

## Qualification Specification

### Qualification Title:

### GQA Level 3 NVQ Diploma in Construction Contracting Operations

### Qualification Number: 610/3202/5

#### 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.

#### Entry requirements

There are no formal entry requirements for learners undertaking this qualification, however individuals must be carrying out a role that will enable them to show they have the required competence and knowledge to meet the qualification aims

#### Qualification support

This qualification has been designed and developed by GQA Qualifications with industry support.

#### Regulatory information

|                                       |                            |
|---------------------------------------|----------------------------|
| Countries offered in:                 | England, N. Ireland        |
| Qualification type:                   | Occupational qualification |
| Subject/sector areas                  | Construction               |
| Qualification operational start date: | 25/09/2023                 |
| Applicable age ranges (years):        | 18+                        |

#### Further information

Further information about this qualification can be obtained from: [www.ggaqualifications.com/qualifications](http://www.ggaqualifications.com/qualifications)

You can also contact GQA Qualifications directly at:

GQA Qualifications Ltd, Unit 1, 12 O'clock Court, Sheffield S4 7WW.

Tel 01142 720033, email to [info@gqaqualifications.com](mailto:info@gqaqualifications.com)

### Qualification achievement

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.

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

The minimum credit value of the qualification is 90 credits.

Qualifications are now required to indicate the total qualification time (TQT), this is to show the typical time it will take someone to attain the required skills and knowledge to meet the qualification criteria. The TQT for this qualification is 900 hours.

Qualifications are also required to indicate the number of hours of teaching someone would normally need to receive in order to achieve the qualification. These are referred to as Guided Learning Hours (GLH). The minimum GLH for this qualification is 300

The unit of assessment sets out learning outcomes which describe what learners need to be able to do and understand. The learning outcomes are defined by assessment criteria which are used to assess competence, expressed as skills achieved and learned knowledge and understanding, to achieve the units. GQA Qualifications will issue a certificate complete with the learner's name, the qualification and unit title and the credits achieved.

### Qualification Structure

|                                    |                     |                                                                                      |                                       |              |                                        |
|------------------------------------|---------------------|--------------------------------------------------------------------------------------|---------------------------------------|--------------|----------------------------------------|
| <b>Qualification Title:</b>        |                     | <b>GQA Level 3 NVQ Diploma in Construction Contracting Operations (Construction)</b> |                                       |              |                                        |
| <b>Qualification Number (QAN):</b> |                     | 610/3202/5                                                                           |                                       |              |                                        |
| <b>Total Credits:</b>              |                     | 90                                                                                   | <b>Total Qualification Time (TQT)</b> | 900          | <b>Guided Learning Hours (GLH)</b> 300 |
|                                    |                     |                                                                                      |                                       |              |                                        |
| <b>Reg No</b>                      | <b>Internal Ref</b> | <b>Title</b>                                                                         |                                       | <b>Level</b> | <b>Credit</b>                          |
| 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 |
| <b>Pathway 1 – Estimating Pathway Mandatory Units</b>                               |                 |                                                                                                  |   |    |
| 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 |
| <b>Pathway 1-Estimating-Pathway optional units-minimum of 1 unit to be achieved</b> |                 |                                                                                                  |   |    |
| H/650/8317                                                                          | COSCCOO14<br>v3 | Monitor, Maintain and Improve Supplies of Materials in Construction                              | 3 | 15 |
| J/650/8318                                                                          | COSCCOO15<br>v2 | 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                                                                          | COSCCOO09<br>v3 | Prepare for Work Operations in Construction                                                      | 4 | 17 |
| Y/650/8313                                                                          | COSCCOO10<br>v3 | 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                                                                          | COSCCOO13<br>v2 | Assess, Plan and Monitor Project Methods and Progress in Construction                            | 4 | 15 |
| K/650/8319                                                                          | COSCCOO16<br>v2 | Prepare and Monitor Costs and Accounts in Construction                                           | 4 | 15 |
| R/650/8320                                                                          | COSCCOO21<br>v2 | Prepare proposals and Obtain feedback for the Provision of Products and Services in Construction | 4 | 16 |
| <b>Pathway 2-Buying-Pathway mandatory units</b>                                     |                 |                                                                                                  |   |    |
| H/650/8317                                                                          | COSCCOO14<br>v3 | Monitor, Maintain and Improve Supplies of Materials in Construction                              | 3 | 15 |
| J/650/8318                                                                          | COSCCOO15<br>v2 | Recommend and Monitor Supplies of Plant and Equipment in Construction                            | 3 | 15 |
| <b>Pathway 2-Buying-Pathway optional units-minimum of 1 unit to be achieved</b>     |                 |                                                                                                  |   |    |

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|-----------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------|---|----|
| 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                                                                              | COSCCOO09<br>v3 | Prepare for Work Operations in Construction                                                      | 4 | 17 |
| Y/650/8313                                                                              | COSCCOO10<br>v3 | 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                                                                              | COSCCOO13<br>v2 | Assess, Plan and Monitor Project Methods and Progress in Construction                            | 4 | 15 |
| K/650/8319                                                                              | COSCCOO16<br>v2 | Prepare and Monitor Costs and Accounts in Construction                                           | 4 | 15 |
| R/650/8320                                                                              | COSCCOO21<br>v2 | Prepare proposals and Obtain feedback for the Provision of Products and Services in Construction | 4 | 16 |
| <b>Pathway 3 - Planning - Mandatory Units</b>                                           |                 |                                                                                                  |   |    |
| J/650/8309                                                                              | COSCCOO06       | Prepare Drawings and Schedules in Construction                                                   | 4 | 13 |
| F/650/8316                                                                              | COSCCOO13<br>v2 | Assess, Plan and Monitor Project Methods and Progress in Construction                            | 4 | 15 |
| <b>Pathway 3 - Planning - Pathway Optional Units - minimum of 1 unit to be achieved</b> |                 |                                                                                                  |   |    |
| 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 |

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| 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 |
| <b>Pathway 4-Surveying-Pathway mandatory unit</b>                                   |             |                                                                                                  |   |    |
| K/650/8319                                                                          | COSCCOO16v2 | Prepare and Monitor Costs and Accounts in Construction                                           | 4 | 15 |
| <b>Pathway 4-Surveying-Pathway optional units-minimum of 2 units to be achieved</b> |             |                                                                                                  |   |    |
| 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 |
| <b>Pathway 5-Site Technical Support-Pathway mandatory units</b>                     |             |                                                                                                  |   |    |

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| Y/650/8313                                                                                      | COSCCOO10<br>v3 | Implement Contract Work in Construction                                                          | 4 | 16 |
| A/650/8314                                                                                      | COSCCOO11       | Establish and Maintain the Dimensional Control of Construction Works                             | 3 | 15 |
| <b>Pathway 5-Site Technical Support-Pathway optional units-minimum of 1 unit to be achieved</b> |                 |                                                                                                  |   |    |
| 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                                                                                      | COSCCOO09<br>v3 | 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                                                                                      | COSCCOO13<br>v2 | Assess, Plan and Monitor Project Methods and Progress in Construction                            | 4 | 15 |
| K/650/8319                                                                                      | COSCCOO16<br>v2 | Prepare and Monitor Costs and Accounts in Construction                                           | 4 | 15 |
| R/650/8320                                                                                      | COSCCOO21<br>v2 | Prepare proposals and Obtain feedback for the Provision of Products and Services in Construction | 4 | 16 |
| <b>Pathway 6-Design Coordinator-Pathway mandatory unit</b>                                      |                 |                                                                                                  |   |    |
| Y/650/8322                                                                                      | COSCCOO24       | Integrate and Control Project Design Information in Construction                                 | 3 | 15 |
| <b>Pathway 6-Design Coordinator-Pathway optional units-minimum of 2 units to be achieved</b>    |                 |                                                                                                  |   |    |
| 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 |

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| T/650/8312                                                                        | COSCCOO09<br>v3 | Prepare for Work Operations in Construction                                                      | 4 | 17 |
| Y/650/8313                                                                        | COSCCOO10<br>v3 | 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                                                                        | COSCCOO13<br>v2 | Assess, Plan and Monitor Project Methods and Progress in Construction                            | 4 | 15 |
| H/650/8317                                                                        | COSCCOO14<br>v3 | Monitor, Maintain and Improve Supplies of Materials in Construction                              | 3 | 15 |
| K/650/8319                                                                        | COSCCOO16<br>v2 | Prepare and Monitor Costs and Accounts in Construction                                           | 4 | 15 |
| J/650/8318                                                                        | COSCCOO15<br>v2 | Recommend and Monitor Supplies of Plant and Equipment in Construction                            | 3 | 15 |
| R/650/8320                                                                        | COSCCOO21<br>v2 | Prepare proposals and obtain Feedback for the Provision of Products and Services in Construction | 4 | 16 |
| <b>Pathway 7-General Pathway optional units-minimum of 3 units to be achieved</b> |                 |                                                                                                  |   |    |
| 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                                                                        | COSCCOO09<br>v3 | Prepare for Work Operations in Construction                                                      | 4 | 17 |
| Y/650/8313                                                                        | COSCCOO10<br>v3 | 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                                                                        | COSCCOO13<br>v2 | Assess, Plan and Monitor Project Methods and Progress in Construction                            | 4 | 15 |
| H/650/8317                                                                        | COSCCOO14<br>v3 | Monitor, Maintain and Improve Supplies of Materials in Construction                              | 3 | 15 |
| J/650/8318                                                                        | COSCCOO15<br>v2 | Recommend and Monitor Supplies of Plant and Equipment in Construction                            | 3 | 15 |
| K/650/8319                                                                        | COSCCOO16<br>v2 | Prepare and Monitor Costs and Accounts in Construction                                           | 4 | 15 |

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| R/650/8320 | COSCCOO21<br>v2 | 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

The qualification must be assessed using the following assessment method:

- Portfolio of Evidence

Learners are required to achieve all learning outcomes within units of assessment. All assessment is subject to internal quality assurance within approved centres providing this qualification. External quality assurance of assessment and internal quality assurance within approved centres is provided by GQA Qualifications.