



GQA Level 3 NVQ Diploma in Construction Contracting Operations (Construction)

Qualification Number **610/3202/5**

PERSONAL COMPETENCE SUMMARY

Name			Company/Centre
Job Title			GQA Registration Number

Qualification Mandatory Units						
Unit no.	Internal no.	Unit title	Level	C Value	Assessor signature	Date
R/650/8302	COSCCOC01	Operate Health, Safety and Welfare Systems in Construction	3	12		
T/650/8303	COSCCOC02	Prepare Programmes and Schedules of Work in Construction	3	16		
T/650/8321	COSCCOC03	Operate Project Information Systems in Construction	3	10		
Y/650/8304	COSCCOC23	Develop and Maintain Working Relationships and Personal Development in Construction	3	12		

Please ensure the correct Pathway is selected and the relevant units achieved and signed off for the appropriate Pathway

Pathway selected						
Unit no.	Internal no.	Unit title	Level	C Value	Assessor signature	Date

RELIABLE EVIDENCE: The forms of evidence available include (mark as appropriate)

- | | | | |
|------------------------------|--------------------------|-------------------------|--------------------------|
| Observation in the workplace | ☐ | Assessment of knowledge | ☐ |
| Records of prior experience | ☐ | Witness statement(s) | ☐ |
| Testimonial(s) | ☐ | Photographic evidence | ☐ |
| Work records | ☐ | External testing | ☐ |

Passport Style
Candidate Photo
(Mandatory)

COMPETENCE COMPLETION SIGNATURES

By signing here, the Candidate and Assessor confirm that evidence presented is authentic and that the assessments took place in accordance with the relevant assessment strategy. Details of the assessments and evidence must be recorded in the assessment decision record/summaries at the end of each unit.

	Name and Signature	Date
Candidate		
Lead Assessor		
Internal Verifier		
EQA		

Introduction to the Qualification

Who is this Qualification for?

The Level 3 NVQ Diploma in Construction Contracting Operations will develop knowledge and skills in areas such as: developing and maintaining working relationships, preparing and processing invitations to tender, preparing programmes and schedules of work, operating project information systems, and operating health, safety and welfare systems in construction. Learners can specialise in several different areas of Construction Contracting Operations.

The qualification is at Level 3, although some units may be at different levels.

The qualification has been developed in a way to allow employees from companies of all sizes and specialisms equal opportunity to complete.

There is a suite of other construction specific qualifications in a wide range of occupations available through GQA.

What is required from candidates?

It is not expected that all workers will complete exactly the same tasks, so the qualification has been designed to allow flexibility and in turn, as wide an uptake as possible.

GQA qualifications are made up of units that have a credit value or credits

The units are made up of the things those working in these job roles need to know and be able to do to carry out the work safely and correctly. These are called Learning Outcomes, and all must be met to achieve the unit.

Individuals must complete the 4 mandatory units and the required units from the selected Pathway(s)

Qualification Mandatory units-All Pathways				
Regulatory No	Internal Ref	Title	Level	Credit
R/650/8302	COSCCOC01	Operate Health, Safety and Welfare Systems in Construction	3	12
T/650/8303	COSCCOC02	Prepare Programmes and Schedules of Work in Construction	3	16
T/650/8321	COSCCOC03	Operate Project Information Systems in Construction	3	10
Y/650/8304	COSCCOC23	Develop and Maintain Working Relationships and Personal Development in Construction	3	12
Pathway 1 – Estimating Pathway Mandatory Units				
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
R/650/8311	COSCCOO08	Prepare Estimates, Bids and Tenders in Construction	3	16
Pathway 1-Estimating-Pathway optional units-minimum of 1 unit to be achieved				
H/650/8317	COSCCOO14v3	Monitor, Maintain and Improve Supplies of Materials in Construction	3	15
J/650/8318	COSCCOO15v2	Recommend and Monitor Supplies of Plant and Equipment in Construction	3	15
F/650/8307	COSCCOO04	Prepare for, Collect, Analyse and Present Survey Data in Construction	3	17
H/650/8308	COSCCOO05	Record the Condition of Property in Construction	3	17

Y/650/8322	COSCCOO24	Integrate and Control Project Design Information in Construction	3	15
J/650/8309	COSCCOO06	Prepare Drawings and Schedules in Construction	4	13
T/650/8312	COSCCOO09v3	Prepare for Work Operations in Construction	4	17
Y/650/8313	COSCCOO10v3	Implement Contract Work in Construction	4	16
A/650/8314	COSCCOO11	Establish and Maintain the Dimensional Control of Construction Works	3	15
D/650/8315	COSCCOO12	Prepare for and Carry Out Physical Testing in Construction	3	12
F/650/8316	COSCCOO13v2	Assess, Plan and Monitor Project Methods and Progress in Construction	4	15
K/650/8319	COSCCOO16v2	Prepare and Monitor Costs and Accounts in Construction	4	15
R/650/8320	COSCCOO21v2	Prepare proposals and Obtain feedback for the Provision of Products and Services in Construction	4	16
Pathway 2-Buying-Pathway mandatory units				
H/650/8317	COSCCOO14v3	Monitor, Maintain and Improve Supplies of Materials in Construction	3	15
J/650/8318	COSCCOO15v2	Recommend and Monitor Supplies of Plant and Equipment in Construction	3	15
Pathway 2-Buying-Pathway optional units-minimum of 1 unit to be achieved				
F/650/8307	COSCCOO04	Prepare for, Collect, Analyse and Present Survey Data in Construction	3	17
H/650/8308	COSCCOO05	Record the Condition of Property in Construction	3	17
Y/650/8322	COSCCOO24	Integrate and Control Project Design Information in Construction	3	15
J/650/8309	COSCCOO06	Prepare Drawings and Schedules in Construction	4	13
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
R/650/8311	COSCCOO08	Prepare Estimates, Bids and Tenders in Construction	3	16
T/650/8312	COSCCOO09v3	Prepare for Work Operations in Construction	4	17
Y/650/8313	COSCCOO10v3	Implement Contract Work in Construction	4	16
A/650/8314	COSCCOO11	Establish and Maintain the Dimensional Control of Construction Works	3	15
D/650/8315	COSCCOO12	Prepare for and Carry Out Physical Testing in Construction	3	12
F/650/8316	COSCCOO13v2	Assess, Plan and Monitor Project Methods and Progress in Construction	4	15
K/650/8319	COSCCOO16v2	Prepare and Monitor Costs and Accounts in Construction	4	15
R/650/8320	COSCCOO21v2	Prepare proposals and Obtain feedback for the Provision of Products and Services in Construction	4	16

Pathway 3 - Planning - Mandatory Units				
J/650/8309	COSCCOO06	Prepare Drawings and Schedules in Construction	4	13
F/650/8316	COSCCOO13v2	Assess, Plan and Monitor Project Methods and Progress in Construction	4	15
Pathway 3 - Planning - Pathway Optional Units minimum of 1 unit to be achieved				
F/650/8307	COSCCOO04	Prepare for, Collect, Analyse and Present Survey Data in Construction	3	17
H/650/8308	COSCCOO05	Record the Condition of Property in Construction	3	17
Y/650/8322	COSCCOO24	Integrate and Control Project Design Information in Construction	3	15
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
R/650/8311	COSCCOO08	Prepare Estimates, Bids and Tenders in Construction	3	16
T/650/8312	COSCCOO09v3	Prepare for Work Operations in Construction	4	17
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
R/650/8311	COSCCOO08	Prepare Estimates, Bids and Tenders in Construction	3	16
T/650/8312	COSCCOO09v3	Prepare for Work Operations in Construction	4	17
A/650/8314	COSCCOO11	Establish and Maintain the Dimensional Control of Construction Works	3	15
D/650/8315	COSCCOO12	Prepare for and Carry Out Physical Testing in Construction	3	12
R/650/8320	COSCCOO21v2	Prepare proposals and Obtain feedback for the Provision of Products and Services in Construction	4	16
Pathway 4-Surveying-Pathway mandatory unit				
K/650/8319	COSCCOO16v2	Prepare and Monitor Costs and Accounts in Construction	4	15
Pathway 4-Surveying-Pathway optional units-minimum of 2 units to be achieved				
F/650/8307	COSCCOO04	Prepare for, Collect, Analyse and Present Survey Data in Construction	3	17
H/650/8308	COSCCOO05	Record the Condition of Property in Construction	3	17
J/650/8309	COSCCOO06	Prepare Drawings and Schedules in Construction	4	13
Y/650/8322	COSCCOO24	Integrate and Control Project Design Information in Construction	3	15
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
R/650/8311	COSCCOO08	Prepare Estimates, Bids and Tenders in Construction	3	16
T/650/8312	COSCCOO09v3	Prepare for Work Operations in Construction	4	17
Y/650/8313	COSCCOO10v3	Implement Contract Work in Construction	4	16
A/650/8314	COSCCOO11	Establish and Maintain the Dimensional Control of Construction Works	3	15
D/650/8315	COSCCOO12	Prepare for and Carry Out Physical Testing in Construction	3	12

F/650/8316	COSCCOO13v2	Assess, Plan and Monitor Project Methods and Progress in Construction	4	15
H/650/8317	COSCCOO14v3	Monitor, Maintain and Improve Supplies of Materials in Construction	3	15
J/650/8318	COSCCOO15v2	Recommend and Monitor Supplies of Plant and Equipment in Construction	3	15
R/650/8320	COSCCOO21v2	Prepare Proposals and Obtain Feedback for the Provision of Products and Services in Construction	4	16
Pathway 5-Site Technical Support-Pathway mandatory units				
Y/650/8313	COSCCOO10v3	Implement Contract Work in Construction	4	16
A/650/8314	COSCCOO11	Establish and Maintain the Dimensional Control of Construction Works	3	15
Pathway 5-Site Technical Support-Pathway optional units-minimum of 1 unit to be achieved				
F/650/8307	COSCCOO04	Prepare for, Collect, Analyse and Present Survey Data in Construction	3	17
H/650/8308	COSCCOO05	Record the Condition of Property in Construction	3	17
Y/650/8322	COSCCOO24	Integrate and Control Project Design Information in Construction	3	15
J/650/8309	COSCCOO06	Prepare Drawings and Schedules in Construction	4	13
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
R/650/8311	COSCCOO08	Prepare Estimates, Bids and Tenders in Construction	3	16
T/650/8312	COSCCOO09v3	Prepare for Work Operations in Construction	4	17
A/650/8314	COSCCOO11	Establish and Maintain the Dimensional Control of Construction Works	3	15
D/650/8315	COSCCOO12	Prepare for and Carry Out Physical Testing in Construction	3	12
F/650/8316	COSCCOO13v2	Assess, Plan and Monitor Project Methods and Progress in Construction	4	15
K/650/8319	COSCCOO16v2	Prepare and Monitor Costs and Accounts in Construction	4	15
R/650/8320	COSCCOO21v2	Prepare proposals and Obtain feedback for the Provision of Products and Services in Construction	4	16
Pathway 6-Design Coordinator-Pathway mandatory unit				
Y/650/8322	COSCCOO24	Integrate and Control Project Design Information in Construction	3	15
Pathway 6-Design Coordinator-Pathway optional units-minimum of 2 units to be achieved				
F/650/8307	COSCCOO04	Prepare for, Collect, Analyse and Present Survey Data in Construction	3	17
H/650/8308	COSCCOO05	Record the Condition of Property in Construction	3	17
J/650/8309	COSCCOO06	Prepare Drawings and Schedules in Construction	4	13

M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
R/650/8311	COSCCOO08	Prepare Estimates, Bids and Tenders in Construction	3	16
T/650/8312	COSCCOO09v3	Prepare for Work Operations in Construction	4	17
Y/650/8313	COSCCOO10v3	Implement Contract Work in Construction	4	16
A/650/8314	COSCCOO11	Establish and Maintain the Dimensional Control of Construction Works	3	15
D/650/8315	COSCCOO12	Prepare for and Carry Out Physical Testing in Construction	3	12
F/650/8316	COSCCOO13v2	Assess, Plan and Monitor Project Methods and Progress in Construction	4	15
H/650/8317	COSCCOO14v3	Monitor, Maintain and Improve Supplies of Materials in Construction	3	15
K/650/8319	COSCCOO16v2	Prepare and Monitor Costs and Accounts in Construction	4	15
J/650/8318	COSCCOO15v2	Recommend and Monitor Supplies of Plant and Equipment in Construction	3	15
R/650/8320	COSCCOO21v2	Prepare proposals and obtain Feedback for the Provision of Products and Services in Construction	4	16

Pathway 7-General Pathway optional units-minimum of 3 units to be achieved				
F/650/8307	COSCCOO04	Prepare for, Collect, Analyse and Present Survey Data in Construction	3	17
H/650/8308	COSCCOO05	Record the Condition of Property in Construction	3	17
J/650/8309	COSCCOO06	Prepare Drawings and Schedules in Construction	4	13
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
R/650/8311	COSCCOO08	Prepare Estimates, Bids and Tenders in Construction	3	16
T/650/8312	COSCCOO09v3	Prepare for Work Operations in Construction	4	17
Y/650/8313	COSCCOO10v3	Implement Contract Work in Construction	4	16
A/650/8314	COSCCOO11	Establish and Maintain the Dimensional Control of Construction Works	3	15
D/650/8315	COSCCOO12	Prepare for and Carry Out Physical Testing in Construction	3	12
F/650/8316	COSCCOO13v2	Assess, Plan and Monitor Project Methods and Progress in Construction	4	15
H/650/8317	COSCCOO14v3	Monitor, Maintain and Improve Supplies of Materials in Construction	3	15
J/650/8318	COSCCOO15v2	Recommend and Monitor Supplies of Plant and Equipment in Construction	3	15
K/650/8319	COSCCOO16v2	Prepare and Monitor Costs and Accounts in Construction	4	15
R/650/8320	COSCCOO21v2	Prepare Proposals and Obtain Feedback for the Provision of Products and Services in Construction	4	16
Y/650/8322	COCOO24	Integrate and Control Project Design information in Construction	3	15

Assessment Guidance:

Evidence should show that you can complete all of the learning outcomes for the unit.

Types of evidence:

This is a knowledge only qualification. Evidence of knowledge can be demonstrated through a combination of written responses to questions, oral Q&A sessions, or guided discussions. Verbal evidence should be audio/video recorded and be fully auditable.

Quantity of evidence:

Evidence should show that you understand the unit content in context of the range and scope shown at the end of the unit.

Potential sources of evidence:

The main source of evidence for the practical aspects of this unit will be either detailed, written answers, recorded guided discussions, or written answers supplemented by recorded discussions.

Please Note that photocopied or downloaded documents such as manufacturers' or industry guidance, H&S policies, Risk Assessments etc., are not normally acceptable evidence for GQA qualifications unless accompanied by a record of a professional discussion or Assessor statement confirming candidate knowledge of the subject.

GQA Qualification Implementation Requirements covering Centre Approval, Candidate Assessment and ongoing Quality Assurance

This document indicates the requirements of Approved Centres delivering GQA qualifications and / or units of credit.

1. Equality of Opportunity

Equality of access to fair and valid assessment is necessary for all candidates undergoing assessment. This may mean making reasonable adjustments to normal assessment methods for candidates with particular or special assessment requirements. Candidates work patterns should not become a barrier to assessment, the organisation of which may have to be flexible. In the same way, reasonable adjustment arrangements may be necessary for candidates with a disability. For example, a candidate who is unable, through disability, to produce oral or written evidence, may be allowed to use the method they normally use as a substitute for the required form of communication. Reasonable adjustments need to be approved by GQA.

2. Recognised/Approved Assessment Centres

2.1 Individual centres must be approved by GQA to offer specific qualifications and / or units of credit. A centre may be a single organisation or a partnership of two or more organisations. It may operate at a single location or have satellites. For further details see the GQA booklet "Guide to Centre Approval". The Centre Approval process is carried out by a GQA approved EQA. Each Centre must maintain a centre file.

It is important to be clear what the steps in the assessment process are:

- plan evidence collection and opportunities for assessment
- collect evidence
- judge evidence
- determine whether sufficient evidence has been presented
- make an assessment decision and give feedback to the candidate

NB Any deviation from the norm must be approved by a GQA EQA

2.2 Assessors and Verifiers

All Assessors of candidate performance must be competent, to make qualitative judgements, both in the skills they are assessing and in the assessment of candidates and hold the appropriate Assessor national award. Assessor occupational knowledge related to the qualifications being assessed is essential and must be illustrated to GQA prior to approval.

Internal Verifiers are responsible for the quality assurance of the assessment process within a centre. They should have a relevant occupational background, be competent in internal verification and hold the Internal Verifier national award. It is recommended that Internal Verifiers work towards national recognition of assessor competence.

EQAs are responsible for ensuring accurate and consistent standards of assessment across centres, qualifications, units of credit and over time. They should have a relevant occupational background, be competent in external quality assurance and hold the relevant national external quality assurance award. GQA will approve and licence all individuals involved in the assessment and verification of its approved qualifications and / or units of credit. Individuals who are working towards the Assessor or Internal Verifier national awards can only be provisionally licensed. The judgement of provisional licence holders will need to be agreed/authorised by a fully qualified and GQA licensed individual who cannot carry out a dual role in relation to a specific candidate.

All GQA Assessors and Verifiers must undertake a minimum of 2 significant CPD activities in both occupational areas and assessment and verification. Reflective CPD records must be maintained and made available to GQA EV's for review.

2.3 Centre Approval, Monitoring Reviews and Quality Assurance

The centre recognition/approval process is the start of a significant part of the awarding body's quality assurance

system. The Approval process will begin with an EQA review of centre procedures to ascertain the potential centres ability to deliver GQA qualifications and / or units of credit. Centres will be expected to meet the relevant regulatory authority criteria for delivery of qualifications prior to initial approval; continued compliance with the criteria will be monitored through regular EQA visits. It is recommended that centre reviews are conducted at minimum every six months by a GQA EQA.

New or multi-site centres may be required to undertake quarterly or more frequent EV reviews to ensure that different locations can be seen to satisfy the national requirements.

GQA will ensure that unacceptable barriers relating to the assessment and internal verification of candidates in small companies do not deny recognition of competence to competent young workers. In such circumstances, GQA will demonstrate that its quality assurance procedures remain sufficient and rigorous to ensure that the competence outcomes have standing and credibility in the occupational area.

Enhanced quality procedures to ensure consistency of assessment and verification will be necessary and will include:

- a high level of sampling of assessment decisions N.B. In some instances the EQA may visit each assessment location and qualification / unit of credit candidate (e.g. single candidates dispersed throughout different small companies on government funded programmes)
- an in-depth scrutiny of assessment plans, materials and records
- specific centre guidance aimed at the successful implementation of qualifications and / or units of credit in SMEs via approved centre partnerships. This can include guidance on the quantity and quality of valid, authentic, and transferable evidence expected to be attributed to individual candidates
- ensuring centres are following the requirements prescribed in any appropriate assessment strategies and applicable codes of practice
- the identification and publication of good practice in centres

As part of the Quality Assurance process Proskills require an Enhanced external quality assurance process. This will be in the form of 1 significant underpinning knowledge question answered by the candidate for each unit of the qualification. The questions will be decided by GQA, and guideline answers must be submitted for approval and once approved kept in the Centre File to allow independent assessment

3. Qualification / Unit of Credit Candidates

All candidates must register with a GQA recognised/approved centre. The centre must maintain appropriate candidate personal details for external audit purposes etc.

The centre will provide candidates with advice and guidance on how to prepare for assessment and allocate an Assessor who will assess candidate ability to meet the requirements of the relevant qualifications / unit of credit. It is the candidate's responsibility to demonstrate competence and to do this they must:

- prove they can consistently meet all the qualification and / or unit of credit criteria

- provide evidence from work, that they can perform competently in all the contexts specified in the qualification / unit of credit requirements
- prove that they have the knowledge and understanding required to perform competently, even where they have not provided evidence from the workplace

It is therefore critical that quality evidence is provided in a format to allow the Assessor to make a decision and for the Internal Verifier to audit/verify his/her decision.

4. Evidence

A qualification and / or credit is awarded when a person has achieved the necessary outcomes of the qualification and / or unit of credit.

The specific combination of units necessary to achieve a qualification is detailed in the qualification structure.

Certificates of Unit Credit can be awarded when candidates achieve any one, or more, units from the qualification.

The evidence the candidate brings forward is primarily evidence of performance of what he/she can do, not just what he/she knows. The assessment criteria / qualification requirements are described within the qualification and / or unit of credit itself and can incorporate practical skills and knowledge.

The assessor's role is to judge each relevant item of evidence. Each must be judged against the qualification and / or unit of credit requirements. It is not sensible to collect evidence against individual criteria. Nor is it effective. If items of evidence were collected for each of the criteria, the candidate may have to produce many items of evidence, well above the number actually required. GQA recommend holistic assessment.

When judging each item of evidence, the assessor is deciding whether the evidence:

- is authentic – i.e. actually produced by the candidate
- meets the criteria

- relates as appropriate to a context defined within the qualification and / or unit of credit
- confirms that the candidate has the required underpinning knowledge

When the assessor makes a decision about the candidate's competence, he or she examines all the evidence available to determine:

- if the evidence, as a whole, covers all the evidence of achievement
- whether the evidence indicates consistency in competent performance
- whether there is enough evidence on which to base an inference of competence

The answer can only be:

- yes (the candidate is competent)
- no (the candidate is not yet competent)
- there is insufficient evidence to make a decision

Consistency means that the individual is likely to achieve the standard in their work role, in the different activities defined in the qualification and / or unit of credit over time and range of work. The assessor must judge how long a time period is enough to be confident that the candidate can perform reliably to the standard. Unsupported evidence i.e. based on a single assessment/visit will not normally prove consistency.

Performance evidence

Performance evidence can be what the individual actually produces, or the way the individual achieves the standard. One is called product evidence and the other process evidence.

Product evidence is tangible – you can look at it and feel it. Products can be inspected and the candidate can be asked questions about them.

In order to make a fair and objective assessment, the assessor must be able to answer the question: Is there sufficient evidence that the candidate can consistently meet the requirements of the qualification and / or unit of credit?

Process evidence describes the way the candidate has achieved an outcome – how they went about it. This may be, for example, the way the quality of products is checked or the way customer complaints are handled. This usually means observing the candidate in action.

Performance evidence may cover a number of outcomes. It makes sense to plan evidence collection so that what the candidate does, in the normal course of their job, can be related to different outcomes and units. The activities that clearly link to the qualification and / or unit of credit requirements are the things to concentrate on when planning evidence collection and assessment and when monitoring the candidate's progress. Look for opportunities in the candidate's job when evidence can be collected against a number of units at the same time.

Performance evidence can be:

- Naturally occurring – evidence produced in the normal course of work. Evidence of this sort is usually of high quality and reliable. It is also cost effective to collect naturally occurring evidence
- Taken from previous achievements – the candidate may be able to bring forward evidence from previous work experience to show that they are still competent to the standard.
- Evidence of prior achievement can be used when it can be shown to support a judgment that the candidate can still achieve the standard. So, the assessor must be satisfied that the evidence of prior achievement is sufficiently reliable to justify saying that the candidate is currently competent.
- Simulated – from circumstances specially designed to enable the candidate's performance to be assessed. Simulation is generally not acceptable.
- The exceptions to this are:
 - o Dealing with emergencies
 - o Dealing with accidents
 - o Certain pre-approved real time simulators
 - o Limited other procedures that cannot be practically performed in the workplace, and for which sufficient evidence can be collected through other means.

NB: It is not always possible or feasible to collect naturally occurring evidence. It is likely that some simulation may be needed, when it may take too long to wait for the evidence to arise e.g. it may be an aspect of performance which occurs infrequently. An example of this may be evidence of how to deal with emergencies i.e. it makes sense to look for evidence from sources other than naturally occurring ones, rather than for, say, waiting for the building to burn down. Centres must obtain GQA EQA approval prior to the use of simulation.

Knowledge evidence

Being able to achieve a standard requires the ability to put knowledge to work. The qualification and / or unit of credit indicates the knowledge each person should use if they are to perform competently.

It should not be necessary to test all of the candidate's knowledge separately; however, any exception to this would be detailed in the relevant Assessment Strategy. Performance evidence could show that the candidate knows what he or she is doing. When this is not the case, or if the assessor is not convinced from the performance evidence, it may be necessary to check the individual's knowledge separately.

Oral or written assessments must clearly provide a suitable means of checking the breadth and depth of an individual's knowledge. Assessors will need to judge the best mix of knowledge evidence according to individual circumstances. Knowledge evidence is useful when deciding the quality of performance evidence, but must not be used in isolation to judge competence or as an alternative to performance evidence. Care must be taken that candidate evidence is auditable and verifiable.

NB: These Qualification implementation guidelines are generic across the full range of GQA qualifications. Further guidance on acceptable evidence on each qualification will be found in the Introduction to the Qualification section of the candidate booklet

Candidate Declaration

Candidate Name.....

Centre/Company Name.....

Assessor(s) Name(s).....

I acknowledge receipt of this copy of GQA qualification booklet. The unit structure provides information on which units must be achieved to be awarded the qualification. The individual units detail the necessary requirements etc. that I must achieve.

I understand that I will have an important role in preparing for and planning assessments and with guidance from the Assessor.

I will collect and record relevant evidence.

I have been informed of the appeals system, should I want to appeal against any part of the assessment process.

I understand the assessments will be carried out with regard to the company's/centre's Equal Opportunities Policy.

Candidate signature.....

Date.....

Operate Health, Safety and Welfare systems in Construction							
GQA Ref	COSCCOC01	Regulatory Ref	R/650/8302	Level	3	Credit Value	12
Aims The aim of this unit is to ensure the candidate has the skills and knowledge required to operate health, safety and welfare systems in the workplace. This will include inductions, health, safety and welfare checks, identification and assessment of workplace risks and hazards.							
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable. See end of unit for information on the range that the text in bold covers							
Learning outcome - The learner will:		Assessment criteria - The learner can:		Evidence Ref No			
				1	2	3	
1. Be able to operate health, safety and welfare systems in the workplace	1.1 Take responsibility for personal health and safety in the workplace						
	1.2 Encourage a culture of health, safety and welfare whilst in the workplace and identify and recommend opportunities for improving the health and safety of the work environment						
	1.3 Induct people and check that they have appropriate competence certification and are monitored whilst in the workplace						
	1.4 Ensure that health, safety and welfare equipment and resources are maintained to meet statutory requirements						
	1.5 Comply with systems which meet statutory requirements for identifying and reducing hazards and reporting accidents and emergencies and prevent recurrences						
	1.6 Check and ensure compliance with health, safety and welfare systems regularly, in accordance with statutory and project requirements						
	1.7 Make recommendations for improving the work environment clearly and promptly to stakeholders and report workplace conditions and situations which do not comply with statutory and project regulations						
2. Understand how to operate health, safety and welfare systems in the workplace	2.1 Evaluate how to take responsibility for personal health and safety in the workplace						
	2.2 Explain how to encourage a culture of health, safety and welfare whilst in the workplace						
	2.3 Explain how to induct people and check that people are certified and monitored whilst in the workplace						
	2.4 Explain how to ensure that health, safety and welfare equipment and resources are maintained to meet statutory requirements						
	2.5 Explain how to comply with systems which meet statutory requirements for identifying						

	and reducing hazards and reporting accidents and emergencies and preventing recurrences			
	2.6 Explain how to check and ensure compliance with health, safety and welfare systems regularly, in accordance with statutory and project requirements			
	2.7 Describe what to identify as special workplace conditions which do not comply with regulations			
	2.8 Propose how to make recommendations for improving the work environment clearly and promptly to stakeholders			
	2.9 Propose how to recommend opportunities for improving the health and safety of the workplace environment			
	2.10 Explain how to report workplace conditions and situations which do not comply with statutory and project regulations			
3. Be able to identify hazards and assess risks in the workplace	3.1 Identify the hazards in the workplace arising from work products, processes and equipment			
	3.2 Obtain and receive accurate information on any factors relating to the hazards			
	3.3 Assess the significance of the hazards			
	3.4 Apply the principles of prevention and protection			
	3.5 Identify the residual risks			
	3.6 Check that resulting information on significant residual risks is provided to the appropriate people			
4. Understand how to identify hazards and assess risks in the workplace	4.1 Describe what to identify as the hazards in the workplace arising from work products, processes and equipment			
	4.2 Explain how to obtain accurate information on any factors relating to the hazards			
	4.3 Examine how to assess the significance of the hazards			
	4.4 Explain how to apply the principles of prevention and protection			
	4.5 Describe how to identify the residual risks			
	4.6 Explain how to check that information on significant residual risks is provided to the appropriate people			
Additional Information about this Unit Assessment Guidance				
The following ranges apply <u>Learning Outcomes 1 and 2</u> Workplace • office • workshop • factory • warehouse		<u>Learning Outcomes 3 and 4</u> Hazards • falls from height • slips, trips and falls (same level) • hit by falling or moving objects • manual Handling • health issues • power sources		

• construction sites including public areas (e.g. buildings, roads, motorways, railways and all infrastructure projects) Induct • health and Safety responsibilities • health, safety and welfare equipment and resources • risk control procedures/method statements • first aid arrangements • site, construction and installation operations • health and safety plans People • workforce • visitors • public • non-English-speaking workforce Health, safety and welfare 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 • firefighting equipment • provision of health, safety and welfare training	• hazardous substances trapped by something collapsing or overturning • confined spaces • fire Workplace • office • workshop • factory • warehouse • construction sites including public areas (e.g. buildings, roads, motorways, railways and all infrastructure projects) Factors • injure people • cause ill health • long term health condition • damage property • adversely affect the man-made and built environment • cost Assess • likelihood of occurrence • severity of harm or damage incurred Risks • high • medium • low Principles of prevention and protection • eliminate risk • control at source • cumulative/collective protection • manage risk • Personal Protection Equipment (PPE)
<u>Assessor Comments/Feedback</u>	

Prepare Programmes and Schedules of Work in Construction							
GQA Ref	COSCCOC02	Regulatory Ref	T/650/8303	Level	3	Credit Value	16
Aims The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm project requirements and prepare detailed and accurate work schedules							
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable. See end of unit for information on the range that the text in bold covers							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1 Be able to obtain the information needed to take critical decisions		1.1 Identify the types of information you need to make the required decisions					
		1.2 Ensure that your sources of information are reliable and sufficiently wide-ranging to meet your information needs					
		1.3 Ensure that your methods of obtaining information are reliable, effective and make efficient use of resources					
		1.4 Ensure that your methods of obtaining information are consistent with organisational values, policies and legal requirements					
		1.5 Ensure that the information you obtain is accurate, relevant and sufficient to allow you to take decisions					
		1.6 Ensure that where information is inadequate, contradictory or ambiguous, you take prompt and effective action to deal with this					
2 Understand how to obtain the information needed to take critical decisions		2.1 Describe how to identify the information you need to make the required decisions					
		2.2 Explain how to ensure that your sources of information are reliable and sufficiently wide-ranging to meet your information needs					
		2.3 Explain how to ensure that your methods of obtaining information are reliable, effective and make efficient use of resources					
		2.4 Explain how to ensure that your methods of obtaining information are consistent with organisational values, policies and legal and ethical requirements					
		2.5 Explain how to ensure that the information you obtain is accurate, relevant and sufficient to allow you to take decisions					
		2.6 Explain how to ensure that where information is inadequate, contradictory or ambiguous that you take prompt and effective action to deal with this					
3 Be able to confirm project requirements		3.1 Confirm with decision makers their immediate goals and objectives of project stakeholders					

	3.2 Identify the function and performance requirements for the project			
	3.3 Clarify the project stakeholders' requirements , the options available and the constraints and risks which might apply to the project			
	3.4 Identify project requirements and stakeholders' requirements which do not appear to be realistic and identify valid options			
	3.5 Summarise the project requirements in order to prepare a work schedule			
4 Understand how to confirm project requirements	4.1 Explain how to confirm with decision makers their immediate goals and objectives of project stakeholders			
	4.2 Describe what to identify as the function and performance requirements for the project			
	4.3 Explain how to clarify the project stakeholders' requirements , the options available and the constraints and risks which might apply to the project			
	4.4 Describe what to identify as project requirements and stakeholders' requirements which do not appear to be realistic and valid options			
	4.5 Explain how to summarise the project requirements in order to prepare a work schedule			
5 Be able to prepare a work schedule	5.1 Produce detailed schedules of work which are accurate, and contain a statement of the scope of work and the services needed			
	5.2 Estimate and obtain the work content and time duration accurately in consultation with others			
	5.3 Plan the schedules of work so that they are achievable with the resources available			
	5.4 Calculate appropriate and realistic allowances to meet anticipated contingencies			
	5.5 Draft the schedules of work in a format which is appropriate to the type and scope of the work			
	5.6 Present information clearly and accurately and reach agreement using a style and approach which maintains goodwill and trust			
6 Understand how to prepare a work schedule	6.1 Explain how to produce schedules of work containing the scope of the work and the services			
	6.2 Examine how to estimate and obtain the work content and time duration			
	6.3 Propose how to plan the schedules of work			
	6.4 Explain how to calculate allowances to meet anticipated contingencies			
	6.5 Evaluate how to draft the schedules of work			
	6.6 Explain how to present information			

	6.7 Evaluate how to reach agreement using a style and approach which maintains goodwill and trust			
Additional Information about this Unit Assessment Guidance				
The following ranges apply <u>Learning Outcomes 1 and 2</u> Sources of information • people within your organisation • people outside your organisation • internal information systems • published media • specially commissioned research • valid personal experience Types of information • quantitative • qualitative Methods of obtaining information • listening and watching • reading • spoken questioning • written questioning • formal research conducted personally • formal research conducted by third parties Decisions • affecting operational performance • affecting organisational policy <u>Learning Outcomes 3 and 4</u> Project Stakeholders • the client • design consultants • line management • potential contractors • potential subcontractors and suppliers • independent client advisers • user groups • funding agencies • special interest groups • local community Goals and Objectives • quantity • design quality • build quality • cost • time • development		• improvement • fitness for purpose • whole life costs • use/adaptability • whole life costs • Health, Safety and Welfare • economic impacts • community impact Clarify the project stakeholders' requirements by • reference to standard documentation • checklists • client consultation • environmental impact • security • conservation impact • questionnaires • comparative field research • market research • technical requirements • client requirements • insurance risk impact • project management plan Constraints and risks • cost • time • resources • Health and Safety • the environment • technical <u>Learning Outcomes 5 and 6</u> Scope of work • time • cost • quality objectives Services • design (including management services) • materials • construction (e.g. buildings, roads, motorways, railways and all infrastructure projects) • plant and equipment • people • manufacture Present • orally • in writing • graphically • electronically		

Assessor Comments/Feedback

Operate Project Information Systems in Construction							
GQA Ref	COSCCOC03	Regulatory Ref	T/650/8321	Level	3	Credit Value	10
Aim The aim of this unit is to ensure the candidate has the skills and knowledge required to operate project information systems in construction							
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable. See end of unit for information on the range that the text in bold covers							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1 Be able to develop and maintain relationships with people		1.1 Confirm the requirements for project information storage systems					
		1.2 Confirm and agree valid procedures for obtaining, selecting, classifying and recording information					
		1.3 Assess the relevance of information and classify the relevant information using the agreed system					
		1.4 Record information accurately and store it using the agreed procedures					
		1.5 Collate information and organise it into a suitable form for display and use					
		1.6 Advise and offer guidance to people who are unable to find the information they need and suggest alternative sources					
		1.7 Operate the project information system by following procedures which have been agreed so that the project information system remains reliable and secure					
		1.8 Set up and operate appropriate and valid procedures for maintaining up to date information , remove information which is not needed and archive redundant information					
		1.9 Identify and retrieve, summarise and disseminate information which might be of use to others					
2 Understand how to operate project information systems in construction		2.1 Explain how to confirm the requirements for project information storage systems					
		2.2 Explain how to confirm valid procedures for obtaining, selecting, classifying and recording information					
		2.3 Evaluate how to agree valid procedures for obtaining, selecting, classifying and recording information					
		2.4 Examine how to assess the relevance of information and classify the relevant information using the agreed system					
		2.5 Explain how to record information accurately and store it using the agreed procedures					

	2.6 Explain how to collate information and organise it into a suitable form for display and use			
	2.7 Propose how to advise and offer guidance to people who are unable to find the information they need and suggest alternative sources			
	2.8 Explain how to operate the project information system by following procedures which have been agreed so that the project information system remains reliable and secure			
	2.9 Propose how to set up and operate appropriate and valid procedures for maintaining up to date information			
Additional Information about this Unit Assessment Guidance				
The following ranges apply <u>Learning Outcomes 1 and 2</u> Requirements • Scope • Contents • Users • Operation • Maintenance • classification system • legal controls (e.g. Data Protection Act, patents, regulations, copyright law) Project information storage systems • paper based (e.g. manual files, technical library) • photo reduced (e.g. microfiche) • electronic (e.g. computer database, CD ROM, on-line) Types of information • providers • product documentation • standard drawings • specifications • technical books • product information • government and statutory publications		• research and advisory data • reports • periodicals • abstracts • samples • project documentation • organisational documentation (e.g. pro forma) • published information Commission the technical information system • company devised • commercial information service Classify by • project file • alphanumeric • organisational system Use of the technical information storage system • technical reference • current record • archive record • knowledge management • personal development (including Continuing Professional Development) • access controls		
<u>Assessor Comments/Feedback</u>				
Develop and maintain working relationships and personal development in Construction				

GQA Ref	COSCCOC23	Regulatory Ref	Y/650/8304	Level	3	Credit Value	12
Aim The aim of this unit is to ensure the candidate has the skills and knowledge required to develop and maintain relationships with people, to optimise your own resources to meet objectives, and undertake personal development in the occupational practice area							
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable. See end of unit for information on the range that the text in bold covers							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1 Be able to develop and maintain relationships with people		1.1 Develop and maintain working relationships with people which promote goodwill and trust					
		1.2 Inform people about work activities in an appropriate level of detail and with an appropriate degree of urgency					
		1.3 Offer advice and help to people about work activities with sensitivity					
		1.4 Present proposals for action clearly to people at an appropriate time and with the right level of detail for the degree of change, expenditure and risk involved					
2 Understand how to develop and maintain relationships with people		2.1 Propose how to develop working relationships with people which promote goodwill and trust					
		2.2 Explain how to maintain working relationships with people which promote goodwill and trust					
		2.3 Explain how to inform people about work activities in an appropriate level of detail and with an appropriate degree of urgency					
		2.4 Propose how to offer advice and help to people about work activities					
		2.5 Explain how to present proposals for action to people					
3 Be able to optimise your own resources to meet objectives		3.1 Set objectives for your work which are specific, measurable and achievable within organisational constraints					
		3.2 Prioritise your objectives in line with organisational objectives and policies					
		3.3 Plan your work activities so that they are consistent with your objectives and your personal resources					
		3.4 Estimate the time you need for activities realistically and allow for unforeseen circumstances					
		3.5 Delegate work to others in a way which makes the most efficient use of available time and resources					
		3.6 Take decisions as soon as you have sufficient information					

	3.7 Take prompt and efficient messages to obtain further information needed when taking decisions			
	3.8 Minimise unhelpful interruptions to, and digressions from, planned work			
	3.9 Regularly review progress and reschedule activities to help you in achieving your planned objectives			
4 Understand how to optimise your own resources to meet objectives	4.1 Evaluate how to set objectives for your work which are specific, measurable and achievable within organisational constraints			
	4.2 Examine how to prioritise your objectives in line with organisational objectives and policies			
	4.3 Propose how to plan your work activities so that they are consistent with your objectives and your personal resources			
	4.4 Examine how to estimate the time you need for activities realistically and allow for unforeseen circumstances			
	4.5 Explain how to delegate work to others in a way which makes the most efficient use of available time and resources			
	4.6 Evaluate how to take decisions as soon as you have sufficient information			
	4.7 Explain how to take prompt and efficient messages to obtain further information needed when taking decisions			
	4.8 Explain how to minimise unhelpful interruptions to, and digressions from, planned work			
	4.9 Examine how to regularly review progress and reschedule activities to help you in achieving your planned objectives			
5 Be able to undertake personal development in the occupational practice area	5.1 Review the personal aims and objectives for undertaking personal development			
	5.2 Identify sources of support and guidance for undertaking personal development			
	5.3 Identify and agree relevant standards of competence against which personal development can be measured			
	5.4 Review in conjunction with line manager the current personal level of performance against the identified standards of competence and record a profile of present competence and personal development needs			
	5.5 Confirm a development plan for achieving identified development needs			
	5.6 Undertake development activities aimed at achieving identified development needs, review and record progress and the effectiveness of the activities			
	5.7 Record evidence of competence gained against the identified standards of competence			

	5.8 Review the cycle of personal development aims and objectives and revise and update aims and objectives to suit changing circumstances			
6 Understand how to undertake personal development in the occupational practice area	6.1 Explain how to revise and update personal development aims and objectives to suit changing circumstances			
	6.2 Examine how to review the personal aims and objectives for undertaking personal development			
	6.3 Describe what to identify as sources of support and guidance for undertaking personal development			
	6.4 Examine how to review in conjunction with line manager the current personal level of performance against the identified standards of competence			
	6.5 Explain how to record a profile of present competence and personal development needs			
	6.6 Explain how to record evidence of competence gained against the identified standards of competence			
	6.7 Evaluate how to identify and agree relevant standards of competence against which personal development can be measured			
	6.8 Explain how to confirm a development plan			
	6.9 Evaluate how to undertake development activities			
	6.10 Examine how to review progress and the effectiveness of the development activities			
	6.11 Explain how to record progress and the effectiveness of the development activities			
	6.12 Explain how to update aims and objectives			

Additional Information about this Unit Assessment Guidance

The following ranges apply <u>Learning Outcomes 1 and 2</u> Working relationships - formal (project and regulatory) - informal People - technical - non-technical - authority - local community Promote goodwill and trust - demonstrating a duty of care - ethical relationships - professional independence - honouring promises and undertakings - honest relationships	Delegate to - team members - colleagues working at the same level as yourself - people outside your organisation <u>Learning Outcomes 5 and 6</u> Aims and objectives - intellectual challenge - need for updating - need to provide evidence of maintenance of vocational competence - preparation for career development - compliance with employer and professional requirements - organisational credibility Personal development - maintenance of existing competence - improvements to existing competence
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• constructive relationships • equal opportunities • encouraging diversity Inform, offer advice and present • orally • in writing • using graphics • electronically Work activities • progress • results • achievements • risks • opportunities • proposals and their impact • potential problems • resolving problems <u>Learning Outcomes 3 and 4</u> Organisational constraints • organisational objectives • organisational policies • resources	• development of new competence Sources of support and guidance • national industry bodies • professional institutions • education and training providers • in house Standards of competence • job descriptions and personal specification • professional institution requirements • national occupational standards • industry standards (e.g. card schemes and best practice) • Development activities • formal courses • work experience • personal study • work shadowing/secondments • mentoring • developing personal networks Development plan includes • priorities • target dates • development activities
Assessor Comments/Feedback	

Prepare and Process Invitations to Tender in Construction							
GQA Ref	COSCCOO07	Regulatory Ref	M/650/8310	Level	3	Credit Value	16

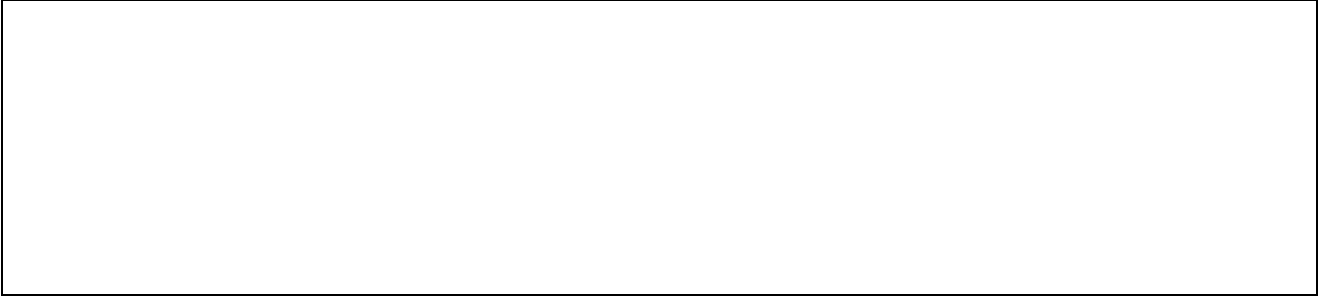
Aim The aim of this unit is to ensure the candidate has the skills and knowledge required to identify potential tenderers, prepare and issue tender documents and check tenders received				
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable. See end of unit for information on the range that the text in bold covers				
Learning outcome; The learner will:	Assessment criteria: The learner can:	Evidence Ref No.		
		1	2	3
1 Be able to identify potential tenderers	1.1 Identify a list of potential tenderers able to meet the contract criteria and suitable for pre-qualification			
	1.2 Offer advice and information to decision makers about potential tenderers and the selection criteria			
	1.3 Obtain pre-qualification information about potential tenderers to confirm evidence about their experience and capability and availability to carry out the work			
	1.4 Evaluate potential tenderers who respond to the pre-qualification enquiry against the selection criteria in order to short-list			
	1.5 Confirm that the selected tenderers are willing to bid and, if necessary, refer to the original long list			
2 Understand how to identify potential tenderers	2.1 Describe how to identify a list of potential tenderers			
	2.2 Propose how to offer advice and information to decision makers about potential tenderers and the selection criteria			
	2.3 Explain how to obtain pre-qualification information about potential tenderers to confirm evidence about their experience and capability and availability to carry out the work			
	2.4 Evaluate potential tenderers against the selection criteria in order to short list			
	2.5 Explain how to confirm that the selected tenderers are willing to tender			
3 Be able to prepare and issue tender documents	3.1 Draft and review appropriate tender documents in relevant formats to ensure that they cover the scope of the works, contract and client requirements			
	3.2 Ensure that all tender documents are issued in accordance with agreed procedures			
	3.3 Record any changes required by the client			
	3.4 Identify any changes which are reported and amend the tender documents and ensure that addendums are re-issued			
	3.5 Keep accurate records of tender documents issued, feedback and identified changes			
	3.6 Implement action when tenderers withdraw from the process			

4 Understand how to prepare and issue tender documents	4.1 Evaluate how to draft appropriate tender documents			
	4.2 Examine how to review tender documents			
	4.3 Explain how to ensure that tender documents are issued in accordance with agreed procedures			
	4.4 Explain how to record any changes required by the client			
	4.5 Describe what to identify as any reported changes			
	4.6 Explain how to amend the tender documents			
	4.7 Explain how to ensure that addendums are re-issued			
	4.8 Explain how to keep accurate records of tender documents issued, feedback and identified changes			
	4.9 Explain how to implement action when tenderers withdraw from the process			
5 Be able to check tenders	5.1 Acknowledge and check the tenders received against the agreed criteria			
	5.2 Modify and repeat the tendering processes if too few tenders are received to show that there has been adequate competition			
	5.3 Check with tenderers if any discrepancies, omissions and errors are found in the tenders, and record any amendments which tenderers authorise.			
	5.4 Identify tenders which meet the criteria			
6 Understand how to check tenders	6.1 Explain how to acknowledge the tenderers received			
	6.2 Explain how to check the tenderers received against the agreed criteria			
	6.3 Explain how to modify and repeat the tendering processes if too few tenders are received to show that there has been adequate competition			
	6.4 Explain how to check with tenderers if any discrepancies, omissions and errors are found in the tenders and record any amendments which tenderers authorise			
	6.5 Describe what to identify as the tenders which meet the criteria			

Additional Information about this Unit Assessment Guidance

The following ranges apply <u>Learning Outcomes 1 and 2</u> Tenderers - Contractors - sub/works/trade contractors - suppliers - consultants	Formats - paper - electronic Client requirements - preferred suppliers - confidentiality - publicity restrictions - local and economic benefits - industry accreditation
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Evidence • documentary • references • interview Selection criteria • quality and delivery record • competitiveness • perceived added value (including reputation of potential contractors) • acceptability of known sub-contracting arrangements • acceptability to client • financial resources • references from previous clients and bankers • health and safety • competence of people • resources (human, materials, facilities) • insurance • environmental policy and management • innovation • local economic benefit <u>Learning Outcomes 3 and 4</u> Tender • open competitive • two stage • selected list • negotiated Documents • invitation to tender • form of tender • returns procedure • surveys • specifications • drawings • schedules • bills of quantities • health, safety and welfare requirements • scope of services • terms and conditions • schedules of rates • evaluation criteria and procedures	• workforce accreditation • agreed conservation value • environmental requirements • procedures for submitting tenders Changes • price • quantity • quality • standards • carriage and delivery • completion • maintenance • after sales service • method of payment • terms of payment • contract conditions • survey information • timescales • client amendment Tenderers • contractors • sub/works/trade contractors • suppliers • consultants <u>Learning Outcomes 5 and 6</u> Tenderers • contractors • sub/works/trade contractors • suppliers • consultants Criteria • tender compliance • quality • technical viability • timescale • cost (budgets, rates) • loading and cash flow • policies which offer added value • any variations, adjustments and corrections •
<u>Assessor Comments/Feedback</u>	



Prepare Estimates, Bids and Tenders in Construction							
GQA Ref	COSCCOO08	Regulatory Ref	R/650/8311	Level	3	Credit Value	16
Aim The aim of this unit is to ensure the candidate has the skills and knowledge required to evaluate estimate, bid and tender enquiry documentation calculate, quantities, resources and costs within a tender to prepare estimates, bids and tenders in construction							
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable. See end of unit for information on the range that the text in bold covers							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1 Be able to evaluate estimate, bid and tender enquiry documentation		1.1 Review and summarise the tender details and tender requirements					
		1.2 Identify any points of concern in the tender and refer them to decision makers for them to clarify and resolve					
		1.3 Evaluate the tender documents against the organisational capability and make recommendations to line managers					
		1.4 Make recommendations about tender requirements and potential alternatives, within the limits of the tender information which is available, and which provide an objective basis for making a decision on whether to make a bid					
		1.5 Maintain records about tender enquiries in confidence and only pass them on to people who have the authority to receive them					
2 Understand how to evaluate estimate, bid and tender enquiry documentation		2.1 Examine how to review the tender details and tender requirements					
		2.2 Explain how to summarise the tender details and tender requirements					
		2.3 Describe what to identify as any points of concern in the tender and refer them to decision makers for them to clarify and resolve					
		2.4 Evaluate the tender documents against the organisational capability and make recommendations to line managers					
		2.5 Propose how to make recommendations about tender requirements and potential alternatives, within the limits of the tender information which is available, and which provide an objective basis for making a decision on whether to make a bid					
		2.6 Explain how to maintain records about tender enquiries in confidence and only pass them on to people who have the authority to receive them					

3 Be able to calculate, quantities, resources and costs within a tender	3.1 Assemble and collate information and identify which categories of work require measurement			
	3.2 Review information to decide how to measure dimensions and calculate quantities methodically and in a way which conforms to relevant conventions, standard methods and standard phraseology			
	3.3 Calculate the quantities and prepare descriptions accurately, collate and sequence them correctly and present them in a way which meets their intended purpose			
	3.4 Calculate accurately, from available sources, what resources will be needed and investigate whether the resources will be available			
	3.5 Estimate resource costs by calculating an accurate cost for each item which is required			
	3.6 Develop a proposed method statement and draft programme which meet the tender enquiry requirements			
	3.7 Modify the cost to take into account any external factors which may affect the cost projections			
4 Understand how to calculate, quantities, resources and costs within a tender	4.1 Explain how to assemble and collate information			
	4.2 Describe what to identify as categories of work requiring measurement			
	4.3 Examine how to review information to decide how to measure dimensions and quantities			
	4.4 Explain how to calculate the quantities and prepare descriptions accurately, collate and sequence them correctly and present them in a way which meets their intended purpose			
	4.5 Explain how to calculate accurately, from available sources, what resources will be needed			
	4.6 Examine how to investigate whether the resources will be available			
	4.7 Examine how to estimate resource costs by calculating an accurate cost for each item which is required			
	4.8 Propose how to develop a proposed method statement and draft programme which meet the tender enquiry requirements			
	4.9 Explain how to modify the cost to take into account any external factors which may affect the cost projections			
5 Be able to collate and present tender information	5.1 Refer quantity, resource and cost information to decision makers			
	5.2 Collate and produce the overall estimate of costs and checking that it is complete, accurate and in a form which is suitable for a judgment to be made			

	5.3 Explain and clarify the projected costs to support the calculations			
	5.4 Contribute to payment schedules which will meet known cash flow requirements			
	5.5 Collate, arrange and present tender offer information in accordance with procurement requirements to line manager			
6 Understand how to collate and present tender information	6.1 Explain how to refer quantity, resource and cost information to decision makers			
	6.2 Explain how to collate and produce the overall estimate of costs and checking that it is complete, accurate and in a form which is suitable for a judgment to be made			
	6.3 Explain and clarify the projected costs to support the calculations			
	6.4 Explain how to contribute to payment schedules which will meet known cash flow requirements			
	6.5 Explain how to collate, arrange and present tender offer information in accordance with procurement requirements to line manager			
Additional Information about this Unit Assessment Guidance				
The following ranges apply <u>Learning Outcomes 1 and 2</u> Tender – type - Contractor - sub/works/trade contractor - supply - consultancy Tender requirements - construction - installation and maintenance work - supply of goods and materials - consultancy services Decision makers - clients and their agents - colleagues - line managers - specialists – internal or external to organisation Points of concern - inconsistent with the policy of the organization - discrepancies within enquiry information - tender procedure requirements - quantitative requirements - qualitative requirements - contractual requirements		Measurement – relates to - trade - elemental - operational - approximate - schedules of rates Measure dimensions and calculate quantities - manual - electronic Calculate cost - manual - electronic Estimate - cost based on a quotation - unit cost built up from basic data - internal and historical cost data - published cost data Intended purpose - procurement - contract - production Resources – type - people (in-house, external) - plant and equipment - materials - finance - time		

Tender documents– type • invitation to tender • form of tender • returns procedure • survey reports • specifications • drawings • schedules • bills of quantities • health and safety and welfare policies • environmental policies • scope of services • terms and conditions • schedule of rates • procedures for submitting tenders • evaluation criteria and procedures Organisational capability • financial • viability of tendering information • current workload • type of work • competence of people • timescale (tender and contract) • social policies • environmental impact • location • social and political policies <u>Learning Outcomes 3 and 4</u> Information • drawings • schedules • specifications • information about the contract and allocation of risks and responsibilities • quotations • records of queries raised and answers • standard methods of measurement • technical literature	• supply option Tender requirements • invitation to tender • form of tender • returns procedure • surveys • specifications • drawings • schedules • bills of quantities • health, safety and welfare requirements • scope of services • terms and conditions • schedules of rates • evaluation criteria and procedures • environmental requirements • procedures for submitting tenders External factors • variations over time • geographic location • statutory and contractual requirements • special working conditions and methods • special resourcing conditions and availability <u>Learning Outcomes 5 and 6</u> Explain and clarify • orally • written • electronic Tender offer • contractor • sub/works/trade contractor • supply • consultancy • purchase
<u>Assessor Comments/Feedback</u>	

Monitor, Maintain and Improve Supplies of Material in Construction							
GQA Ref	COSCCOO14v3	Regulatory Ref	H/650/8317	Level	3	Credit Value	15
Aim The aim of this unit is to ensure the candidate has the skills and knowledge required to identify and monitor requirements for suppliers, maintain and record supplies of materials to meet project requirements and contribute to improvements in supplier performance							
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable. See end of unit for information on the range that the text in bold covers							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1 Be able to identify and monitor requirements for suppliers		1.1 Analyse operational plans, user feedback and quantities, and assess what materials supplies will be required and develop systems for monitoring and progress					
		1.2 Develop an accurate purchasing plan by analysing design information, project information and projected supply requirements					
		1.3 Identify what opportunities there are for standardising or identify equivalent alternative materials supplies to economise on usage, cost and environmental impact					
		1.4 Check from the purchasing plan and users , what materials supplies are needed and prepare orders which meet the supply requirements					
		1.5 Develop and introduce systems for monitoring and evaluating the purchasing plan which will identify significant circumstances in supply requirements					
		1.6 Identify any circumstances which are likely to result in over or under supply and modify the purchasing plan to minimise disruption to the project programme after consultation with line manager					
2 Understand how to identify and monitor requirements for materials supply		2.1 Examine how to analyse operational plans, user feedback and quantities					
		2.2 Examine how to assess what materials supplies will be required					
		2.3 Propose how to develop systems for monitoring their progress					
		2.4 Propose how to develop an accurate purchasing plan by analysing design information, project information and projected supply requirements					
		2.5 Describe how to identify what opportunities there are for standardising or identify equivalent alternative materials supplies to economise on usage, cost and environmental impact					
		2.6 Explain how to check from the purchasing plan and users , what materials supplies are needed					

	2.7 Explain how to prepare orders which meet the supply requirements			
	2.8 Propose how to develop and introduce systems for monitoring and evaluating the purchasing plan which will identify significant circumstances in supply requirements			
	2.9 Describe what to identify as any circumstances which are likely to result in over or under supply			
	2.10 Explain how to modify the purchasing plan to minimise disruption to the project programme after consultation with line manager			
3 Be able to maintain and record supplies of materials	3.1 Review records of deliveries, calculating the current delivery and stock position and pass the information on to line managers			
	3.2 Check suppliers' progress for any variations from the agreed delivery position, investigate any variations found and discuss them with suppliers			
	3.3 Provide line managers with an accurate assessment of any problems with suppliers and suggest possible action to restore the required delivery position			
	3.4 Identify opportunities for improving the use of stock and stock turnover and recommend improvements to line managers			
	3.5 Provide suppliers with prompt and accurate information on project changes which may affect supply requirements			
	3.6 Obtain authorisation from line managers and arrange for alternative sources of supply, which meet supply requirements and minimise disruption to the operational plan, in instances where supplies are not available from contracted suppliers			
4 Understand how to maintain and record supplies of materials to meet project requirements	4.1 Examine how to review records of deliveries and calculate the current delivery and stock position			
	4.2 Explain how to pass the information on to line managers about delivery records, calculations of the current delivery and stock position			
	4.3 Explain how to check suppliers' progress for any variations from the agreed delivery position			
	4.4 Examine how to investigate any variations found			
	4.5 Explain how to discuss any variation in delivery position with suppliers			
	4.6 Explain how to provide line managers with an accurate assessment of any problems with suppliers			
	4.7 Propose how to suggest possible action to restore the required delivery position			
	4.8 Describe what to identify as opportunities for improving the use of stock and stock turnover and recommend improvements to line managers			
	4.9 Explain how to provide suppliers with prompt and accurate information on project changes which may affect supply requirements			

	4.10 Explain how to obtain authorisation from line managers and arrange for alternative sources of supply, which meet supply requirements and minimise disruption to the operational plan, in instances where supplies are not available from contracted suppliers			
5 Be able to contribute to improvements in supplier performance	5.1 Monitor regularly the performance of suppliers against the supply requirements which have been agreed			
	5.2 Record any problems with supply requirements , and pass the information on to interested parties and discuss it with them			
	5.3 Identify changes which will improve supplier performance, discuss and agree changes with the interested parties and implement agreed actions to improve performance			
	5.4 Liaise with suppliers and provide them with information which will help them to meet supply requirements			
	5.5 Conduct meetings with suppliers in a manner which maintains their goodwill and trust			
6 Understand how to contribute to improvements in supplier	6.1 Examine how to monitor regularly the performance of suppliers against the supply requirements which have been agreed			
	6.2 Explain how to record any problems with supply requirements and pass the information on to interested parties			
	6.3 Explain how to discuss with interested parties any problems with supply requirements			
	6.4 Describe what to identify as changes which will improve supplier performance			
	6.5 Explain how to discuss changes with the interested parties			
	6.6 Evaluate how to agree changes with the interested parties and implement agreed actions to improve performance			
	6.7 Explain how to liaise with suppliers and provide them with information which will help them to meet supply requirements			
	6.8 Explain how to conduct meetings with suppliers in a manner which maintains their goodwill and trust			
Additional Information about this Unit Assessment Guidance				
The following ranges apply <u>Learning Outcomes 1 and 2</u> Users - principal contractors - sub/works/trade contractors - direct labour organisations - clients - own colleagues		Problems with supply - specification - price - quantity - availability and lead time - delivery - maintenance and service - storage and handling facilities - environmental issues (including sustainability)		

• facilities/asset manager Materials supplies • raw materials • manufactured materials • components • Systems • prefabricated components Project information • information (including models, documents, drawings, electronic, graphical and non-graphical data files) • labour, plant and equipment, materials • employer's information requirements • Services • finance including cash flow Supply requirements • specification • price • quantity • availability and lead time • delivery • maintenance and servicing • storage and handling facilities • environmental issues (including sustainability) • health and safety issues • transportation • deterioration and damage • loss and theft • after sales-service • payment terms • cash flow • waste management • off-site manufacture and assembly <u>Learning Outcomes 3 and 4</u> Delivery position • time • quantity • quality • location • communications health and safety issued • transportation • deterioration and damage • loss and theft	• after sales-service • payment terms • cash flow • waste management • off-site manufacture and assembly Suppliers of • raw materials • manufactured materials • components • systems • prefabricated components <u>Learning Outcomes 5 and 6</u> Suppliers of • raw materials • manufactured materials • components • systems • prefabricated components Supply requirements • specification • price • quantity • availability and lead time • maintenance and servicing • storage and handling facilities • environmental issues (including sustainability) • health and safety issues • transportation • deterioration and damage • loss and theft • after sales-service • payment terms • cash flow • waste management • off-site manufacture and assembly Interested Parties • line managers • contacts/site management • suppliers
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Assessor Comments/Feedback

Recommend and Monitor Supplies of Plant and Equipment in Construction							
GQA Ref	COSCCOO15v2	Regulatory Ref	J/650/8318	Level	3	Credit Value	15
Aim The aim of this unit is to ensure the candidate has the skills and knowledge required to identify and recommend plant and equipment and monitor the performance of plant and equipment supplied							
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable. See end of unit for information on the range that the text in bold covers							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1 Be able to identify and monitor requirements for suppliers		1.1 Obtain information about project requirements for plant and equipment					
		1.2 Confirm the selection criteria for plant and equipment					
		1.3 Identify and recommend options for acquiring plant and equipment which meet user requirements					
		1.4 Identify potential suppliers of plant and equipment that meet the selection criteria					
		1.5 Estimate the costs of plant and equipment and present the information so that comparisons can be made					
		1.6 Implement orders for plant and equipment which meets project requirements					
2 Understand how to identify and recommend plant and equipment		2.1 Explain how to obtain information about project requirements for plant and equipment					
		2.2 Explain how to confirm the selection criteria for plant and equipment					
		2.3 Describe what to identify as options for acquiring plant and equipment which meet user requirements					
		2.4 Propose how to recommend options for acquiring plant and equipment which meet user requirements					
		2.5 Describe what to identify as potential suppliers of plant and equipment that meet the selection criteria					
		2.6 Examine how to estimate the costs of plant and equipment and present the information so that comparisons can be made					
		2.7 Explain how to implement orders for plant and equipment which meets project requirements					
3 Be able to monitor the performance of plant and equipment supplied		3.1 Monitor regularly the performance and costs of plant and equipment supplied against the selection criteria					
		3.2 Record any problems with plant and equipment supplied, pass the information on to interested parties and discuss it with them					

	3.3 Identify changes which will improve the interested parties' use of plant and equipment supplied, discuss and agree changes with the supplier and maintain agreed actions to improve performance			
	3.4 Liaise with suppliers of plant and equipment and provide them with information which will help them to better meet the selection criteria			
	3.5 Conduct meetings with suppliers of plant and equipment in a manner which maintains their goodwill and trust			
4 Understand how to monitor economic performance of plant and equipment supplied	4.1 Examine how to monitor regularly the performance and costs of plant and equipment supplied against the selection criteria			
	4.2 Explain how to record any problems with plant and equipment supplied			
	4.3 Explain how to pass on information about any problems to interested parties and discuss any problems with them			
	4.4 Describe what to identify as changes which will improve the interested parties' use of plant and equipment supplied			
	4.5 Explain how to discuss changes with the supplier and maintain agreed actions to improve performance			
	4.6 Evaluate how to agree changes with the supplier and maintain agreed actions to improve performance			
	4.7 Explain how to liaise with suppliers of plant and equipment and provide them with information which will help them to better meet the selection criteria			
	4.8 Explain how to conduct meetings with suppliers of plant and equipment in a manner which maintains their goodwill and trust			
Additional Information about this Unit Assessment Guidance				
The following ranges apply <u>Learning Outcomes 1 and 2</u> Selection criteria • user requirements including performance • environmental suitability • project duration • location • user policies and preferences on plant ownership, leasing and hire • availability • repairs and maintenance • health and safety features • energy efficiency • security features		Project requirements • needs of users • agreed targets • budgets and timescales • condition of plant and equipment • maintenance requirements • competency of operators <u>Learning Outcomes 3 and 4</u> Costs • running costs • acquisition costs (purchase, hire, lease) • repair and maintenance • depreciation • insurance		

Plant and equipment • static • mobile • hand tools • consumables • health and safety equipment • standard • non-standard • electro-mechanical • electronic Options for acquiring • purchase • modify • lease • hire Costs • running costs • acquisition costs (purchase, hire, lease) • repair and maintenance • depreciation • insurance	Plant and equipment • static • mobile • hand tools • consumables • health and safety equipment Selection criteria • user requirements including performance • environmental suitability • project duration • location • user policies and preferences on plant ownership, leasing and hire • availability • repairs and maintenance • health and safety features • energy efficiency • security features Interested parties • line managers • contract/site management
<u>Assessor Comments/Feedback</u>	

Prepare for, Collect, Analyse and Present Survey Data in Construction							
GQA Ref	COSCCO004	Regulatory Ref	F/650/8307	Level	3	Credit Value	17
Aim The aim of this unit is to ensure the candidate has the skills and knowledge required to carry out surveys and gather, check, verify and present data							
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable. See end of unit for information on the range that the text in bold covers							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1 Be able to prepare to carry out surveys		1.1 Confirm that the survey specification and the survey method statement is accurate before starting the work					
		1.2 Check and confirm, before starting work, that people who will be affected have given their permission					
		1.3 Arrange for suitable equipment to be brought to the site and kept safely and securely					
		1.4 Check equipment so that it is accurate before it is used for taking measurements					
		1.5 Brief the people who will be involved in the survey about survey and safety arrangements					
		1.6 Check and confirm that signs, arrangements for personal safety , equipment and site access conform to good practice, legislation and regulation					
2 Understand how to prepare to carry out surveys		2.1 Explain how to confirm that the survey method statement is accurate before starting the work					
		2.2 Explain how to check and confirm, before starting work, that people who will be affected have given their permission					
		2.3 Explain how to arrange for suitable equipment to be brought to the site and kept safely and securely					
		2.4 Explain how to check equipment					
		2.5 Explain how to brief the people who will be involved in the survey about survey and safety arrangements					
		2.6 Explain how to check and confirm that signs, arrangements for personal safety , equipment and site access conform to good practice, legislation and regulations					
3 Be able to carry out surveys		3.1 Conduct the survey in a way which maintains the level of accuracy required, balances content and cost and keeps disruption to a minimum					

	3.2 Conform to safe working practices when on the site			
	3.3 Consult with experts when specialist information is needed which is relevant to the survey			
	3.4 Set appropriate horizontal and vertical controls and record them			
	3.5 Take accurate observations and measurements using valid methods			
	3.6 Change work procedures and practices to allow for different circumstances and conditions			
	3.7 Record survey data clearly and accurately and store it securely for later analysis			
	3.8 Restore areas which have been opened up for access so that subsequent processes can take place			
4 Understand how to carry out surveys	4.1 Explain how to conduct the survey			
	4.2 Explain how to conform to safe working practices when on the site			
	4.3 Explain how to consult with experts when specialist information is needed which is relevant to the survey			
	4.4 Explain how to set appropriate horizontal and vertical controls and record them			
	4.5 Explain how to take accurate observations and measurements using valid methods			
	4.6 Explain how to change work procedures and practices to allow for different circumstances and conditions			
	4.7 Explain how to record and store survey data			
	4.8 Explain how to restore areas which have been opened up for access so that subsequent processes can take place			
5 Be able to present survey data	5.1 Collect together recorded survey data to allow an accurate analysis to be made			
	5.2 Check and verify the survey data to maintain accuracy and integrity			
	5.3 Present the data, commentary and any support information accurately, clearly and in a format which is suitable for those who need to use it			
	5.4 Advise people who will be using the survey data on how to interpret it and highlight the scope and limitations on its use			
6 Understand how to present survey data	6.1 Explain how to collect together recorded survey data to allow an accurate analysis to be made			
	6.2 Explain how to check and verify the survey data to maintain accuracy and integrity			
	6.3 Explain how to present the data, the commentary and any support information			

	accurately, clearly and in a format which is suitable for those who need to use it			
	6.4 Propose how to advise people who will be using the survey data on how to interpret it and highlight the scope and limitations on its use			
Additional Information about this Unit Assessment Guidance				
The following ranges apply <u>Learning Outcomes 1 and 2</u> Survey - type • land • building • engineering • environmental Survey - method • visual • approximate measured • detailed measurement of all specified features • graphic • instrumental • method statement Permission from • client • site owner and occupiers • adjoining owners and occupiers • notifiable authorities Equipment • mechanical • optical • electronic Safety • personal safety • equipment and clothing • safe use of access equipment • health and safety practice and regulations • industry codes of practice • regulations applying to the survey site • signage <u>Learning Outcomes 3 and 4</u> Survey - type • land • building • engineering • Environmental				
Survey - method • visual • approximate measured • detailed measurement of all specified features • graphic • instrumental • method statement Safe working practices • personal safety • equipment and clothing • safe use of access equipment • health and safety practice and regulations • industry codes of practice • regulations applying to the survey site • signage • site access and working areas Circumstances and conditions • topography • water • obstacles • climatic variation • live conditions (e.g. buildings and sites in use, roads, railways, runways) • planned circumstances • emergency circumstances <u>Learning Outcomes 5 and 6</u> Survey - method • Visual • approximate measured • detailed measurement of all specified features • graphic • instrumental • method statement Present • orally • in writing • graphically • electronically				

Assessor comments/feedback

Record the Condition of Property in Construction							
GQA Ref	COSCCOO05	Regulatory Ref	H/650/8308	Level	3	Credit Value	17
Aim The aim of this unit is to ensure the candidate has the skills and knowledge required to inspect the condition of properties and prepare and present condition survey reports and records							
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable. See end of unit for information on the range that the text in bold covers							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1 Be able to confirm a condition survey process		1.1 Collate available information and documents and verify the objectives and purpose of the condition survey					
		1.2 Select valid, accurate and relevant information for the condition survey process					
		1.3 Identify the levels and types of professional support which will be needed and brief advisers with clear and accurate summaries of the information available					
		1.4 Select methods and techniques for the condition survey process which meet the requirements of relevant professional codes of practice					
		1.5 Evaluate relevant information and advice and identify significant factors which may influence the condition survey					
		1.6 Confirm the instructions and agreements for the condition survey before work starts					
2 Understand how to confirm a condition survey process		2.1 Explain how to collate available information and documents					
		2.2 Examine how to verify the objectives and purpose of the condition survey					
		2.3 Evaluate how to select valid, accurate and relevant information for the condition survey process					
		2.4 Describe what to identify as the levels and types of professional support which will be needed					
		2.5 Explain how to brief advisers with clear and accurate summaries of the information available					
		2.6 Evaluate how to select methods and techniques for the condition survey					
		2.7 Evaluate relevant information and advice					
		2.8 Describe what to identify as significant factors which may influence the condition survey					
		2.9 Explain how to confirm the instructions and agreements for the condition survey before work starts					
3 Be able to inspect condition of property		3.1 Evaluate available data , identify the purpose of the inspection and obtain the equipment and resources that will be needed					

	3.2 Check and confirm, before starting the condition inspection, that people who will be affected have given their permission			
	3.3 Take accurate observations and measurements which are necessary for the inspection and record them clearly, accurately and completely using agreed formats and conventions			
	3.4 Identify gaps in information and obtain and evaluate additional data needed about the property and its use			
	3.5 Record observations which are inconsistent with existing data and expected findings, and instances of failure and deterioration, and report them to people who have an interest			
	3.6 Identify and record parts of the property which do not conform to statutory requirements and report them to people who have an interest			
4 Understand how to inspect condition of property	4.1 Evaluate available data			
	4.2 Describe what to identify as the purpose of the inspection			
	4.3 Explain how to obtain the equipment and resources that will be needed			
	4.4 Explain how to check and confirm, before starting the inspection , that people who will be affected have given their permission			
	4.5 Explain how to take and record accurate observations and measurements which are necessary for the inspection , using agreed formats and conventions			
	4.6 Describe what to identify as gaps in information			
	4.7 Explain how to obtain additional data needed about the property and its use			
	4.8 Evaluate additional data needed about the property and its use			
	4.9 Explain how to record observations which are inconsistent with existing data and expected findings			
	4.10 Describe how to identify parts of the property that do not conform to statutory requirements			
	4.11 Explain how to record and report those parts of the property that do not conform to people who have an interest			
5 Be able to prepare and present condition survey reports and records	5.1 Assemble and collate information on the condition survey			
	5.2 Prepare a condition survey report which is accurate, complete, meets relevant codes of practice and standards, clearly specifies the level of condition.			
	5.3 Explain clearly where and why accurate inspection and measurement may not be possible			
	5.4 Answer the client's questions about the condition survey and give appropriate clarification			
	5.5 Maintain records which are clear, accurate and complete and conform to accepted professional and statutory requirements			

6 Understand how to prepare and present condition survey reports and records	6.1 Explain how to assemble and collate information on the condition survey			
	6.2 Explain how to prepare a condition survey report			
	6.3 Explain clearly where and why accurate inspection and measurement may not be possible			
	6.4 Explain how to answer the client's questions about the condition survey and give appropriate clarification			
	6.5 Explain how to maintain records			

Additional Information about this Unit Assessment Guidance

The following ranges apply

Learning Outcomes 1 and 2

Information and documents – sources

- land registry
- local search
- statutory notice
- acts of parliament
- local authority

Condition survey

- letting
- compensation
- insurance
- dilapidation
- tenant rights
- condition
- estimating

Relevant information

- legal
- physical
- previous surveys
- technical
- historical
- access & permissions

Significant factors

- degree of urgency
- gaps in information
- susceptibility to change
- safety requirements

Learning Outcomes 3 and 4

Sources

- the client
- land registry
- local search
- tenants
- occupiers
- local authorities

Inspection – type

- letting
- compensation
- insurance
- dilapidation
- tenant right
- condition
- estimating

Record

- in writing
- electronically
- graphically

Conventions

- relevant professional bodies' guidance
- in house
- health and safety legislation
- building standards and legislation

Learning Outcomes 5 and 6

Information – sources

- the client
- land registry
- local search
- tenants
- occupiers
- survey data
- local authorities
- industry standards and legislation
- published technical data

Condition survey

- letting
- compensation
- insurance
- dilapidation
- tenant right
- condition
- estimating

Assessor comments/feedback

Integrate and Control Project Design Information in Construction							
GQA Ref	COSCCO024	Regulatory Ref	Y/650/8322	Level	3	Credit Value	15
Aim The aim of this unit is to ensure the candidate has the skills and knowledge required to implement project documentation systems and integrate and evaluate project design information							
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable. See end of unit for information on the range that the text in bold covers							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1 Be able to implement project documentation systems		1.1 Confirm that the control requirements for the project document programme are suitable for the project and the resources available					
		1.2 Implement the production programme in order to meet agreed design requirements, to ensure production of all the required documents in a feasible sequence					
		1.3 Identify and report on design and resource issues that affect production programme targets					
		1.4 Implement registers, records and systems for monitoring and controlling document production which achieve programme compliance					
		1.5 Check that individual production instructions are accurate, clear and complete					
		1.6 Implement procedures, which are appropriate to the requirements of the project and the contract conditions, for dealing with discrepancies and inconsistencies in information, and delays and revisions to project information					
		1.7 Implement arrangements and contingency plans for reporting progress in meeting the programme requirements and to manage document production problems					
2 Understand how to implement project documentation systems		2.1 Explain how to confirm that the control requirements for the project document programme are suitable for the project and the resources available					
		2.2 Explain how to implement the production programme in order to meet agreed design requirements , to ensure production of all the required documents in a feasible sequence					
		2.3 Describe what to identify as design and resource issues that affect production programme targets					

	2.4 Explain how to report on design and resource issues that affect production programme targets			
	2.5 Explain how to implement registers, records and systems for monitoring and controlling document production which achieve programme compliance			
	2.6 Explain how to check that individual production instructions are accurate, clear and complete			
	2.7 Explain how to implement procedures, which are appropriate to the requirements of the project and the contract conditions, for dealing with discrepancies and inconsistencies in information, and delays and revisions to project information			
	2.8 Explain how to implement arrangements and contingency plans for reporting progress in meeting the programme requirements and to manage document production problems			
3 Be able to integrate and evaluate project design information	3.1 Source information about project requirements which may contribute to the preparation of documents			
	3.2 Assess the information to see whether it is fit for purpose, meets the requirements of the stakeholders and requirements for controlling document production			
	3.3 Maintain accurate and complete registers and records which can be used for quality auditing			
	3.4 Collate documents when they have been produced and review them against the agreed criteria			
	3.5 Ensure that necessary checks and approvals are obtained when they needed			
	3.6 Issue approved documents to relevant stakeholders in a timely manner			
	3.7 Collate late revisions, requirements and additions to the design information, distribute the information promptly			
	3.8 Brief the stakeholders and the people responsible for producing documents			
	3.9 Produce up-to-date and accurate information on progress and circulate it to the people who need the information			
4 Understand how to integrate and evaluate project design information	4.1 Explain how to source information about project requirements which may contribute to the preparation of documents			
	4.2 Examine how to assess the information to see whether it is fit for purpose, meets the requirements of the stakeholders and requirements for controlling document production			
	4.3 Explain how to maintain accurate and complete registers and records which can be used for quality auditing			

	4.4 Explain how to collate documents when they have been produced and review them against the agreed criteria			
	4.5 Explain how to ensure that the necessary checks and approvals are obtained when needed			
	4.6 Explain how to issue approved documents to relevant stakeholders in a timely manner			
	4.7 Explain how to collate revisions, requirements and additions to the design information, distribute the information promptly			
	4.8 Explain how to brief the stakeholders and the people responsible for producing documents			
	4.9 Explain how to produce up-to-date and accurate information on progress			
	4.10 Explain how to circulate up-to-date and accurate information on progress to the people who need the information			
Additional information about this unit Assessment guidance				
The following ranges apply <u>Learning Outcomes 1 and 2</u> Control requirements • type of measurement • cost • time • quality • methods of production • methods of coordination (e.g. Common Arrangements) • liaison requirements • model documents and standards • integration of data • Building Information Modelling • electronic data transfer • revision management • scheduling of work • methods of interdisciplinary working Documents • forms of contract • specifications • drawings • bills of quantities • schedules • health and safety plans • accounts • claims Registers and records • incoming and outgoing drawing and document registers • records of document approval and revision		Documents • forms of contract • specifications • drawings • bills of quantities • schedules • health and safety plans • accounts • claims • obtain consents Requirements of the stakeholders • to obtain consents • procurement • contract • production Requirements for controlling document production • type of measurement • cost • time • quality • methods of production • methods of coordination (e.g. Common Arrangement) • liaison arrangements • model documents standards • integration of data • Building Information Modelling • electronic data transfers • scheduling of work • revision management • methods of interdisciplinary working		

Systems • checking documents • approving documents • integrating documents Production instructions • format • presentation • accuracy • technical content • completeness • referencing • cross referencing and correlation with associated documents • status • spelling, grammar and punctuation Stakeholders • the client • financial advisers • consultants • potential contractors • potential sub-contractors and suppliers • line manager <u>Learning Outcomes 3 and 4</u> Information about project requirements • design brief • design information from earlier stages • surveys • reports • statutory approvals and requirements • cost estimates • standards and codes of practice • technical literature	Registers and records • incoming and outgoing drawing and document registers • records of document approval and revision Criteria • format • presentation • accuracy • technical content • completeness • referencing • cross referencing and correlation with associated documents • status • working Documents • forms of contract • specifications • drawings • bills of quantities • schedules • health and safety plans • accounts • claims Registers and records • incoming and outgoing drawing and document registers • records of document approval and revision Systems • checking documents • approving documents • integrating documents Production instructions • format
<u>Assessor Comments/Feedback</u>	

Prepare Drawings and Schedules in Construction							
GQA Ref	COSCCOO06	Regulatory Ref	J/650/8309	Level	4	Credit Value	13
Aim The aim of this unit is to ensure the candidate has the skills and knowledge required to select and use appropriate methods and media to prepare drawings and schedules in construction and keep relevant records							
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable. See end of unit for information on the range that the text in bold covers							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1 Be able to prepare drawings and associated information		1.1 Produce drawings fit for purpose and which are complete, accurate, and comply with the design information					
		1.2 Select methods and media which are suitable for the drawings required, and which can be produced with the resources and time available					
		1.3 Use standard drawing conventions and identify and justify any deviations from them					
		1.4 clarify any information to be included which is incomplete and inconsistent and make accurate amendments					
		1.5 Keep registers and records of drawings which are complete, accurate and up-to-date					
		1.6 Obtain necessary checks and approvals for the content and presentation of drawings					
		1.7 Use methods for production and record keeping which are consistent with quality assurance procedures					
2 Understand how to prepare drawings and associated information		2.1 Explain how to produce drawings which are fit for purpose					
		2.2 Evaluate how to select methods and media					
		2.3 Explain how to use standard drawing conventions					
		2.4 Describe what to identify as deviations from drawing conventions					
		2.5 Evaluate how to justify deviations from drawing conventions					
		2.6 Explain how to clarify any information to be included which is incomplete and					

	inconsistent, and make accurate amendments			
	2.7 Explain how to keep registers and records of drawings			
	2.8 Explain how to obtain necessary checks and approvals for the content and presentation of drawings			
	2.9 Explain how to use methods for production and record keeping which are consistent with quality assurance procedures			
3 Be able to prepare schedules	3.1 Select a format for the schedules which meets the requirements of the production process, the method of measurement used and the way in which the schedules will be used			
	3.2 Obtain information accurately from the source documents and the site according to standard requirements			
	3.3 Check and confirm that the data is complete and reference the data, correctly, to the specification, drawings, manufacturers' references and other appropriate standards			
	3.4 Clarify any information to be included which is incomplete and inconsistent and make accurate amendments			
	3.5 Calculate quantities and preparing descriptions which are an accurate reflection of changes, clarifications and corrections to the source documents and the brief			
	3.6 Select methods and media which are suitable for the schedules required, and which can be produced with the resources and time available			
	3.7 Keep registers and records which are complete, accurate and up- to-date			
	3.8 Obtain necessary checks and approvals for the content and presentation of schedules			
	3.9 Use methods for production and record keeping which are consistent with quality assurance procedures			
4 Understand how to prepare schedules	4.1 Evaluate how to select a format for the schedules which meets the requirements of the production process, the method of measurement used and the way in which the schedules will be used			
	4.2 Explain how to obtain information accurately from the source documents and the site according to standard requirements			

	4.3 Explain how to check and confirm that the data is complete			
	4.4 Explain how to clarify and make accurate amendments to any information to be included which is incomplete and consistent			
	4.5 Explain how to calculate quantities and prepare descriptions			
	4.6 Evaluate how to select methods and media			
	4.7 Explain how to reference the data to the specification, drawings, manufacturer's references and other appropriate standards			
	4.8 Explain how to keep complete, accurate and up-to-date registers and records			
	4.9 Explain how to obtain checks and approvals			
	4.10 Explain how to use methods for production and record keeping			
Additional Information about this Unit Assessment Guidance				
The following ranges apply <u>Learning Outcomes 1 and 2</u> Drawings - location, assembly, component - sketches - scale and full size working drawings - schedules - presentation drawings - co-ordination drawings Purpose - obtain consents - estimating - procurement - contract - production - presentation - as built record - health and safety file - factory manufacture - site installation - sub-contract and specialist details - record payments Methods and media - Manual - Electronic Drawing conventions - detailing standards		<u>Learning Outcomes 3 and 4</u> Schedules - schedules of rates - schedules of works materials, building elements and components, finishes - health and safety plans - archiving - cutting sheets and requisitions Schedules will be used for - obtaining consents - estimating - procurement - contract - production - as built records - health and safety file - factory manufacture - site installation - sub-contract and specialist details - record payments - presentation Methods and media - manual - electronic Register and records - incoming and outgoing drawing and document registers		

• codes of practice • current industry practice • methods of coordination (e.g. Common Arrangement) Registers and records • incoming and outgoing drawing and document registers • records of document approval and revision • quality assurance documentation Checks and approvals cover • format • presentation • accuracy • technical content • completeness • referencing • cross-referencing and correlation with associated documents • status • positioning • shape • dimensions • tolerances • composition • fixing • annotation • symbols and conventions	• records of document approval and revision • quality assurance documentation Checks and approvals cover • format • presentation • accuracy • technical content • completeness • referencing • cross-referencing and correlation with associated documents • status • positioning • shape • dimensions • tolerances • composition • fixing • annotation • symbols and conventions
<u>Assessor Comments/Feedback</u>	

Prepare for Work Operations in Construction							
GQA Ref	COSCCOO09v3	Regulatory Ref	T/650/8312	Level	4	Credit Value	17
Aim The aim of this unit is to ensure the candidate has the skills and knowledge required to review construction phase information, prepare for site operations and implement and control work operations							
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable. See end of unit for information on the range that the text in bold covers							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1 Be able to review construction phase information		1.1 Assemble and review relevant information which was used in the preparation of the project plan, clarify any information which is not clear and update it for production planning purposes					
		1.2 Review the construction phase plan to see that it adequately meets the requirements of the Regulations and addresses the key project risks identified in the pre-construction information					
		1.3 Review the welfare proposals to ensure that they adequately met the requirements of schedule two in the Regulations					
		1.4 Provide suitable and sufficient advice to the client about the adequacy of the construction phase plan and the implications of that advice for the start of the construction phase					
		1.5 Give adequate notice, as required in the contract, to all the people who will be affected about when the work will start, how long it will take and when it will finish, and confirm all the dates in writing					
		1.6 Identify, record and obtain information requirements before work starts					
		1.7 Plan and obtain sufficient resources of the appropriate type which will meet the project requirements and timescales					
2 Understand how to review construction phase information		2.1 Explain how to assemble relevant information which was used in the preparation of the project plan					
		2.2 Examine how to review relevant information which was used in the preparation of the project plan					
		2.3 Explain how to clarify any information which is not clear and update it for production planning purposes					
		2.4 Examine how to review the construction phase plan to see that it adequately meets the requirements of the Regulations and					

	addresses the key project risks identified in the pre-construction information			
	2.5 Examine how to review the welfare proposals to ensure that they adequately met the requirements of schedule two in the Regulations			
	2.6 Explain how to provide suitable and sufficient advice to the client about the adequacy of the construction phase plan and the implications of that advice for the start of the construction phase			
	2.7 Explain how to give adequate notice, as required in the contract, to all the people who will be affected about when the work will start, how long it will take and when it will finish, and confirm all the dates in writing			
	2.8 Describe what to identify as information requirements before work starts			
	2.9 Explain how to record and obtain information requirements before work starts			
	2.10 Propose how to plan sufficient resources of the appropriate type which will meet the project requirements and timescales			
	2.11 Explain how to obtain sufficient resources of the appropriate type which will meet the project requirements and timescales			
3 Be able to prepare for site operations	3.1 Identify with site personnel any special considerations , record them and pass them on to people who may be affected			
	3.2 Give accurate details about the proposed works to the regulatory authorities, utility and emergency services, including obtaining necessary approvals			
	3.3 Make arrangements for adequate site safety and security before work starts			
	3.4 Prepare the site layout for operational purposes and pass on information about the plans to the people who will be working on the site			
4 Understand how to prepare for site operations	4.1 Describe what to identify with site personnel as any special considerations			
	4.2 Explain how to record special considerations and pass them on to people who will be affected			
	4.3 Explain how to give accurate details about the proposed works to the regulatory authorities, utility and emergency services, including obtaining necessary approvals			
	4.4 Explain how to make arrangements for adequate site safety and security before work starts			
	4.5 Explain how to prepare the site layout for operational purposes and pass on information about the plans to the people who will be working on the site			

5 Be able to implement and control work operations	5.1 Organise the resources necessary to complete the project programme , including explaining the detailed programme and method statements to the workforce			
	5.2 Control the works and resources so that conditions are safe, the site is tidy and creates a favourable image of the organisation, its products and its services and of the project			
	5.3 Monitor progress against the programme and identify actions which can be taken to minimise disruption to the programme and communicate them to line manager			
6 Understand how to implement and control work operations	6.1 Propose how to organise the resources necessary to complete the project programme , including explaining the detailed programme and method statements to the workforce			
	6.2 Evaluate how to control the works and resources so that conditions are safe, the site is tidy and creates a favourable image of the organisation, its products and its services and of the project			
	6.3 Examine how to monitor progress against the programme			
	6.4 Describe what to identify as actions which can be taken to minimise disruption to the programme			
	6.5 Explain how to communicate actions to line manager which can be taken to minimise disruption to the programme			

Additional Information about this Unit Assessment Guidance

The following ranges apply <u>Learning Outcomes 1 and 2</u> Information • survey reports • design • contractual • statutory consents • contractor's pre-planning information • Construction Phase Plan • sub-contract Construction Phase Plan • project specific • provision for recording revisions • in a form suitable for the users • topics as approved in code of practice Managing Health and Safety in Construction Appendix 3 (www.hse.gov.uk)	<u>Learning Outcomes 3 and 4</u> Special considerations • occupiers • near neighbours • public access • site conditions • site conditions • statutory regulations and limitations • codes of practice • health, safety and welfare • environment • hazards • third parties Site layout for operational purposes • storage and materials handling • temporary accommodation • work areas • plant • temporary services • access/egress • traffic movement • security
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Requirements of schedule two in the Regulations • sanitary conveniences • washing facilities • drinking water • changing rooms and lockers • facilities for rest Requirements - relating to • occupiers • environmental considerations • vehicular access/egress • health and safety • hazards • trespass • near neighbours • public access • site conditions • statutory regulations and limitations • codes of practice	• continuing use by occupiers • waste management • pollution control <u>Learning Outcomes 5 and 6</u> Programme • bar charts • network analysis • critical paths • line of balance • action lists • method statements Resources • people • plant and equipment • materials and components • sub-contractors • information
<u>Assessor Comments/Feedback</u>	

Implement Contract Work in Construction							
GQA Ref	COSCCOO10v3	Regulatory Ref	Y/650/8313	Level	4	Credit Value	1
Aim The aim of this unit is to ensure the candidate has the skills and knowledge required to control work against agreed contract quality standards and maintain contract compliance with statutory and contractual requirements							
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable. See end of unit for information on the range that the text in bold covers							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1 Be able to control work against agreed contract quality standards		1.1 Identify contract quality standards and guidance and the people responsible for meeting them					
		1.2 Identify sources of guidance on implementing work to the specified standard and pass that information on to those people responsible for doing the work					
		1.3 Set up systems for inspecting and controlling the quality of work and record the outcomes					
		1.4 Specify clearly the responsibilities which individuals have for maintaining quality standards and guidance					
		1.5 Check that work is carried out in accordance with the guidance obtained and to the quality standards					
		1.6 Identify work which has not met the quality standards and suggest corrective action to line manager and if agreed, monitor progress					
		1.7 Identify improvements from feedback received and recommend them to decision makers					
2 Understand how to control work against agreed contract quality standards		2.1 Describe what to identify as contract quality standards and guidance and the people responsible for meeting them					
		2.2 Describe what to identify as sources of guidance on implementing work to the specified standard					
		2.3 Explain how to pass information on to those people responsible for doing the work					
		2.4 Propose how to set up systems for inspecting and controlling the quality of work					
		2.5 Explain how to record the outcomes of systems for inspecting and controlling the quality of work					

	2.6 Evaluate specify clearly the responsibilities which individuals have for maintaining quality standards and guidance			
	2.7 Explain how to check that work is carried out in accordance with the guidance obtained and to the quality standards			
	2.8 Describe what to identify as work which has not met the quality standards (understanding)			
	2.9 Propose how to suggest corrective action to line manager			
	2.10 Examine how to monitor progress of agreed corrective action taken			
	2.11 Describe what to identify as improvements from feedback received			
	2.12 Propose how to recommend improvements to decision makers			
3 Be able to maintain contract compliance with statutory and contractual requirements	3.1 Identify statutory and contractual requirements			
	3.2 Brief people about their statutory and contractual responsibilities before they start work on the contract			
	3.3 Develop and implement monitoring systems, collect information regularly and summarise it accurately			
	3.4 Identify situations which do not comply with statutory and contractual requirements, investigate the circumstances thoroughly and take appropriate corrective action			
	3.5 Identify any new statutory and contractual requirements which may have an impact on the project, summarise the important details and pass this on to people who have an interest			
	3.6 Complete statutory and contractual returns accurately and on time			
4 Understand how to maintain contract compliance with statutory and contractual requirements	4.1 Describe what to identify as statutory and contractual requirements			
	4.2 Explain how to brief people on statutory and contractual responsibilities before they start work on the contract			
	4.3 Propose how to develop monitoring systems			
	4.4 Explain how to implement monitoring systems and collect and summarise information			
	4.5 Describe what to identify as situations which do not comply with statutory and contractual requirements			

	4.6 Examine how to investigate the circumstances of situations which do not comply with statutory and contractual requirements			
	4.7 Explain how to take appropriate corrective action in situations which do not comply with legal and statutory requirements			
	4.8 Describe what to identify as any new statutory and contractual requirements which may have an impact on the project			
	4.9 Explain how to summarise the important details of any new statutory and contractual requirements which may have an impact on the project			
	4.10 Explain how to complete statutory and contractual returns			
Additional Information about this Unit Assessment Guidance				
The following ranges apply <u>Learning Outcomes 1 and 2</u> Quality standards and guidance - statutory requirements - contract requirements - project specifications - British Standards - International Standards - Codes of Practice - organisation standards - trade advisory guidance and best practice - benchmarks - dimensional control criteria People responsible - operatives and tradespersons - consultants - contractors - sub-contractors - suppliers - workforce Systems - inspection - comparison with design requirements - comparison with standard documentation - checking manufacturers documentation - checking delivery notes - sampling and mock-ups - testing - inspection reports		<u>Learning Outcomes 3 and 4</u> Statutory and contractual requirements and responsibilities for - Building Control - environmental health health, safety and welfare - environment (e.g. noise, dust, transport, emissions, waste management) - fire - utilities regulations - highways - heritage and ecology Development licenses and building permits - employment practice - byelaws - non-statutory guidelines - community benefits - energy use - insurance - project activities - security Monitoring systems - inspection - comparison with design requirements - comparison with standard documentation - checking manufacturers' documentation - checking delivery notes - sampling - testing - site inspection reports - contractors' reports - meetings - dimension checks		

• contractors' reports • site meetings • dimension checks Work • materials and components and their use • construction	Corrective action • instigate contingency action and restore compliance • agree waiver People who have an interest • operatives and tradespersons • consultants • contractors • sub-contractors • suppliers • workforce
<u>Assessor Comments/Feedback</u>	

Establish and Maintain the Dimensional Control of Construction Works							
GQA Ref	COSCCOO11	Regulatory Ref	A/650/8314	Level	3	Credit Value	15
Aim The aim of this unit is to ensure the candidate has the skills and knowledge required to apply dimensional control criteria and maintain the dimensional accuracy of works							
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable. See end of unit for information on the range that the text in bold covers							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1 Be able to apply dimensional control criteria		1.1 Obtain available survey information, check that it is up to date and resolve any problems					
		1.2 Correlate information on construction and installation which is relevant to the setting out of the project					
		1.3 Identify variations between the specified and the actual site dimensions, record them and circulate them to line manager					
		1.4 Provide the workforce with sufficient clear and accurate information to enable them to accurately position, align and level the work using relevant setting out techniques					
		1.5 Identify, develop and agree a method statement for setting out which will achieve the required degree of accuracy					
		1.6 Select, check and maintain measuring and recording equipment which meets the specified accuracy criteria					
		1.7 Apply relevant setting out techniques which meet the specified accuracy criteria					
		1.8 Set out reference markers which are suitably placed, accurately placed, identified clearly and protected from movement or removal					
		1.9 Record any setting out information which may be of later use and store it securely so that it is available when needed					
2 Understand how to apply dimensional control criteria		2.1 Explain how to obtain available survey information and check that survey information is up to date					
		2.2 Propose how to resolve any problems with survey information					
		2.3 Propose how to correlate information on construction and installation which is relevant to the setting out of the project					
		2.4 Describe what to identify as variations between the specified and the actual site dimensions, record them and circulate them to line manager					

	2.5 Explain how to provide the workforce with sufficient clear and accurate information to enable them to accurately position, align and level the work using relevant setting out techniques			
	2.6 Describe what to identify as a method statement for setting out which will achieve the required degree of accuracy			
	2.7 Propose how to develop a method statement for setting out which will achieve the required degree of accuracy			
	2.8 Evaluate how to agree a method statement for setting out which will achieve the required degree of accuracy			
	2.9 Evaluate how to select, check and maintain measuring and recording equipment which meets the specified accuracy criteria			
	2.10 Explain how to apply relevant setting out techniques which meet the specified accuracy criteria			
	2.11 Explain how to set out reference markers which are suitably placed, accurately placed, identified clearly and protected from movement or removal			
	2.12 Explain how to record any setting out information which may be of later use and store it securely so that it is available when needed			
3 Be able to maintain the dimensional accuracy of works	3.1 Check measuring and recording equipment , and apply the manufacturer's tolerances to adjust them to maintain the specified accuracy			
	3.2 Observe and measure dimensional controls , setting out points, lines and profiles accurately and record the results to meet quality standards			
	3.3 Identify any deviations in position, alignment and level and take the necessary corrective action			
	3.4 Revise work procedures and practices to minimise deviations and to allow for different circumstances and conditions			
4 Understand how to maintain the dimensional accuracy of works	4.1 Explain how to check measuring and recording equipment , and apply the manufacturer's tolerances to adjust them to maintain the specified accuracy			
	4.2 Explain how to observe and measure dimensional controls , setting out points, lines and profiles accurately and record the results to meet quality standards			
	4.3 Describe what to identify as any deviations in position, alignment and level and take the necessary corrective action			
	4.4 Explain how to revise work procedures and practices to minimise deviations and to allow for different circumstances and conditions			

Additional Information about this Unit Assessment Guidance	
The following ranges apply <u>Learning Outcomes 1 and 2</u> Problems • unclear and missing information • inconsistencies between documents Information • dimensions • locations • levels (including inaccuracies and deviations) • grid systems • templates • schedules Variations • boundaries • levels • locations Reference markers • ground stations • base lines • benchmarks • elevated target positions Measuring and recording equipment: • mechanical • optical • electronic	<u>Learning Outcomes 3 and 4</u> Dimensional controls • lines • levels • angles • distances • curves Measuring and recording equipment • mechanical • optical • electronic Deviations – arising from • transfer lines and levels • use of wrong lines and levels • calculations Circumstances and conditions • land • water • obstacles • ‘live’ conditions (e.g., building and sites in use, roads, railways, runways) • planned circumstances • emergency circumstances • vandalism
<u>Assessor Comments/Feedback</u>	

Prepare for and Carry out Physical Testing in Construction							
GQA Ref	COSCCOO12	Regulatory Ref	D/650/8315	Level	3	Credit Value	12
Aim The aim of this unit is to ensure the candidate has the skills and knowledge required to prepare for, and carry out, physical testing and present clear and accurate test results							
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable. See end of unit for information on the range that the text in bold covers							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1 Be able to prepare for physical testing		1.1 Review the physical test specification, plan and schedule to understand and confirm their purpose and viability					
		1.2 Check and confirm, before starting the test , that people who will be affected have given their agreement					
		1.3 Arrange for suitable test equipment to be brought to the site and kept safely and securely					
		1.4 Check test equipment so that it is accurate before it is used for taking measurements					
		1.5 Prepare a testing method statement and brief the people who will be involved in the test about what they are expected to do, the details of the test , the site and the equipment					
		1.6 Check and confirm that signs, arrangements for personal safety , equipment and site access conform to good practice, legislation and regulations					
2 Understand how to prepare for physical testing		2.1 Examine how to review the physical test specification, plan and schedule to understand and confirm their purpose and viability					
		2.2 Explain how to check and confirm, before starting the test , that people who will be affected have given their agreement					
		2.3 Explain how to arrange for suitable test equipment to be brought to the site and kept safely and securely					
		2.4 Explain how to check test equipment so that it is accurate before it is used for taking measurements					
		2.5 Explain how to prepare a testing method statement and brief the people who will be involved in the test about what they are expected to do, the details of the test , the site and the equipment					

	2.6 Explain how to check and confirm that signs, arrangements for personal safety , equipment and site access conform to good practice, legislation and regulations			
3 Be able to carry out physical testing	3.1 Conduct physical tests in a way which balances accuracy and cost and keeps disruption to a minimum			
	3.2 Conform to safe working practices during testing			
	3.3 Consult with experts when specialist information is needed which is relevant to the test			
	3.4 Test, using processes and methods which meet the specification			
	3.5 Set reference controls and maintain them			
	3.6 Modify test processes and methods to suit the conditions and to allow for contingencies after consultation with line manager			
	3.7 Record test results clearly and accurately and store it securely for later analysis			
	3.8 Restore areas which have been opened up for access so that subsequent processes can take place			
4 Understand how to carry out physical testing	4.1 Explain how to conduct physical tests in a way which balances accuracy and cost and keeps disruption to a minimum			
	4.2 Explain how to conform to safe working practices during testing			
	4.3 Explain how to consult with experts when specialist information is needed which is relevant to the test			
	4.4 Explain how to test, using processes and methods which meet the specification			
	4.5 Explain how to set reference controls and maintain them			
	4.6 Explain how to modify test processes and methods to suit the conditions and to allow for contingencies after consultation with line manager			
	4.7 Explain how to record test results clearly and accurately and store it securely for later analysis			
	4.8 Explain how to restore areas which have been opened up for access so that subsequent processes can take place			
5 Be able to present test results	5.1 Collect together the recorded test results to allow an accurate analysis to be made			
	5.2 Check and verify the test results to maintain accuracy and integrity			

	5.3 Present the results clearly and in a format which is suitable for the people who need to use the findings			
	5.4 Advise users on how to interpret the test results			
6 Understand how to present test results	6.1 Explain how to collect together recorded test results			
	6.2 Explain how to check and verify the test results to maintain accuracy and integrity			
	6.3 Explain how to present the results			
	6.4 Propose how to advise users on how to interpret the test data			
Additional Information about this Unit Assessment Guidance				
The following ranges apply <u>Learning Outcomes 1 and 2</u> Test - Materials - components and systems - natural environment Test equipment - as defined by relevant legislation - code of practice as accepted by recognised authorities in the field Arrangements for personal safety - personal safety equipment and clothing - safe use of access equipment (including ladders, tower scaffolds, hydraulic hoists - as required under health and safety legislation) - industry codes of practice and regulations applying to test location and/or tests being conducted - as identified by risk assessments <u>Learning Outcomes 3 and 4</u> Tests - Materials - components and systems - natural environment Safe working practices - a personal safety equipment and clothing - safe use of access equipment (including ladders, tower scaffolds, hydraulic hoists – as required under health and safety legislation) - industry codes of practice and regulations applying to test location and/or tests being conducted - as identified by risk assessments		Processes - as defined by relevant legislation - code of practice as accepted by recognised authorities in the field Methods - visual - approximate estimated - detailed assessment of specified features Results - written - graphical - electronic - samples e.g., cores <u>Learning Outcomes 5 and 6</u> Tests - materials - components and systems - natural environment Results - written - graphical - electronic - samples e.g., cores Present - orally - in writing - graphically - electronically - samples e.g., cores		

Assessor Comments/Feedback

Assess, Plan and Monitor Project Methods and Progress in Construction							
GQA Ref	COSCCOO13v2	Regulatory Ref	F/650/8316	Level	4	Credit Value	15
Aim The aim of this unit is to ensure the candidate has the skills and knowledge required to assess and identify work methods, develop project programming and resourcing and monitor project progress against agreed programmes							
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable. See end of unit for information on the range that the text in bold covers							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1 Be able to assess and identify work methods		1.1 Assess the available project data accurately and summarise it to enable decisions on construction, installation and work methods to be made					
		1.2 Obtain more information from alternative sources in cases where the available project data is insufficient					
		1.3 Identify with site personnel any special considerations , record them and pass them onto people who may be affected					
		1.4 Assess the selected work methods against relevant technical and project criteria and identify the one which best meets the criteria					
		1.5 Analyse the method which has been selected for its activity content and quantify it accurately					
		1.6 Prepare a method statement which is accurate, clear, concise and acceptable to all the people involved					
2 Understand how to assess and identify work method		2.1 Explain how to summarise project data					
		2.2 Examine how to assess the available project data					
		2.3 Propose how to recommend the selected work methods					
		2.4 Explain how to prepare a method statement					
		2.5 Explain how to obtain more information from alternative sources in cases where the available project data is insufficient					
		2.6 Examine how to assess the selected methods against relevant technical and project criteria and identify the method which best meets the criteria					

	2.7 Examine how to analyse and quantify the method which has been selected for its activity content			
3 Be able to develop project programming and resourcing	3.1 Identify major activities, calculating the resources needed from the information available and prepare a draft work programme			
	3.2 Develop schedules to procure resources			
	3.3 Obtain clarification and advice where the resources needed are not available			
	3.4 Calculate 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			
	3.5 Analyse the sequential programming of activities against technical and project requirements and the necessary resources			
	3.6 Produce detailed programmes and schedules of planned activities which are consistent with the complexity of the project			
	3.7 Identify alterations to the works programme which will meet changed circumstances or offer cost and time benefits, calculate the savings accurately and justify them to decision makers			
	3.8 Implement a system for monitoring the works programme and use the results to improve future production and planning			
4 Understand how to develop project programming and resourcing	4.1 Describe what to identify as major activities			
	4.2 Explain how to calculate the resources needed from the information available			
	4.3 Explain how to prepare a draft work programme			
	4.4 Explain how to obtain clarification and advice where the resources needed are not available			
	4.5 Explain how to calculate how long each activity will take and sequence activities			
	4.6 Describe what to identify as activities which influence each other			
	4.7 Examine how to analyse the sequential programming of activities against technical and project requirements			
	4.8 Explain how to produce detailed programmes and schedules of planned activities			

	4.9 Describe what to identify as the alterations to the work programme which will meet changed circumstances or offer cost and time benefits			
	4.10 Explain how to calculate the savings resulting from alterations to the work programme			
	4.11 Evaluate how to justify to decision makers the savings resulting from alterations to the work programme			
	4.12 Explain how to implement a system for monitoring the works programme			
	4.13 Explain how to use the results of monitoring to improve future production and planning			
5 Be able to monitor project progress against agreed programmes	5.1 Implement systems to monitor and record the progress of the contract against the agreed programmes , and collect information regularly and summarise it accurately			
	5.2 Identify and quantify any variations and deviations from planned progress which have occurred, or which may occur, and which could disrupt the programme			
	5.3 Investigate the circumstances of any variations thoroughly and report to line manager			
	5.4 Suggest options which are most likely to minimise increases in cost and time and help the contract progress, and pass these on to line manager			
	5.5 Revise programme to accommodate new circumstances			
6 Understand how to monitor project progress against agreed programmes	6.1 Explain how to implement systems to monitor and record the progress of the contract against the agreed programmes , and collect and summarise information			
	6.2 Describe what to identify as any variations and deviations from planned progress which have occurred, or which may occur, and which could disrupt the programme			
	6.3 Examine how to quantify any variations and deviations from planned progress which could disrupt the programme			
	6.4 Examine how to investigate the circumstances of any variations			
	6.5 Explain how to report variations and circumstances to line manager			
	6.6 Propose how to suggest options which are most likely to minimise increases in cost and			

	time and help the contract progress and pass them to line manager			
	6.7 Explain how to revise programme to accommodate new circumstances			
Additional Information about this Unit Assessment Guidance				
The following ranges apply <u>Learning Outcomes 1 and 2</u> Project data • conditions of contract • bills of quantities • specifications • detailed drawings • health and safety plans • time-scales • contractual risks, obligations and scope of works Construction, installation and work methods • sequencing of work and integration of work operations • organisation of resources (people, plant, materials, finance) • construction and installation techniques • temporary works • prefabrication and standardisation (volumetric pods, panelised hybrid) • health, safety and welfare • new materials and technologies Alternative sources • the client • consultants • contractors • sub-contractors • suppliers • regulatory authorities • technical literature • trade literature • organisational expertise Identify work methods • standard lists and procedures • investigative research Technical and project criteria • materials and component performance and availability • structural forms • phased occupancy		Analyse – using method study work study production analysis Technical and project criteria materials and component performance and availability structural forms phased occupancy fire protection access plant, equipment and people capability traffic generation and management environmental factors transportation waste and sustainability seasonal weather conditions buildability value engineering protection of archaeological and historically valuable resources third party obligations other related programmes community benefits, including skills and training Produce manually electronically <u>Learning Outcome 5 and 6</u> Systems to monitor and record visual inspection resource records site inspection reports contractors' reports certified payments written and graphical records of actual work against programmed work site meetings key performance indicators organisational procedures management reports benchmarks Programmes • bar charts		

• fire protection • access • plant, equipment and people capability • traffic generation and management • environmental factors • transportation • waste and sustainability • seasonal weather conditions • buildability • value engineering • protection of archaeological and historically valuable resources • third party obligations • other related programmes • community benefits, including skills and training Analyse • method study • work study • production analysis • benchmarking <u>Learning Outcomes 3 and 4</u> Resources • people • plant and equipment • materials and components • sub-contractors • information Programmes and schedules • bar charts • network analysis • critical path • time change • action lists • method statements Clarification and advice – from • the client/client's representative • consultants • project team partners • practice research • technical publications • trade literature • management	• network analysis • critical path • time change • action lists • method statements • project expenditure forecasts Resources • people • plant and equipment • materials and components • finance • time • specialist services • public utility services • information • Quantity • method study • work study • production analysis • cost implication Circumstances • resource shortages • design problems and constraints • industrial disputes • lack of essential construction information • construction errors • inclement weather • physical constraints • legal • environmental • contract variations • force majeure Revise • revise programme • agree new completion dates • initiate contract claim
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Assessor Comments/Feedback

Prepare and Monitor Costs and Accounts in Construction							
GQA Ref	COSCCOO16v2	Regulatory Ref	K/650/8319	Level	4	Credit Value	15
Aim The aim of this unit is to ensure the candidate has the skills and knowledge required to monitor contract quantities and costs, to prepare interim valuations and final accounts, to identify and record income and expenditure and prepare information for claims for reimbursement for loss and expense							
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable. See end of unit for information on the range that the text in bold covers							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1 Be able to monitor contract quantities and costs		1.1 Implement appropriate contract quantities and cost monitoring systems which can provide early warning of problems					
		1.2 Collect quantities and cost data regularly, recording it correctly and present it to decision makers in a format which will help people to make decisions					
		1.3 Calculate the correct work values and quantities and cost data from estimates of work quantity and payment rates					
		1.4 Investigate any variations thoroughly and identify to decision makers appropriate commercial corrective action which could restore costs and expenditure to budget					
		1.5 Costing commercial opportunities for cost savings identified by decision makers					
		1.6 Ensure your records are complete, accurate and available to authorised people only					
2 Understand how to monitor contract quantities and costs		2.1 Explain how to implement appropriate contract quantities and cost monitoring systems which can provide early warning of problems					
		2.2 Explain how to collect and record quantities and cost data regularly					
		2.3 Explain how to present quantities and cost data to decision makers in a format which will help people to make decisions					
		2.4 Explain how to calculate the correct work values and quantities and cost data from estimates of work quantity and payment rates					
		2.5 Examine how to investigate any variations thoroughly and identify to decision makers appropriate commercial corrective action which could restore costs and expenditure to budget					

	2.6 Examine how to cost commercial opportunities for cost savings identified by decision makers			
	2.7 Explain how to ensure your records against budgets are complete, accurate and available to authorised people only			
3 Be able to prepare interim valuations and final accounts	3.1 Value work in progress , and confirm the calculations with valuers who are acting for the people involved in the contract			
	3.2 Price and reference the quantities used in valuations and accounts so that they meet contract provisions			
	3.3 Value variations and items which do not have an agreed contract rate by identifying and recommending fair rates			
	3.4 Prepare and submit accurate interim valuations and final accounts which contain relevant background information and identify areas of potential disagreement			
	3.5 Record documents, back-up information and calculations accurately, reference them clearly and store them so that they can be easily referred to for audit and reference			
4 Understand how to prepare interim valuations and final accounts	4.1 Examine how to value work in progress			
	4.2 Examine how to price reference the quantities used in valuations and accounts so that they meet contract provisions			
	4.3 Examine how to value variations and items which do not have an agreed contract rate by identifying and recommending fair rates			
	4.4 Explain how to prepare and submit interim valuations and final accounts and identify areas of potential disagreement			
	4.5 Explain how to record, reference and store documents, back-up information and calculations accurately, referencing them clearly and storing them			
5 Be able to identify and record income and expenditure	5.1 Confirm how payments for contracts will be made			
	5.2 Implement project costing methods and accounts for recording and verifying income and expenditure			
	5.3 Calculate and record information about income and expenditure due under the contract			
	5.4 Collate and store records and receipts which support income and expenditure			
6 Understand how to identify and record income and expenditure	6.1 Explain how to confirm how payments for contracts will be made			

	6.2 Explain how to implement project costing methods and accounts for recording and verifying income and expenditure			
	6.3 Explain how to calculate information about income and expenditure due under the contract			
	6.4 Explain how to record information about income and expenditure due under the contract			
	6.5 Explain how to collate and store records and receipts which support income and expenditure			
7 Be able to prepare information for additional costs for reimbursement for loss and expense	7.1 Obtain and collate information relating to identified additional costs involving all contractual parties			
	7.2 Calculate additional costs accurately from relevant and verified information sources			
	7.3 Analyse the opposing grounds for the additional costs, structuring them clearly and present them to managers			
	7.4 Record documents, back-up information and calculations accurately , reference them clearly and store them so that they can be easily referred to for audit and reference			
8 Understand how to prepare information for claims for reimbursement for loss and expense	8.1 Explain how to obtain and collate information in relation to identified additional costs involving all contractual parties			
	8.2 Explain how to calculate additional costs accurately from relevant and verified information sources			
	8.3 Examine how to analyse the opposing grounds for the claims			
	8.4 Explain how to record, reference and store documents, back-up information and calculations accurately, referencing them clearly and store them			
Additional Information about this Unit Assessment Guidance				
The following ranges apply Learning Outcomes 1 and 2 Contract quantities and cost monitoring systems - contractual procedures and meetings - organisational procedures and meetings - open book accounting - electronic recording Quantities and cost data - materials - plant - people - sub-contractors - dayworks		Variations - Costs - Quantity - Quality - progress Learning Outcomes 5 and 6 How payments for contracts will be made with - Clients - within the organisation - external auditing - legal requirements Income - agreed fees		

• periodic valuations • retention sums • forecasts of expenditure • performance information • contract programme and progress Decision makers • the client • contractors • consultants • sub-contractors • suppliers • internal management Commercial corrective action • re-negotiating prices and fees • re-negotiating payment conditions • agreeing additional costs • changing suppliers • carrying out a value engineering exercise • considering off-site construction • considering standardisation • regulating expenditure to conform with budgets • agreeing additional costs • making a contract claim Opportunities for cost saving • modify project management structure • reduce waste • use new technology • manage energy consumption • use recycled materials • seek permission to use alternative materials and/or source of materials • reduce plant/labour resources • apply lean construction processes <u>Learning Outcomes 3 and 4</u> Valuing work in progress • measure quantities • suppliers' accounts and valuations • project records • inspection of works • agreed variations • by invoice Contract – type • main contract • sub-contract • partnering • lump sum • design and construct • schedule based • prime cost based	• quantification of work completed • agreed recoverable expenses • VAT Expenditure • employment costs • capital plant and equipment • materials • Liabilities • subcontract costs • consumables Records may be • Documents • electronic <u>Learning Outcome 7 and 8</u> Contractual parties • client • sub-contractors • suppliers • statutory authorities and utilities Contract – type • main contract • sub-contract • partnering • lump sum • design and construct • schedule based • prime cost based • hybrid • firm price • fluctuating price • labour and materials • labour only • materials supply only • service contracts • design warranties Additional costs - resulting from • re-measurements • valuation of variations • loss and expense arising from breaches of contract • agreed extensions of time • damages arising from extra-contractual consideration including legal judgements • additional resources Information sources • contract documents e.g. specifications, quantities, drawings • revised contract documents • variations issued
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• hybrid • firm price • fluctuating price • labour and materials • labour only • material supply only • service contracts • design warranties	• site records including photographs • agreed rates of payment • agreed method of calculation • legislation e.g. tax and NI payments, minimum wage • company accounts Analyse • claimants analysis • respondents analysis
<u>Assessor Comments/Feedback</u>	

Prepare Proposals and Obtain Feedback for the Provision of Products and Services Construction							
GQA Ref	COSCCOO21v2	Regulatory Ref	R/650/8320	Level	4	Credit Value	16
Aim The aim of this unit is to ensure the candidate has the skills and knowledge required to review and finalise proposals for the provision of products and services and obtain and evaluate feedback information							
Assessment Guidance Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge. All criteria must be assessed, and evidence must be auditable. See end of unit for information on the range that the text in bold covers							
Learning outcome; The learner will:		Assessment criteria: The learner can:		Evidence Ref No.			
				1	2	3	
1 Be able to prepare and present proposal for the provision of products and services		1.1 Take into account and assess all information gained in establishing the design parameters for the provision of products and services					
		1.2 Select and analyse relevant and valid data and confirming its status using appropriate methods and selection criteria					
		1.3 Identify and develop design options to meet agreed design parameters					
		1.4 Evaluate and select the most appropriate methods and techniques of presentation for communicating the design proposals					
		1.5 Present the recommendations, proposals and design options using the selected methods and techniques					
		1.6 Identify valid alternative options where the design options do not meet all customer requirements					
		1.7 Estimate and confirm projected product and service costs and related financial data					
		1.8 Obtain clear statements of agreement and position from interested parties					
		1.9 Produce a clear and unambiguous document summarising the parameters within an agreed timescale, and present it to interested parties					
2 Understand how to prepare and present proposal for the provision of products and services		2.1 Explain how to take into account and assess all the information gained in establishing the design parameters					
		2.2 Evaluate how to select data which is relevant and valid					
		2.3 Examine how to analyse data and confirm its status using appropriate methods and selection criteria					
		2.4 Describe what to identify as design options to meet agreed design parameters					

	2.5 Propose how to develop design options to meet agreed design parameters			
	2.6 Evaluate and select the most appropriate methods and techniques of presentation for communicating the design proposals			
	2.7 Explain how to present the recommendations, proposals and design options using the selected methods and techniques			
	2.8 Describe what to identify as valid alternative options where the design options do not meet all customer requirements			
	2.9 Examine how to estimate and confirm projected product and service costs and related financial data			
	2.10 Explain how to obtain clear statements of agreement and position for interested parties			
	2.11 Explain how to produce a document summarising the design parameters within an agreed timescale			
	2.12 Explain how to present the document to interested parties			
3 Be able to review and finalise proposals for the provision of products and services	3.1 Present initial proposals to and discuss them with the customer, and raise and record significant points			
	3.2 Discuss and clarify significant constraints, opportunities and areas of uncertainty within the proposals with interested parties			
	3.3 Make appropriate modifications to the initial proposals to reflect the outcome of discussions with interested parties			
	3.4 Negotiate a clear and mutually acceptable agreement with interested parties with sufficient detail to allow work to proceed to the next stage			
	3.5 Discuss provisions for subsequent changes fully with interested parties , explain their implications, and record agreed discussions			
4 Understand how to review and finalise proposals for the provision of products and services	4.1 Explain how to present initial proposals to the customer			
	4.2 Explain how to discuss proposals with the customer			
	4.3 Explain how to raise and record significant points with the customer			
	4.4 Explain how to discuss significant constraints, opportunities and areas of uncertainty within the proposals with interested parties			
	4.5 Explain how to clarify significant constraints, opportunities and areas of			

	uncertainty within the proposals with interested parties			
	4.6 Explain how to make appropriate modifications to the initial proposals to reflect the outcome of discussions with interested parties			
	4.7 Propose how to negotiate a clear and mutually acceptable agreement with interested parties with sufficient detail to allow work to proceed to the next stage			
	4.8 Explain how to discuss provisions for subsequent changes fully with interested parties			
	4.9 Explain how to explain the implications for subsequent changes fully with interested parties			
	4.10 Explain how to record agreed discussions			
5 Be able to obtain and evaluate feedback information	5.1 Identify and agree valid and reliable methods and sources for obtaining feedback on completed projects			
	5.2 Promote the value of obtaining and using feedback data and encourage and enlist the cooperation of interested parties in obtaining feedback			
	5.3 Identify areas of interest and agree them with interested parties			
	5.4 Identify, obtain and investigate available feedback data from relevant sources and assess it for its implications and potential future use			
	5.5 Review the feedback data matching it against the original requirements and objectives and summarise any shortcomings			
	5.6 Identify and recommend to interested parties potential improvements arising from feedback			
	5.7 Record and classify improvements, incorporate them into procedures and data bases , and promote them for future use			
6 Understand how to obtain and evaluate feedback information	6.1 Describe what to identify valid and reliable methods and sources for obtaining feedback on completed projects			
	6.2 Evaluate how to agree valid and reliable methods and sources for obtaining feedback on completed projects			
	6.3 Propose how to promote the value of obtaining and using feedback data and encouraging and enlisting the cooperation of interested parties in obtaining feedback			

	6.4 Describe how to identify areas of interest and agree them with interested parties			
	6.5 Evaluate how to agree areas of interest with interested parties			
	6.6 Describe how to identify, obtain and investigate available feedback data from relevant sources			
	6.7 Examine how to review the feedback data matching it against the original requirements and objectives and summarising any shortcomings			
	6.8 Propose how to match feedback data against the original requirements and objectives and summarise any shortcomings			
	6.9 Explain how to record and classify improvements incorporating them into procedures and data bases and promoting them for future use			
Additional Information about this Unit Assessment Guidance				
The following ranges will apply <u>Learning Outcomes 1 and 2</u> Parameters - customer requirements - procurement factors - physical factors - resource factors Appropriate methods - comparison with similar projects - standard checklists - reference to comparative research Selection criteria - critical design parameters - project scope - validity of data Modes of design presentation - sketches - drawings - models - computer generated data - photomontage - written reports Methods and techniques of presentation - documentary - comparative studies with similar projects - presentations		<u>Learning Outcomes 3 and 4</u> Present - orally - in writing - graphically - photographs - models - exhibitions Interested parties - customers - design consultants and advisors - potential contractors - potential subcontractors and suppliers - regulatory authorities <u>Learning Outcomes 5 and 6</u> Methods and sources - project records and documentation - site inspections and meetings - research and performance data Feedback - management procedures and records - customer communications - working arrangements - formal and informal arrangements Interested parties - customers - design team		

• computer modelled simulations Interested parties • customers • design consultants and advisors • potential contractors • potential subcontractors and suppliers • regulatory authorities Present • oral • written • graphical • photographs • models • exhibitions	• specialist consultants • contractors • sub-contractors and suppliers Feedback data • approved providers • contract documentation • product information • government and statutory publications • reports • organisational documentation Databases • files and records • library • standard drawings • specifications
<u>Assessor Comments/Feedback</u>	

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