



**ProQual Level 4 NVQ Diploma in Controlling Lifting
Operations (Construction) – Supervising Lifts**

Qualification Specification

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Introduction

The ProQual Level 4 Diploma in Controlling Lifting Operations (Construction) – Supervising Lifts qualification provides a nationally recognised qualification for those working in the construction industry who want to supervise the lifting of suspended loads.

The awarding body for this qualification is ProQual Awarding Body (www.proqualab.com) and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual); It is also endorsed by the sector body for construction - CITB.

The qualification has been accredited onto the Regulated Qualifications Framework (RQF) and is published on Ofqual's Register of Qualifications.

Qualification Profile

Level 4 NVQ Diploma in Controlling Lifting Operations (Construction) – Supervising Lifts

Qualification title	ProQual Level 4 NVQ Diploma in Controlling Lifting Operations (Construction) – Supervising Lifts
Ofqual qualification number	601/5664/8
Level	4
Total qualification time	860
Guided learning hours	437
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	01/03/2015
Qualification end date	

Entry Requirements

There are no formal entry requirements for this qualification.

Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

Qualification Structure

To achieve the qualification candidates must complete ALL of the Mandatory units:

Mandatory Units				
Unit Ref.	Title	Level	GLH	CITB Ref. No
A/651/0177	Developing and maintaining good working relationships in the workplace	3	27	210v3
D/651/0178	Supervising lifting operations using lifting equipment in the workplace	3	90	531v2
F/651/0179	Implementing, maintaining and reviewing systems for health, safety, welfare, wellbeing and environmental protection in the workplace	4	40	700v3
H/650/0883	Co-ordinating work control in the workplace	4	40	703v3
K/650/0885	Allocating and monitoring the use of plant, equipment or machinery in the workplace	4	40	705v3
R/650/0888	Maintaining the dimensional accuracy of the work in the workplace	4	40	708v2
K/651/0180	Co-ordinating preparation for site operations in the workplace	4	20	711v2
J/650/0893	Allocating work and monitoring people's performance in the workplace	6	40	713v3

Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

Staff

Staff delivering this qualification must be appropriately qualified and/or occupationally competent.

Assessors/Internal Quality Assurance

Assessors for each unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or internal quality assurance qualifications.

Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

Links to National Standards / NOS mapping

National Occupational Standards (NOS) are owned by a Sector Skills Council or Standard Setting Body and they describe the skills, knowledge and understanding needed to undertake a particular task or job at different levels of competence.

The structure and units of this qualification are based on NOS for the construction sector developed by CITB.

Assessment

This qualification is competence-based, candidates must demonstrate the level of competence described in the units. Assessment is the process of measuring a candidate's skill, knowledge and understanding against the standards set in the qualification.

The qualifications must be assessed in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment – Plant Operations and Controlling Lifting Operations National Vocational Qualifications (NVQ's) and Scottish Vocational Qualifications (SVQ's).

This qualification must be internally assessed by an appropriately experienced and qualified assessor.

Each candidate is required to produce a portfolio of evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence can include:

- observation report by assessor
- assignments/projects/reports
- professional discussion
- witness testimony
- candidate product
- worksheets
- record of oral and written questioning
- Recognition of Prior Learning

Learning outcomes set out what a candidate is expected to know, understand or be able to do.

Assessment criteria specify the standard a candidate must meet to show the learning outcome has been achieved.

Learning outcomes and assessment criteria can be found from page 8.

Additional information for assessment and requirements for unit **endorsements** where relevant is included after all of the learning outcomes and assessment criteria for each unit.

Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Certification

Candidates who achieve the requirements for this qualification will be awarded:

- A certificate listing all units achieved, and
- A certificate giving the full qualification title -

ProQual Level 4 NVQ Diploma in Controlling Lifting Operations (Construction) – Supervising Lifts

Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the qualification. All certificates will be issued to the centre for successful candidates.

Unit certificates

If a candidate does not achieve all of the units required for a qualification, the centre may claim a unit certificate for the candidate which will list all of the units achieved.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

Learning Outcomes and Assessment Criteria

Title: Developing and maintaining good working relationships in the workplace

Unit Number: A/651/0177

Learning outcomes

The learner will be able to:

Assessment criteria

The learner can:

1	Develop, maintain and encourage working relationships to promote good will and trust.	1.1	Give appropriate advice and information to relevant people about the occupational work activities and/or associated occupations involved.
		1.2	Apply the principles of equality and diversity by considering the needs of individuals when working and communicating with others.
		1.3	Explain the methods and techniques used and personal attributes required to encourage and maintain working relationships that promote goodwill and trust with relevant people.
		1.4	Explain the principles of equality and diversity and how to apply them when working and communicating with others.
2	Inform relevant people about work activities in an appropriate level of detail, with the appropriate level of urgency.	2.1	Communicate on the following work activity information to relevant people following organisational procedures: <ul style="list-style-type: none"> - appropriate timescales - health and safety requirements - co-ordination of work procedures.
		2.2	Explain the different methods and techniques used to inform relevant people about work activities.
		2.3	Explain the effects of not informing relevant people with the expected level of urgency.
		2.4	Explain the different types of work activity related information and to what level of detail the following people would expect to receive: <ul style="list-style-type: none"> - colleagues - employers - customers - contractors - suppliers of products and services - other people affected by the work/project.
3	Offer advice and help to relevant people about work activities and encourage questions/requests for clarification and comments.	3.1	Give appropriate advice and information to relevant people about the different methods of carrying out occupational work activities to achieve the required outcome.

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|---|--------------------------------------------------------------------------------------------------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 | continued | 3.2 | Explain the techniques of encouraging questions and/or requests for clarification and comments. |
| | | 3.3 | Explain the different ways of offering advice and help to different people about work activities, in relation to: <ul style="list-style-type: none"> - progress - results - achievements - occupational problems - occupational opportunities - health and safety requirements - co-ordinated work. |
| 4 | Clarify proposals with relevant people and discuss alternative suggestions. | 4.1 | Engage regular discussions with relevant people about the occupational work activity and/or other occupations involved. |
| | | 4.2 | Explain the methods of clarifying alternative proposals with relevant people. |
| | | 4.3 | Explain the methods of suggesting alternative proposals. |
| 5 | Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect. | 5.1 | Examine and agree the work activities that satisfy all people involved and will meet the required outcome of the proposed method of work. |
| | | 5.2 | Explain the methods and techniques used to resolve differences of opinion in ways which minimise offence and maintain goodwill, trust and respect. |

Title: Developing and maintaining good occupational working relationships in the workplace

Additional information about this unit

Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	27
Assessment hours	10

Title: Supervising lifting operations using lifting equipment in the workplace

Unit Number: D/651/0178

Learning outcomes

The learner will be able to:

Assessment criteria

The learner can:

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|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Determine the requirements of the lift plan and identify and relay any faults or problems along with potential solutions and corrective actions to relevant persons. | 1.1 | Determine the requirements of the lift plan and identify any faults or problems, along with potential solutions and corrective actions, by confirming that the lifting activity is as per the lift plan, recording any recommendations to be made. |
| | | 1.2 | Communicate all lifting activity faults and problems along with potential solutions, corrective actions and recommendations to the relevant persons, along with any lift plan amendments. |
| | | 1.3 | Explain how to identify and assess common lifting operation faults and problems in relation to the following: <ul style="list-style-type: none">- work method data errors- construction errors- identification of further utilities- heritage concerns- environmental concerns- incorrect maintenance- identification of hazardous materials- documentation error or lack of availability- certification error or lack of availability- non-conforming plant, equipment or machinery- breaches of security. |
| | | 1.4 | Explain how to make recommendations for corrective actions and suggest possible solutions for faults and problems identified. |
| | | 1.5 | Discuss how best to communicate potential solutions, corrective actions and recommendations to the relevant people. |
| | | 1.6 | Explain how to apply corrective action with non-conforming lifting equipment and accessories. |
| 2 | Identify, assess, coordinate and maintain the necessary resources for the lifting activity. | 2.1 | Identify and assess the necessary resources for the lifting activity. |

- 2 continued
- 2.2 Confirm the suitability of the following resources and coordinate and maintain those applicable to the lifting activity:
- people
 - lifting equipment and accessories
 - materials and components safe use and storage
 - work area and facilities.
- 2.3 Describe how to identify the necessary resources in relation to the following lifting activities:
- freely suspended loads
 - above ground operations
 - below ground operations
 - lifting of persons
 - dismantling operations
 - excess height lifts
 - multiple lifting
 - pick-and-carry
 - where the operator does not have clear sight of the load
 - loading and unloading.
- 2.4 Explain how to assess the quality of the resources in relation to the lifting activities.
- 2.5 Explain how to maintain the necessary resources in relation to the lifting activities.
- 3 Conduct pre-work checks to meet statutory requirements, official guidance and to maintain safe working methods and practices.
- 3.1 Conduct and communicate lift plan pre-work checks so that statutory requirements and official guidance are met in relation to the following:
- testing
 - examination
 - inspection
 - certification.
- 3.2 Establish and maintain safe working methods and practices by undertaking pre-work and ongoing checks and communicate actions to the workforce and lifting team before commencing and during any lifting activities for the following:
- condition
 - fit for purpose
 - health and safety
 - environmental
 - people
 - working area
 - ground conditions.

- 3 continued
- 3.3 Explain how to conduct pre-work lifting activity checks in order to meet statutory requirements in relation to:
- testing
 - examination
 - inspection
 - certification.
- 3.4 Describe how to record pre-work lifting activity checks and why you need to conduct them.
- 3.5 Explain how to communicate effectively with team members using discussions, sketches and briefings.
- 4 Carry out the supervision of lifting activities whilst minimising disruption and maintaining optimum performance.
- 4.1 Carry out the supervision of lifting activities following given data and information which will minimise disruption and maintain optimum performance in relation to at least 3 of the following lifting activities:
- freely suspended loads
 - above ground operations
 - below ground operations
 - lifting of persons
 - dismantling operations
 - excess height lifts
 - multiple lifting
 - pick-and-carry
 - where the operator does not have clear sight of the load
 - loading and unloading.
- 4.2 Describe how to supervise the following programmed lifting activities:
- freely suspended loads
 - above ground operations
 - below ground operations
 - lifting of persons
 - dismantling operations
 - excess height lifts
 - multiple lifting
 - pick-and-carry
 - where the operator does not have clear sight of the load
 - loading and unloading.
- 4.3 Explain how to minimise disruption to other work during lifting activities.

4	continued	<p>4.4 Explain how to minimise disruption to the following people during lifting activities:</p> <ul style="list-style-type: none"> - workforce - lifting team - customer - other personnel on site - members of the public - occupiers of buildings - site visitors - people affected by on-site operations. <p>4.5 Explain how to apply methods that will optimise performance during lifting activities.</p> <p>4.6 State what types and level of risks and dangers to the lifting activity from changed circumstances would require an immediate halt to the lifting operation.</p>
5	Observe current legislation and official guidance appropriate to the work environment.	<p>5.1 Observe current legislation and official guidance appropriate to the work environment to ensure the protection of the workforce, the lifting team, the general public, visitors and the environment by the application of sources of information.</p> <p>5.2 Identify which current legislation and official guidance applies directly to lifting activities and explain why it is relevant.</p>
6	Keep accurate records of work progress checks, faults, problems and quantities involved.	<p>6.1 Implement recording systems, following organisational procedures, which check the progress and quality of work, stopping when required due to issues encountered.</p> <p>6.2 Complete records of work progress checks which detail completed work, quantities involved, and any faults or problems encountered.</p> <p>6.3 Explain how to keep accurate records of work progress lifting activity checks in relation to:</p> <ul style="list-style-type: none"> - condition - fit for purpose - health and safety - working area - ground conditions - people - environmental.

6	continued	<p>6.4 Explain how to keep accurate records of work progress, lifting activity checks including quantities and any faults or problems encountered in relation to:</p> <ul style="list-style-type: none"> - work method data errors - construction errors - identification of further utilities - heritage concerns - environmental concerns including weather conditions - incorrect maintenance - identification of hazardous materials - documentation error or non-availability - certification error or non-availability - non-conforming lifting equipment or accessories - breaches of security.
		<p>6.5 Give reasons why accurate records should be kept.</p>
7	Conduct post-work checks to ensure completion of the work method documentation.	<p>7.1 Conduct post-work lifting activity checks and confirm that the working area and equipment are left in a safe state.</p> <p>7.2 Complete the work method documentation to confirm that the working area and equipment have been left in a safe state, and that all resources have been removed in accordance with statutory requirements.</p> <p>7.3 Explain methods and techniques of conducting and recording post-work checks on relevant types of lifting operations in accordance with statutory requirements.</p> <p>7.4 Give reasons why post-work checks should be carried out adequately and the potential consequences should this not be the case.</p>
8	Conduct post-work feedback activities with the lifting team and workforce on completion of the lifting activities.	<p>8.1 Explain how to determine the efficiency of working methods and how to make improvements to optimise future performance.</p> <p>8.2 Conduct post-work feedback activities with the workforce and lifting team, on completion of lifting activities, to determine the efficiency of the working methods and how improvements can be made to optimise future performance.</p> <p>8.3 Discuss how best to conduct effective post-work lifting activity feedback with team members in order to determine the efficiency of working methods and how improvements can be made to optimise future performance using the following communication methods:</p> <ul style="list-style-type: none"> - discussions - sketches - briefings.

8 continued

8.4 Explain why post-work lifting activity feedback needs to be conveyed to the workforce and lifting team and how it should be carried out and recorded.

Title: Supervising lifting operations using lifting equipment in the workplace

Additional information about this unit

Assessment Guidance	<p>This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p>
Sector Subject Area	Workplace evidence of skills cannot be simulated. 5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	90
Assessment hours	30

Title: Implementing, maintaining and reviewing systems for health, safety, welfare, wellbeing and environmental protection in the workplace

Unit Number: F/651/0179

Learning outcomes

Assessment criteria

The learner will be able to:

The learner can:

1	Implement organisational initiatives.	1.1	Implement, maintain and record the organisational initiatives in relation to health, safety, welfare and wellbeing and environmental awareness.
		1.2	Explain how to implement the various methods to maintain and record the organisational initiatives in relation to health, safety, welfare, wellbeing and environmental awareness.
2	Promote a culture of health, safety, welfare and environmental awareness.	2.1	Promote a culture of health, safety, welfare and environmental awareness through leadership, communication and personal example.
		2.2	Describe how to implement various methods to promote a culture of health, safety, welfare, wellbeing and environmental awareness on site.
3	Identify and implement opportunities for improving health, safety, welfare, wellbeing and the environment on site.	3.1	Identify opportunities to improve health, safety, welfare, wellbeing and the environment on site.
		3.2	Implement improvements that could improve health, safety welfare and wellbeing and the environment on site.
		3.3	Explain how to identify opportunities that will improve health, safety, welfare, wellbeing and the environment for the workforce, other personnel on site, members of the public, occupiers, site visitors and people affected by site operations and how to implement them.
4	Implement and record checks carried out to verify the competence of those under your control.	4.1	Carry out and record current organisational checks to verify the competence of those under your control.
		4.2	Describe how to carry out and record current organisational checks on the workforce, other personnel on site and site visitors including but not limited to: <ul style="list-style-type: none">- health and safety responsibilities- welfare facilities- sustainability responsibilities- health, safety, welfare, wellbeing and environmental protection- equipment and resources- risk control procedures- first aid arrangements- fire safety- health, safety and environmental plans and emergency drills.

4	continued	<p>4.3 Explain how to verify the competence of the workforce under your control in accordance with current organisational requirements including but not limited to:</p> <ul style="list-style-type: none"> - industry verification cards - competence schemes - qualifications - certificates - training. <p>4.4 Explain why you need to ensure the workforce and visitors have inductions.</p> <p>4.5 Explain why you need to ensure the workforce under your control are competent.</p>
5	Maintain accurate and appropriate statutory notices and hazard warnings.	<p>5.1 Implement organisational systems to record and maintain relevant statutory notices and hazard warnings to ensure they are accurate and current.</p> <p>5.2 Describe how to implement organisational systems to record and maintain statutory notices including but not limited to:</p> <ul style="list-style-type: none"> - prescribed notices - certificates of insurance - signage for health, safety and environmental protection.
6	Ensure the serviceability of health, safety, welfare and environmental protection equipment and resources in order to comply with current legislation and organisational requirements.	<p>6.1 Implement and record organisational checks on the mandatory wearing of protective clothing, protective equipment and statutory notices for the following to confirm compliance:</p> <ul style="list-style-type: none"> - first aid facilities and arrangements - welfare facilities - storage and security of equipment and materials - accident and incident reporting systems - firefighting equipment - storage and security of fuel and chemicals - the environment - sustainability.

6	continued	<p>6.2 Explain how to implement and record checks carried out to:</p> <ul style="list-style-type: none"> - protective clothing - protective equipment - first aid facilities and arrangements - welfare facilities - storage and security of equipment and materials - site security - accident and incident reporting systems - fire safety - the environment - sustainability. <p>6.3 Explain the various methods of conducting and recording maintenance checks on health, safety, welfare and environmental protection equipment and resources that meet the project, organisational and statutory requirements.</p>
7	Implement current organisational requirements for the identification of hazards and the reduction of risks.	<p>7.1 Develop and action a system that identifies hazards and reduces risk in line with current organisational requirements.</p> <p>7.2 Explain how to implement organisational requirements for the identification of hazards and reduction of risks.</p> <p>7.3 Give reasons why it is important to implement effective systems to identify hazards, reduce risks and report accidents.</p>
8	Implement systems for reporting accidents and emergencies and preventing recurrence.	<p>8.1 Implement systems which meet current organisational requirements for reporting accidents and emergencies and preventing reoccurrence.</p> <p>8.2 Explain how to implement organisational requirements for reporting accidents and emergencies, incidents and preventing recurrence.</p>
9	Monitor health, safety, welfare and environmental protection systems regularly in accordance with organisational requirements.	<p>9.1 Conduct regular checks to monitor compliance with current organisational requirements.</p> <p>9.2 Explain how to monitor health, safety, welfare, wellbeing and environmental protection systems to ensure compliance with current organisational requirements.</p>
10	Identify, record and report any site conditions which do not comply with organisational requirements.	<p>10.1 Identify, record and report any site conditions which do not comply with organisational requirements.</p>

10 continued

10.2 Explain how to identify, record and report site conditions that do not comply with organisational requirements including but not limited to:

- health
- safety
- welfare
- wellbeing
- environmental legislation
- codes of practice.

Title: Implementing, maintaining and reviewing systems for health, safety, welfare, wellbeing and environmental protection in the workplace

Additional information about this unit

Assessment Guidance	<p>This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	40
Assessment Time	10

Title: Co-ordinating work control in the workplace

Unit Number: H/650/0883

Learning outcomes

The learner will be able to:

Assessment criteria

The learner can:

1	Collate and review relevant information used in the preparation of project or operational plans.	1.1	Locate and collate relevant information from at least four of the following information sources to contribute to the project plan: <ul style="list-style-type: none">- surveys and reports- design- contractual documents- statutory consents- contractor's pre-planning information- health, safety and environmental plans- risk assessments and method statements- programmes and schedules- resources and materials- sub-contractor arrangements and attendance.
		1.2	Record and review the findings and use them to contribute to the project plan.
		1.3	Describe how to locate, collate and review relevant information from, including but not limited to: <ul style="list-style-type: none">- surveys and reports- design- contractual documents- statutory consents- contractor's pre-planning information- health, safety and environmental plans- risk assessments and method statements- programmes and schedules- resources and materials- sub-contractor arrangements and attendance.
2	Clarify information which is unclear.	2.1	Explain possible methods that can establish whether information is sufficiently clear to coordinate work control.
		2.2	Explain why it is important to clarify information.
3	Communicate and agree programmes, methods and attendance that will coordinate construction operations.	3.1	Communicate and record the agreed programme, methods and attendance that will coordinate construction operations.
		3.2	Explain ways to communicate and record the agreed programme, methods and attendance details with people who will be doing the work.

3	continued	3.3	Describe how to coordinate construction operations using programmes and plans that include methods and attendance.
4	Plan and obtain sufficient resources and attendance of the appropriate type which meets project requirements and timescales.	4.1	<p>Develop and implement plans detailing the requirements and timescales used to obtain at least six of the following resources which will meet the project requirements and timescales:</p> <ul style="list-style-type: none"> - people - plant, equipment or machinery - materials and components - sub-contractors - trade and technical literature - work area and facilities - environmental considerations - health and safety control equipment - utility providers.
		4.2	<p>Explain how to ensure project requirements and timescales are met by developing and implementing plans to obtain sufficient and suitable types of resource and attendance, including but not limited to:</p> <ul style="list-style-type: none"> - people - plant, equipment or machinery - materials and components - sub-contractors - trade and technical literature - work area and facilities - environmental considerations - health and safety control equipment - utility providers.
		4.3	Describe the outcomes on projects or operations if sufficient resources are not obtained on time or are unsuitable.
5	Organise work activities and implement work measures that take into account appropriate factors and influences.	5.1	<p>Organise work activities, record and implement measures that take into account at least four of the following factors:</p> <ul style="list-style-type: none"> - occupiers - near neighbours - public access - site conditions - environmental considerations - vehicular access and egress - security and trespass - public utilities - archaeology - heritage issues.

5 continued

5.2 Describe how to organise work activities and implement measures taking into account the following factors:

- occupiers
- near neighbours
- public access
- site conditions
- environmental considerations
- vehicular access and egress
- security and trespass
- public utilities
- archaeology
- heritage issues.

Title: Co-ordinating work control in the workplace

Additional information about this unit

Assessment Guidance	<p>This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	40
Assessment Time	10

Title: Allocating and monitoring the use of plant, equipment or machinery in the workplace

Unit Number: K/650/0885

Learning outcomes

The learner will be able to:

Assessment criteria

The learner can:

1	Produce clear requests for plant, equipment or machinery which meets the needs of projects or operations.	1.1 Identify and request plant, equipment or machinery to meet the needs of organisational requirements. 1.2 Describe how to produce requests for the following plant, equipment or machinery to meet the needs of the following organisational requirements: Plant, equipment or machinery: <ul style="list-style-type: none">- static- mobile- accessories- consumables- health and safety equipment- specialised hand tools- standard plant, equipment or machinery- non-standard plant, equipment or machinery. Organisational requirements: <ul style="list-style-type: none">- health, safety and welfare of the workforce and others- operational efficiency- security of resources- obligations to third parties- regulatory authorities and contractual commitments prior to use on site.
2	Confirm and record that plant, equipment or machinery meets operational and statutory requirements prior to use in the workplace and allocate to suitable operations.	2.1 Confirm and record that checks are undertaken to ensure that plant, equipment or machinery meets organisational requirements prior to use on site.

2.2 Explain how to ensure that the following plant, equipment or machinery meets the following organisational requirements:

Plant, equipment or machinery:

- static
- mobile
- accessories
- consumables
- health and safety equipment
- specialised hand tools
- standard plant equipment and machinery
- non-standard plant, equipment and machinery.

Organisational requirements:

- health, safety and welfare of the workforce and others
- operational efficiency
- security of resources
- obligations to third parties
- regulatory authorities and contractual commitments prior to use on site.

2.3 Explain how to allocate the following plant, equipment or machinery:

- static
- mobile
- accessories
- consumables
- health and safety equipment
- specialised hand tools
- standard plant equipment and machinery
- non-standard plant, equipment and machinery to suitable operations.

2.4 Describe how to record checks on the suitability of the following plant, equipment or machinery:

- static
- mobile
- accessories
- consumables
- health and safety equipment
- specialised hand tools
- standard plant equipment and machinery
- non-standard plant, equipment and machinery.

- 3 Identify hazards and assess risks arising from the use of plant, equipment or machinery and implement measures that protect people and the environment.
- 3.1 Identify hazards and assess risks arising from the use of plant, equipment or machinery and record and implement measures that protect people and the environment using at least three of the following measures:
- methods of work
 - risk assessments
 - safe use and storage of tools, equipment and materials
 - traffic control
 - emergency plans.
- 3.2 Explain how to identify hazards and assess risks arising from the use of the following plant, equipment or machinery and record findings:
- static
 - mobile
 - accessories
 - consumables
 - health and safety equipment
 - specialised hand tools
 - standard plant equipment and machinery
 - non-standard plant, equipment and machinery.
- 3.3 Describe methods of implementing measures that protect people and the environment by using the following:
- methods of work
 - risk assessments
 - safe use and storage of tools, equipment and materials
 - traffic control
 - emergency plans.
- 4 Maintain records of how and when plant, equipment or machinery was utilised during the project.
- 4.1 Complete and maintain records of how and when plant, equipment or machinery was used and how it was utilised.
- 4.2 Describe how to maintain the following records of how and when the plant, equipment or machinery was used on site:
- delivery notes
 - allocation details
 - location details
 - movement details
 - usage details
 - maintenance checks
 - despatch notes
 - certifications.
- 4.3 Give reasons for the need to keep records on plant, equipment or machinery use.

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| 5 | Recommend alternative types of plant, equipment or machinery to decision makers when existing plant, machinery or equipment is deemed less suitable for use on site. | 5.1 | Examine existing plant, equipment or machinery which has been deemed less suitable and identify alternative types that would be suitable for the intended work. |
| | | 5.2 | Make recommendations to decision makers regarding the use of alternative types of plant, equipment or machinery for use on site and record the outcomes. |
| | | 5.3 | Explain the factors that determine when plant, equipment or machinery is unsuitable for intended operations and how to identify unsuitability. |
| | | 5.4 | Describe methods and processes that can identify alternative plant, equipment or machinery for specific operations. |
| | | 5.5 | Explain how best to recommend alternative plant, equipment or machinery to the following: <ul style="list-style-type: none"> - decision makers - plant specialists - buyers - plant, equipment and machinery suppliers. |
| 6 | Issue instructions for the use of plant, equipment or machinery to operators. | 6.1 | Provide instructions to plant, equipment or machinery operators, that follow statutory and manufacturer's requirements. |
| | | 6.2 | Keep records of the instructions issued to the operators using the plant, equipment or machinery. |
| | | 6.3 | Explain how to issue and record the instructions and guidance provided to plant, equipment or machinery operators. |
| 7 | Check and confirm that operators of plant, equipment or machinery are trained, certificated and authorised for the relevant type, and monitor for safe working. | 7.1 | Establish that operators of plant, equipment or machinery have the correct training and certification for the relevant types of machinery they will be operating and keep records. |
| | | 7.2 | Monitor relevant plant operation activities to ensure that they are working safely. |
| | | 7.3 | Explain how to check, record and confirm an operator's training certification, abilities competence and authorisation to use plant, equipment or machinery. |
| | | 7.4 | Give reasons why plant, equipment or machinery operations should be monitored and describe effective methods on how this can be done. |

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| 8 | Ensure the appropriate storage, servicing and maintenance of plant, equipment or machinery meets organisational requirements. | 8.1 | Arrange and record the appropriate storage, servicing and maintenance of plant, equipment or machinery. |
| | | 8.2 | Carry out checks to ensure the storage, serviceability and maintenance of plant, equipment or machinery meet at least three of the following organisational requirements: <ul style="list-style-type: none"> - health, safety and welfare of the workforce and others - operational efficiency - security of resources - obligations to third parties - regulatory authorities - contractual requirements. |
| | | 8.3 | Explain how to ensure plant, equipment or machinery is stored, serviced and maintained in accordance with the following organisational requirements: <ul style="list-style-type: none"> - health, safety and welfare of the workforce and others - operational efficiency - security of resources - obligations to third parties - regulatory authorities - contractual requirements. |
| 9 | Inform decision makers when plant, equipment or machinery is no longer required. | 9.1 | Establish when plant, equipment or machinery has completed the intended work and is no longer required. |
| | | 9.2 | Notify decision makers when plant, equipment or machinery is no longer required and maintain records. |
| | | 9.3 | Describe the methods and techniques for informing decision makers and equipment suppliers when plant, equipment or machinery is no longer required. |
| | | 9.4 | Explain why decision makers, plant specialists, buyers, plant machinery and equipment suppliers need to be informed when plant, equipment or machinery is no longer required and why records need to be maintained. |

Title: Allocating and monitoring the use of plant, equipment or machinery in the workplace

Additional information about this unit

Assessment Guidance

This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Sector Subject Areas

5.2 Building and Construction

Availability for use

Shared unit

Unit guided learning hours

40

Assessment Time

10

Title: Maintaining the dimensional accuracy of the work in the workplace

Unit Number: R/650/0888

Learning outcomes

The learner will be able to:

Assessment criteria

The learner can:

1	Ensure the workforce is provided with sufficient clear and accurate information to enable them to position, align or level the work.	1.1 Ensure the workforce is provided with clear and accurate dimensional information to enable them to position, align or level the work from at least four of the following: <ul style="list-style-type: none">- lines- levels- angles- distances- curves- position- setting out points- loads- centres of gravity.
		1.2 Explain how to provide clear and accurate information on the following dimensional controls: <ul style="list-style-type: none">- lines- levels- angles- distances- curves- position- setting out points- loads- centres of gravity.
		1.3 Describe how to ensure the dimensional information is sufficient for the task.
2	Ensure that organisational checks on the dimensional controls have been carried out and record results to meet quality standards.	2.1 Confirm organisational checks have been carried out on the dimensional controls and are recorded to meet the quality standards of the project.
		2.2 Describe how to record and confirm organisational checks have been carried out on the following dimensional controls to meet quality standards of the project: <ul style="list-style-type: none">- lines- levels- angles- distances- curves- position- setting out points- loads- centres of gravity.

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| 3 | Identify any deviations in positions, alignments or levels and take corrective actions promptly correct them. | <p>3.1 Establish and confirm any deviations in position, alignment or level from given standards for at least one of the following:</p> <ul style="list-style-type: none"> - transfer of lines and levels - position - calculations - given information. <p>3.2 Undertake corrective actions to rectify identified deviations on work being undertaken.</p> <p>3.3 Explain methods and techniques of identifying deviations in dimensional control on typical projects or operations.</p> <p>3.4 Give examples of how to implement corrective action as a result of dimensional deviations arising from:</p> <ul style="list-style-type: none"> - incorrect lines and levels - position - calculations - given information. |
| 4 | Implement revised work practices and procedures to minimise deviations and to allow for different circumstances and conditions. | <p>4.1 Implement and record revised work practices and procedures to minimise deviations and to allow for at least one of the following circumstances and conditions:</p> <ul style="list-style-type: none"> - working environment - unforeseen events - planned events. <p>4.2 Explain how to implement revised work practices and procedures for dimensional controls to minimise deviations.</p> <p>4.3 Explain how to implement and record revised procedures for the following circumstances and conditions:</p> <ul style="list-style-type: none"> - working environment - unforeseen events - planned events. <p>4.4 Give reasons why work procedures and practices should be revised to minimise further deviation.</p> |

Title: Maintaining the dimensional accuracy of the work in the workplace

Additional information about this unit

Assessment Guidance	<p>This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	40
Assessment Time	10

Title: Co-ordinating preparation for site operations in the workplace

Unit Number: K/651/0180

Learning outcomes

The learner will be able to:

Assessment criteria

The learner can:

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| 1 | Identify and use relevant information to prepare the project plans, clarify any unclear information and update for production planning purposes. | 1.1 | Identify, record and use relevant information, from at least four of the following sources of information used in preparing project plans: <ul style="list-style-type: none">- survey reports- design documents- contractual documents- statutory consents- planning information- health, safety and environmental plans- risk assessments and method statements- programmes- records about the competence of people- sub-contractor arrangements and attendance- safe systems of work. |
| | | 1.2 | Seek clarification about any unclear information and update it for production planning purposes as necessary. |
| | | 1.3 | Explain ways of identifying and sourcing the following relevant information: <ul style="list-style-type: none">- survey reports- design documents- contractual documents- statutory consents- planning information- health, safety and environmental plans- risk assessments and method statements- programmes- records about the competence of people- sub-contractor arrangements and attendance- safe systems of work. |
| | | 1.4 | Explain the possible methods and techniques for clarifying unclear information. |
| | | 1.5 | Explain how to update information for production planning purposes and how to use the relevant information sourced. |
| | | 1.6 | Give reasons why it is important to plan productivity using project planning information. |

- 2 Identify factors which may affect proposed works or operations and pass onto the people who may be affected.
- 2.1 Identify and record at least four of the following factors which might affect the proposed works:
- occupiers
 - near neighbours
 - public access
 - site conditions
 - environmental considerations
 - vehicular access and egress
 - security and trespass
 - public utilities
 - heritage issues
 - archaeological
 - temporary works.
- 2.2 Summarise the findings and inform people who may be affected, about factors affecting work or operational programmes.
- 2.3 Explain how to identify the following factors that might affect the proposed works:
- occupiers
 - near neighbours
 - public access
 - site conditions
 - environmental considerations
 - vehicular access and egress
 - security and trespass
 - public utilities
 - heritage issues
 - archaeological
 - temporary works.
- 2.4 Explain ways of accurately describing and summarising factors about the proposed works.
- 2.5 Describe how best to inform people who need to know about factors affecting the works.
- 2.6 Explain why it is important to identify factors affecting the planned works and inform relevant people.
- 3 Confirm access points for sites and works or operations which are safe including works traffic and pedestrian segregation which minimise disruption.
- 3.1 Carry out site layout consultations to identify safe access points for the site and works, including works traffic and pedestrian segregation.
- 3.2 Agree and confirm safe access points that will maintain safety and minimise disruption.

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| 3 | continued | <p>3.3 Explain how to confirm safe access points in relation to the site layout for operational purposes and works regarding the following:</p> <ul style="list-style-type: none"> - storage - temporary accommodation - work areas - plant - temporary services - access and egress - security - continuing use by occupiers - waste management - environmental control - provision for pre-fabricated components systems - existing fabric. <p>3.4 Explain how to establish access points that are safe and cause minimum disruption and segregation points for various projects or operations.</p> <p>3.5 Explain how to segregate works traffic and pedestrians.</p> <p>3.6 Give reasons as to why you need to minimise disruption and segregate works traffic and pedestrians.</p> |
| 4 | Confirm arrangements for adequate site safety, welfare and security before work or operations start, and throughout the construction programme. | <p>4.1 Implement checks and confirm arrangements for site safety, welfare and security before work starts.</p> <p>4.2 Implement regular checks to confirm arrangements for site safety, welfare and security throughout the duration of the works.</p> <p>4.3 Explain how to confirm arrangements for site safety, welfare and security before work starts and throughout the duration of the works.</p> |
| 5 | Confirm available resources for projects or operations before work starts. | <p>5.1 Confirm and record at least four of the following resources for relevant projects or operations:</p> <ul style="list-style-type: none"> - people - plant, equipment or machinery - materials and components - sub-contractors - information - work area and facilities - waste management - utility providers. |

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| 5 | continued | <p>5.2 Explain how to confirm that the following resources are available and correct for projects or operations before work starts:</p> <ul style="list-style-type: none"> - people - plant, equipment or machinery - materials and components - sub-contractors - information - work area and facilities - waste management - utility providers. |
| 6 | Implement the site or work area layout plans for operational purposes and inform the relevant people who will be working onsite. | <p>6.1 Implement the considerations given to at least four of the following in relation to the site layout for operational purposes:</p> <ul style="list-style-type: none"> - storage - temporary accommodation - work areas - plant - temporary services - access and egress - security - continuing use of occupiers - waste management - environmental control - provision for pre-fabricated components and systems - existing fabric. <p>6.2 Communicate information about site or working area layout plans to people who will be working on site and record the relevant information provided.</p> <p>6.3 Explain ways of establishing facilities for the following to ensure the site layout is suitable for operational purposes:</p> <ul style="list-style-type: none"> - storage - temporary accommodation - work areas - plant - temporary services - access and egress - security - continuing use of occupiers - waste management - environmental control - provision for pre-fabricated components and systems - existing fabric. |

6	continued	<p>6.4 Explain how to inform people who will be working on the site about the plans sourced from the following:</p> <ul style="list-style-type: none"> - survey reports - design documents - contractual documents - statutory consents - planning information - health, safety and environmental plans - risk assessments and method statements - programmes - records on the competence of people - sub-contractor arrangements and attendance - safe systems of work.
7	Implement the storage and use of materials, equipment, components and consumables so that materials handling and movement is efficient and wastage is minimised.	<p>7.1 Implement systems that allow the safe and efficient storage and use of materials, equipment, components and consumables and record the arrangements.</p> <p>7.2 Ensure that materials, equipment, components and consumables are handled and moved safely and efficiently, and that wastage is minimised.</p> <p>7.3 Explain possible methods and procedures for implementing effective storage areas and facilities for material supplies so that material handling and movement is efficient.</p> <p>7.4 Explain how to implement the use of materials, equipment, components and consumables to minimise wastage.</p>
8	Place and maintain notices which provide accurate information about the works and which conform to organisational requirements.	<p>8.1 Position accurate notices about the work or operations that conform to organisational requirements.</p> <p>8.2 Maintain placed notices whilst ensuring that they are relevant to ongoing work programmes or operations.</p> <p>8.3 Describe where to place notices that provide accurate information for the workforce.</p> <p>8.4 Explain methods that ensure relevant notices conform to organisational requirements.</p> <p>8.5 Explain different ways of maintaining notices and possible outcomes should notices not be maintained regularly.</p>

- 9 Ensure notice has been given to all people who will be affected by the work or operation, about when the work will start, how long it will take and when it will be finished.
 - 9.1 Provide people affected by project works or operations with information about when works or operations will start, expected durations and planned finishing or completion dates.
 - 9.2 Explain how to give adequate notice to all the relevant people about when the work will start, how long it will take and when it will finish.
 - 9.3 Explain how to communicate adequate notice to relevant people about the proposed time scales of the works.

Title: Co-ordinating preparation for site operations in the workplace

Additional information about this unit

Assessment Guidance	<p>This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	20
Assessment Time	10

Title: Allocating work and monitoring people's performance in the workplace

Unit Number: J/650/0893

Learning outcomes

The learner will be able to:

Assessment criteria

The learner can:

1	Confirm the programmes, and schedules, identify priorities and critical activities, and plan how the work will be undertaken.	1.1	Confirm the proposed programmes and schedules with those responsible.
		1.2	Identify and record the priorities and critical activities and devise a plan on how the work will be undertaken.
		1.3	Explain how to identify priorities and critical activities in programmes and schedules.
		1.4	Describe how to confirm the following: <ul style="list-style-type: none">- programmes- critical activities- action lists- method statements- risk assessments.
		1.5	Explain how to plan the work to be undertaken.
2	Allocate work to team members, taking into account their skills, knowledge and experience.	2.1	Evaluate and assign work to team members taking into account their skills, knowledge, experience and workload.
		2.2	Brief the team members on the work they have been assigned and record the outcomes.
		2.3	Explain how to allocate work to team members taking into account their skills, knowledge, experience and current workload.
3	Check the validity of team member's documentation.	3.1	Carry out checks of team members' industry certification cards, competence schemes, qualifications, certificates and training to verify their validity.
		3.2	Describe how to use card checking systems, applications and online databases to verify the validity of the following: <ul style="list-style-type: none">- industry certification cards- competence schemes- qualifications- certificates- training.
		3.3	Explain why it is important to verify the validity of any presented documentation prior to a team member entering site and commencing work

4	Brief team members on the quality standards and outcomes expected.	4.1	Brief team members on the quality standards and outcomes expected from them.
		4.2	<p>Explain how to brief team members about the following quality standards or outcomes expected:</p> <ul style="list-style-type: none"> - statutory requirements - project specifications - British Standards - International Standards - Codes of practice - organisational standards - manufacturer’s technical information and product data sheets - benchmarks or key performance indicators.
5	Monitor both the progress and quality of the work.	5.1	Monitor and record both the progress and the quality of work being undertaken.
		5.2	<p>Explain how to check the progress of work against the following:</p> <ul style="list-style-type: none"> - programmes and schedules - critical activities - action lists - method statements - risk assessments.
		5.3	<p>Explain how to check work against the following required quality standards and expected outcomes:</p> <ul style="list-style-type: none"> - statutory requirements - project specifications - British Standards - International Standards - Codes of practice - organisational standards - manufacturer’s technical information and product data sheets - benchmarks or key performance indicators.
		5.4	Explain why it is important to check the progress of work and standards of quality.
6	Provide prompt and constructive feedback.	6.1	Provide prompt and constructive feedback to those undertaking the work.
		6.2	<p>Explain how to provide constructive feedback to team members on the progress of work and standards of quality by using the following:</p> <ul style="list-style-type: none"> - formal appraisal - interim appraisal - verbal report - written report - references.

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| 7 | Motivate team members to complete the work they have been allocated and provide additional support. | 7.1 | Motivate team members to complete the work they have been allocated. |
| | | 7.2 | Review and provide additional support where needed to team members. |
| | | 7.3 | Explain how to motivate team members using the following: <ul style="list-style-type: none"> - inspire - stimulate - prompt - encourage - incentivise. |
| | | 7.4 | Explain how to provide additional support for the following: <ul style="list-style-type: none"> - people - plant, equipment or machinery - materials and components - sub-contractors - information - work area and facilities - waste management - utilities. |
| 8 | Identify unacceptable or poor performance, discuss the cause(s) and agree ways of improving performance with team members. | 8.1 | Identify and record unacceptable or poor performance for given work activities. |
| | | 8.2 | Discuss the causes of poor performance with team members. |
| | | 8.3 | Agree and record ways of improving performance with team members. |
| | | 8.4 | Describe how to identify unacceptable or poor performance. |
| | | 8.5 | Detail methods of discussing the following cause(s) of poor performance with team members: <ul style="list-style-type: none"> - external factors - internal factors - social factors - personal circumstances - skills and knowledge deficiencies - lack of support - lack of resources. |
| | | 8.6 | Interpret how best to agree performance improvement measures with team members. |

8	continued	8.7	Explain how to recognise the causes of workplace behaviours, negative and positive in self and others.
		8.8	State why you need to identify and act upon unacceptable or poor performance.
9	Recognise exceptional performance by individuals and/or by the team and advise stakeholders.	9.1	Recognise exceptional performance, record the praise and recognition provided to individuals and the team.
		9.2	Advise stakeholders of successes.
		9.3	Explain how to recognise exceptional performance by individuals and the team.
		9.4	<p>Explain how to advise the following stakeholders of successes:</p> <ul style="list-style-type: none"> - the client, customer or their representative - contractors - consultants - sub-contractors - suppliers - workforce.

Title: Allocating work and monitoring people’s performance in the workplace

Additional information about this unit

Assessment Guidance	<p>This unit must be assessed in a work environment and in accordance with the ConstructionSkills’ Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	40
Assessment Time	10



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