maintenance or remedial activities are completed within the agreed budget, to the agreed quality and within the agreed time

UNIT VR 741 (F3HE 04)   Plan and Schedule the Maintenance or Remedial Activities of Property, Systems or Services

Performance Criteria

You must be able to:

1   Implement regular inspections to confirm the project requirements for the maintenance or remedial activities for property, systems or services.
2   Identify and review influencing factors and guidance material about the property, system or service.
3   Prioritise maintenance or remedial activities to take account of influencing factors whilst maintaining consistency.
4   Ensure maintenance or remedial activity records of actions carried out and data collected are current.
5   Identify, assess and maintain the necessary resources for maintenance or remedial activities.
6   Prepare plans and schedules of maintenance or remedial activities and negotiate and agree them with decision-makers.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in **bold italics**.

1   Records of regular inspections to confirm and monitor project requirements for at least three of the following maintenance or remedial activities on at least two of the following properties, systems or services:

Maintenance/Remedial activities:
♦   scheduled
♦   unscheduled
♦   preventative
♦   corrective
♦   emergency

Property, systems or services:
♦   highways
♦   traffic controls
♦   structures
♦   external structure
♦   internal structure
♦   historical or preservation interests
♦   internal fabric
♦   external fabric services
♦   utilities and services
♦   landscaping

UNIT VR 741 (F3HE 04)   Plan and Schedule the Maintenance or Remedial Activities of Property, Systems or Services

Scope of Performance (cont)

2   Records of consideration for at least four of the following influencing factors:
   ♦   organisational requirements
   ♦   project requirements
   ♦   current legislation
   ♦   resource allocation
   ♦   working requirements
   ♦   environmental considerations
   ♦   near neighbours
   ♦   weather conditions
   ♦   ground or site conditions
   ♦   sustainability
   ♦   client, customer or their representative
   Records of consultation of at least three of the following guidance materials:
   ♦   plans, drawings or diagrams
   ♦   owner's manuals
   ♦   log books
   ♦   maintenance schedules and manuals
   ♦   practice guides and specifications
   ♦   current legislation and official guidance
   ♦   historical data
   ♦   existing records

Scope of Performance (cont)

3   Records of prioritising activities with consideration for identified influencing factors.
   Records of amended priorities, taking account of at least four of the following changing circumstances:
   ♦   susceptibility to damage
   ♦   safety requirements
   ♦   need to inhibit, and respond to deterioration
   ♦   weather conditions
   ♦   ground or site conditions
   ♦   environmental conditions
   ♦   use or change of use
   ♦   changing circumstances
   ♦   current legislation
   ♦   resources
   ♦   security threats
   ♦   client, customer or their representative

4   Maintenance or remedial activity records for four of the following activities and data:
   ♦   inspections
   ♦   faults or problems
   ♦   corrective actions
   ♦   costs
   ♦   resources
   ♦   complaints
   ♦   delays

UNIT VR 741 (F3HE 04)   Plan and Schedule the Maintenance or Remedial Activities of Property, Systems or Services

Scope of Performance (cont)

5   Records of the acquisition and maintenance for at least two of the following resources:
- people
- plant, equipment or machinery
- materials and components
- sub-contractors
- information
- work area and facilities
- waste management
- utility providers

6   Records of plans and schedules for at least three of the following maintenance or remedial activities:
- planned maintenance or remedial activities
- tendered works
- responsive works
- preventative maintenance or remedial work
- cost estimated works
- seasonal maintenance
- traffic maintenance (signs, lights and guards)
- emergency works
- contingency plans

UNIT VR 741 (F3HE 04)   Plan and Schedule the Maintenance or Remedial Activities of Property, Systems or Services

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Project requirements

K1   How to confirm project requirements for the **maintenance or remedial work** of **property, systems or services**.
K2   Who to consult to confirm project requirements.

Performance Criteria 2 — Identify and review

K3   How to identify and review **influencing factors**.
K4   How to identify and review **guidance materials**.
K5   Why you need to identify and review **influencing factors** against **guidance materials**.

Performance Criteria 3 — Prioritise activities

K6   How to assess and account for **influencing factors**.
K7   How to prioritise **maintenance or remedial activities**.
K8   Why you need to assess and account for **influencing factors** and prioritise **maintenance or remedial activities**.
K9   How to account for **changing circumstances**.
K10   How to amend priorities when reviewing **influencing factors**.

Performance Criteria 4 — Recording systems

K11   Why records of **activities and data,** carried out and collected, for **maintenance or remedial activities/work** need to be current.
K12   How to ensure that records of **activities and data** are current.

Knowledge and Understanding relating to Performance Criteria (cont)

Performance Criteria 5 — Resources

K13   How to identify the necessary **resources** for **maintenance or remedial activities**.
K14   How to assess the quantity and quality of **resources** for **maintenance or remedial activities**.
K15   How to maintain the necessary **resources** for the **maintenance or remedial work** of **property, systems or services**.

Performance Criteria 6 — Plans and schedules

K16   How to prepare plans and schedules for **maintenance or remedial activities**.
K17   How to negotiate and agree plans and schedules with decision-makers.
K18   Why you need plans and schedules for **maintenance or remedial activities**.

UNIT VR 741 (F3HE 04) Plan and Schedule the Maintenance or Remedial Activities of Property, Systems or Services

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1 **Activities and data**
- ♦ inspections
- ♦ faults or problems
- ♦ corrective actions
- ♦ costs
- ♦ resources
- ♦ complaints
- ♦ delays

K2 **Changing circumstances**
- ♦ susceptibility to damage
- ♦ safety requirements
- ♦ need to inhibit, and respond to deterioration
- ♦ weather conditions
- ♦ ground or site conditions
- ♦ environmental conditions
- ♦ use or change of use
- ♦ current legislation
- ♦ resources
- ♦ security threats
- ♦ client, customer or their representative

Scope of Knowledge and Understanding (cont)

K3 **Guidance materials**
- ♦ plans, drawings or diagrams
- ♦ owner's manuals
- ♦ log books
- ♦ maintenance schedules and manuals
- ♦ practice guides and specifications
- ♦ current legislation and official guidance
- ♦ historical data
- ♦ existing records

K4 **Influencing factors**
- ♦ organisational requirements
- ♦ project requirements
- ♦ current legislation
- ♦ resource allocation
- ♦ working requirements
- ♦ environmental considerations
- ♦ near neighbours
- ♦ weather conditions
- ♦ ground or site conditions
- ♦ sustainability
- ♦ client, customer or their representative

K5 **Maintenance or remedial work**
- ♦ scheduled
- ♦ unscheduled
- ♦ preventative
- ♦ corrective
- ♦ emergency

UNIT VR 741 (F3HE 04)   Plan and Schedule the Maintenance or Remedial Activities of Property, Systems or Services

Scope of Knowledge and Understanding (cont)

K6   **Maintenance or remedial activities**
♦   planned maintenance or remedial work
♦   tendered works
♦   responsive works
♦   preventative maintenance or remedial work
♦   cost estimated work
♦   seasonal maintenance
♦   traffic maintenance (signing, lighting and guarding)
♦   emergency works
♦   contingency plans

K7   **Property, systems or services**
♦   highways
♦   traffic controls
♦   structures
♦   external structure
♦   internal structure
♦   historical or preservation interests
♦   internal fabric
♦   external fabric
♦   utilities and services
♦   landscaping

Scope of Knowledge and Understanding (cont)

K8   **Resources**
♦   people
♦   plant, equipment or machinery
♦   materials and components
♦   sub-contractors
♦   information
♦   work area and facilities
♦   waste management
♦   utility providers

UNIT VR 741 (F3HE 04)   Plan and Schedule the Maintenance or Remedial Activities of Property, Systems or Services

No	Description of Evidence	Performance Criteria						Scope of Performance					
		1	2	3	4	5	6	1	2	3	4	5	6

UNIT VR 741 (F3HE 04)   Plan and Schedule the Maintenance or Remedial Activities of Property, Systems or Services

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria																	
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17	K18

UNIT VR 741 (F3HE 04)   Plan and Schedule the Maintenance or Remedial Activities of Property, Systems or Services

No	Description of Evidence	Scope of Knowledge and Understanding							
		K1	K2	K3	K4	K5	K6	K7	K8

UNIT VR 741 (F3HE 04)   **Plan and Schedule the Maintenance or Remedial Activities of Property, Systems or Services**

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 VR 742 (F3HA 04)   Manage Project Handover

Unit Summary

This Unit is about:

♦ confirming the project requirements meet the stakeholders' expectations
♦ developing, agreeing and following a project handover programme
♦ identifying, agreeing and arranging for the completion of outstanding work
♦ handing over responsibilities and documentation for the project

UNIT VR 742 (F3HA 04)   Manage Project Handover

Performance Criteria

You must be able to:

1 Confirm project requirements and consult with stakeholders and develop and agree a handover programme.
2 Check that project requirements have been met, or record outstanding work in order to agree and arrange a satisfactory completion.
3 Carry out handover inspections and appropriate tests ensuring they are witnessed by stakeholders and certificated in accordance with current legislation.
4 Record stakeholder concerns during inspection and agree any required actions.
5 Ensure that stakeholders' respective responsibilities are accepted and adopted.
6 Assemble and handover appropriate documentation in accordance with the project.

Scope of Performance

Evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***.

1 Records of agreed handover programme.
2 Records of agreed completion programme.
  Records of any outstanding work, including any remedial activities or defects.
3 Records of handover inspections and witnessed tests.
  Records of commissioning activities undertaken.
  Records of certificates issued.
4 Records of stakeholders' concerns.
  Records of agreed actions.
5 Records of at least three of the following accepted responsibilities:
  ♦ insurance
  ♦ security
  ♦ operations
  ♦ health and safety
  ♦ utility supply
  ♦ environment
  ♦ sustainability
6 Records of handover documentation for at least one of the following:
  ♦ systems
  ♦ services
  ♦ equipment

UNIT VR 742 (F3HA 04)   Manage Project Handover

Knowledge and Understanding relating to Performance Criteria

You must know and understand:

Performance Criteria 1 — Handover programme

K1   How to confirm **project requirements** to develop a handover programme.
K2   How to consult with **stakeholders** to develop and agree a handover programme.
K3   Why you need a handover programme.

Performance Criteria 2 — Project requirements/outstanding work

K4   How to check **project requirements** have been met.
K5   How to record outstanding work in order to agree and arrange a satisfactory completion.

Performance Criteria 3 — Handover inspections/tests

K6   How to carry out handover inspections and appropriate tests.
K7   How to ensure appropriate tests are witnessed by **stakeholders**.
K8   How to ensure appropriate certification is acquired.
K9   Why you need handover inspections and certificates.

Performance Criteria 4 — Stakeholder concerns

K10   How to record **stakeholders'** concerns during inspections.
K11   How to agree appropriate actions during inspections with **stakeholders**.
K12   Why **stakeholders'** concerns need to be addressed.

Knowledge and Understanding relating to Performance Criteria (cont)

Performance Criteria 5 — Stakeholders responsibilities

K13   How to ensure **stakeholders** accept and adopt **responsibilities** on handover.
K14   Why you need to ensure **stakeholders** accept their **responsibilities**.

Performance Criteria 6 — Documentation

K15   How to assemble appropriate **documentation** in accordance with the project.
K16   How to handover appropriate **documentation** in accordance with the project.
K17   Why you need to assemble and handover appropriate **documentation** for the project.

UNIT VR 742 (F3HA 04)   Manage Project Handover

Scope of Knowledge and Understanding

The Knowledge and Understanding evidence should relate to the occupational area being assessed.

K1 **Documentation**
- manuals and guidance materials
- plans
- health and safety file
- operating equipment
- security information and equipment
- certificates
- services
- systems

K2 **Project requirements**
- time
- quality
- cost
- health and safety
- current legislation
- sustainability
- defects liability period
- warranties

K3 **Responsibilities**
- insurance
- security
- operations
- health and safety
- utility supply
- environmental
- sustainability

Scope of Knowledge and Understanding (cont)

K4 **Stakeholders**
- client, customer or their representative
- users
- consultants
- contractors
- regulatory authorities

UNIT VR 742 (F3HA 04)   Manage Project Handover

No	Description of Evidence	Performance Criteria						Scope of Performance					
		1	2	3	4	5	6	1	2	3	4	5	6

UNIT VR 742 (F3HA 04)   Manage Project Handover

No	Description of Evidence	Knowledge and Understanding relating to Performance Criteria																
		K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	K15	K16	K17

UNIT VR 742 (F3HA 04)   Manage Project Handover

No	Description of Evidence	Scope of Knowledge and Understanding			
		K1	K2	K3	K4

UNIT VR 742 (F3HA 04)   Manage Project Handover

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
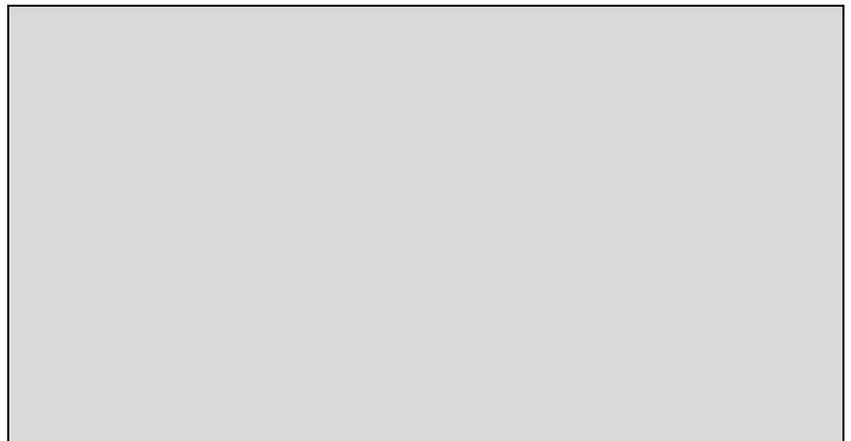
Postcode

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	☐	
Personal profile		
♦ your own personal details	☐	
♦ a brief CV or career profile	☐	
♦ description of your job	☐	
♦ information about your employer/training provider/college	☐	
Unit Assessment Plans	☐	
Unit progress record	☐	
Completed Element Achievement Records for each Unit		
♦ signed by yourself, your assessor and the internal verifier (where relevant)	☐	
♦ Evidence reference numbers included	☐	
Index of evidence (with cross-referencing information completed)	☐	
Evidence (with reference numbers)		
♦ observation records	☐	
♦ details of witnesses (witness testimony sheets)	☐	
♦ personal statements	☐	
♦ products of performance	☐	

Index of evidence

SVQ title and level:

Evidence number	Description of evidence	Included in portfolio (Yes/No) If no, state location	Sampled by the IV (initials and date)

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: _____

Witness testimony

SVQ title and level: _____

Candidate name: _____

Evidence index no: _____

Where applicable, evidence no. to which this testimony relates:

Element(s): _____ _____

Date of evidence: _____

Witness name: _____

Designation/relationship to candidate: _____

Details of testimony:

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

Witness signature: _____

Name: _____

Date: _____

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

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:

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: