



Standards

Edexcel Level 4 NVQ in Construction Site Management

June 2003



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Publications Code N012867

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Introduction

Purpose of NVQ

This National Vocational Qualification (NVQ) is designed for construction personnel who carry out, or aspire to, the function of Construction Site Management. The units comprising the complete NVQ provide an overview of all aspects of the job role. Therefore, they also give a useful specification for those seeking guidance on the competence needed to perform the function. The role and duties of site managers seeking to obtain these units in respect of their construction site management activities are set out below and in the *Summary of units and elements* that follows. Candidates for the qualification are expected to demonstrate substantial experience, knowledge and understanding of construction site management activities. To achieve this qualification managers have to provide satisfactory evidence of their management and technical knowledge and competence in the workplace and ability in managing a construction site.

The qualification is based on the map of Occupational Standards originally developed for the industry by the Construction Industry Standing Conference (CISC) and now maintained by the Construction Industry Council (CIC) on behalf of the industry's Standards Setting Body the Construction Industry Training Board (CITB). The Standards have been modified in scope to reflect the context and level of the particular function. Institutional representatives and industry practitioners active in the discipline have developed the documentation for the qualification under the co-ordination of CIC.

Key roles, functions and responsibilities

The award has been developed broadly so as to include coverage of the role of Construction Site Management for those operating in building (general and house building), or conservation, or civil engineering (including those operating as consulting site engineers), or highways, or specialist trades/activities – or as a site manager in any specialist areas/activities within these categories.

On successful completion of the qualification and subject to the option units chosen, the candidate will be able to demonstrate that they can:

- **Establish health and safety in the workplace**
- **Plan and organise work operations and activities**
- **Organise resources for the work**
- **Organise plant and equipment resources for the work**
- **Monitor and control project operations and activities**
- **Manage team and individual performance**
- **Establish working relationships**
- **Manage personal performance**
- **Manage information**
- **Inspect, schedule and implement conservation works.**

Joint award body

This NVQ is offered by the Joint Award Body partnership of Edexcel, The Chartered Institute of Building (CIOB), the Institution of Civil Engineers (ICE) and the Conference on Training in Architectural Conservation (COTAC).

CIOB Membership

Construction Site Management Level 4 is an approved qualification recognised by The Chartered Institute of Building and contributes towards the entry requirements of the Institute. Further details are available from:

The Chartered Institute of Building
Englemere
King's Ride
Ascot
Berkshire SL5 7TB

Telephone 01344 630700
Website www.ciob.org.uk

ICE Membership

Construction Site Management Level 4 NVQ may contribute towards the entry requirements of ICE. Further details are available from:

The Institution of Civil Engineers
One Great George Street
Westminster
London SW1P 3AA

Telephone 020 7222 7722
Website www.ice.org.uk

Membership of other professional institutions

A number of institutions are currently considering recognising some of the level 3, 4 and 5 supervision and management NVQs within their entry requirements. If candidates are seeking membership of a particular professional institution, they are advised to check directly with the institution concerned to gain information on the up-to-date entry requirements and the recognition given to this particular NVQ.

NVQ Standards

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Construction Site Management (Contracting) Level 4 (Q5000047)

Construction Site Management (Consulting Engineering) Level 4 (Q5000048)

Construction Site Management (Conservation) Level 4 (Q5000049)

To achieve the full award, candidates will need to successfully complete the following units consisting of eight core units, together with one option unit selected from a choice of three:

Construction Site Management (Contracting) Level 4: Core Units SML4 C01 – SML4 C08 inclusive plus the Contracting Option Unit SML4 O09 (nine units in total)

Or:

Construction Site Management (Consulting Engineering) Level 4: Core Units SML4 C01 – SML4 C08 inclusive plus the Consulting Option Unit SML4 O10 (nine units in total)

Or:

Construction Site Management (Conservation) Level 4: Core Units SML4 C01 – SML4 C08 inclusive plus the Conservation Option Unit SML4 O11 (nine units in total).

However, it should be noted that the option units may be of value to Site Managers in any of the sector categories.

Summary of units and elements

Core units

Unit SML4 C01	Assess work methods, resources and systems to meet project requirements (Based on CISC D21.1, D21.2, D21.3 and D21.4)
Element SML4 C01.1	Evaluate and select work methods (Based on CISC D21.1)
Element SML4 C01.2	Plan work activities and resources to meet project requirements (Based on CISC D21.2)
Element SML4 C01.3	Select and form a project team (Based on CISC D21.3)
Element SML4 C01.4	Establish and maintain project organisation and communication systems (Based on CISC D21.4)
Unit SML4 C02	Identify hazards and reduce risks (Based on CISC E42.1 and E42.2)
Element SML4 C02.1	Identify hazards and assess risks (Based on CISC E42.1)
Element SML4 C02.2	Specify and implement methods and procedures to reduce risks (Based on CISC E42.2)
Element SML4 C03.3	Establish, implement and maintain systems for managing project health, safety and welfare (Based on CISC D25.3)

Unit SML4 C03	Control works and health and safety systems to meet project requirements (Based on CISC D25.1, D25.2 and D25.3)
Element SML4 C03.1	Manage site preparation (Based on CISC D25.1)
Element SML4 C03.2	Co-ordinate project activities (Based on CISC D25.2)
Unit SML4 C04	Control project quality, progress, costs and information (Based on CISC D26.1, D31.1, D31.3, D31.4 and D31.6)
Element SML4 C04.1	Control projects against agreed quality standards (Based on CISC D31.1)
Element SML4 C04.2	Establish dimensional control (Based on CISC D26.1)
Element SML4 C04.3	Control project progress against agreed programmes (Based on CISC D31.3)
Element SML4 C04.4	Control project costs against agreed budgets (Based on CISC D31.4)
Element SML4 C04.5	Evaluate feedback information and recommend improvements (Based on CISC D31.6)
Unit SML4 C05	Manage the performance of teams and individuals [MSC Unit C13 (Based on CISC F44.1, F44.2, F44.3 and F44.4)]
Element SML4 C05.1	Allocate work to teams and individuals [MSC C13.1 (Based on CISC F44.1)]
Element SML4 C05.2	Agree objectives and work plans with teams and individuals [MSC C13.2 (Based on CISC F44.2)]
Element SML4 C05.3	Assess the performance of teams and individuals [MSC C13.3 (Based on CISC F44.3)]
Element SML4 C05.4	Provide feedback to teams and individuals on their performance [MSC C13.4 (Based on CISC F44.4)]
Unit SML4 C06	Chair and participate in meetings [MSC D3 (Based on CISC F28.4 and F28.5)]
Element SML4 C06.1	Chair meetings [MSC D3.1 (Based on CISC F28.4)]
Element SML4 C06.2	Participate in meetings [MSC D3.2 (Based on CISC F28.5)]
Unit SML4 C07	Develop constructive working relationships [MSC C6 (Based on CISC F46.1, F46.2 and F47.1)]
Element SML4 C07.1	Enhance the trust and support of colleagues [MSC C6.1 (Based on CISC F46.1)]
Element SML4 C07.2	Enhance the trust and support of those to whom you report [MSC C6.2 (Based on CISC F46.2)]
Element SML4 C07.3	Enhance and maintain relationships with people affected by one's work (Based on CISC F47.1)

Unit SML4 C08	Enable the development of self and others (<i>Based on CISC F49.3 and F49.4</i>)
Element SML4 C08.1	Undertake and measure personal development (<i>Based on CISC F49.3</i>)
Element SML4 C08.2	Enable others to learn and benefit from one's experience (<i>Based on CISC F49.4</i>)

Option units

Contracting option

Unit SML4 O09	Manage materials, plant and equipment on site <i>(Based on CISC D22.1, D23.2, D24.1 and D24.3)</i>
Element SML4 O09.1	Monitor, maintain and improve supplies of materials to meet project requirements <i>(Based on CISC D22.1)</i>
Element SML4 O09.2	Identify, allocate and plan the deployment of plant and equipment on site <i>(Based on CISC D23.2 and D24.1)</i>
Element SML4 O09.3	Monitor the use of plant and equipment on site <i>(Based on CISC D24.3)</i>

Consulting Engineering option

Unit SML4 O10	Manage test and design information <i>(Based on CISC B26.3 and B61.2)</i>
Element SML4 O10.1	Manage and present test data <i>(Based on CISC B26.3)</i>
Element SML4 O10.2	Manage and evaluate design information <i>(Based on CISC B61.2)</i>

Conservation option

Unit SML4 O11	Inspect, schedule and implement conservation works <i>(Based on CISC E12.2, E12.3, E33.2 and E33.3)</i>
Element SML4 O11.1	Inspect property <i>(Based on CISC E12.2)</i>
Element SML4 O11.2	Prepare and present survey reports and records <i>(Based on CISC E12.3)</i>
Element SML4 O11.3	Plan and schedule the maintenance of property <i>(Based on CISC E33.2)</i>
Element SML4 O11.4	Implement the maintenance of property <i>(Based on CISC E33.3)</i>

Core units

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Unit SML4 C01 Assess work methods, resources and systems to meet project requirements
(Based on CISC D21.1, D21.2, D21.3 and D21.4)

Element SML4 C01.1 Evaluate and select work methods *(Based on CISC D21.1)*

Element SML4 C01.2 Plan work activities and resources to meet project requirements *(Based on CISC D21.2)*

Element SML4 C01.3 Select and form a project team *(Based on CISC D21.3)*

Element SML4 C01.4 Establish and maintain project organisation and communication systems *(Based on CISC D21.4)*

Unit commentary

This unit is about planning:

Your competence to produce and use operational methods and programmes of work. Also it is about your competence to assess the resource requirements, to implement organisational communications in order to meet programmed requirements and to modify them in accordance with changed circumstances.

Element 1.1 Method statements

Determining, agreeing and producing suitable methods of carrying out operations which are technically sound, safe, economic and feasible and are consistent with site requirements.

Element 1.2 Programming

Planning the appropriate sequence timing and resourcing of operations to meet site requirements. Producing a programme of works and monitoring and modifying it in accordance with changed circumstances.

Element 1.3 Staff Resources

Identifying and evaluating capabilities of site team members and obtaining those required to meet programmed requirements.

Element 1.4 Organisation and communication

Providing information to all workplace personnel on their job responsibilities, implementing and monitoring the communication systems and procedures to be used.

Unit SML4 C01 Assess work methods, resources and systems to meet project requirements

Element SML4 C01.1 Evaluate and select work methods (*Based on CISC Standard D21.1 Evaluate and select construction and installation methods*)

The Performance Criteria – this involves...

- a Assessing the available **project data** accurately and summarising it to enable decisions on **work methods** to be made
- b Obtaining more information from **alternative sources** in cases where the **project data** available is insufficient
- c Identifying **work methods** which will make the best use of resources and which meet project, statutory and contractual requirements
- d Evaluating the **methods** against relevant **technical, environmental and project criteria** and selecting the one which best meets the **criteria**
- e Analysing the **method** which has been selected for its activity content and quantifying it accurately
- f Ensuring a **method** statement which is accurate, clear, concise and acceptable to all the people involved, is prepared

The Range...

- 1 **Project data:** contractual obligations; scope of works and/or bills of quantities; specifications; detailed drawings; health and safety plans; time-scales
- 2 **Work methods:** sequencing of works; organisation of resources (labour, plant, materials); construction and installation techniques; temporary works
- 3 **Alternative sources:** the client/client's representative; contractors; sub-contractors; suppliers; regulatory authorities; technical/trade literature
- 4 **Technical, environmental and project criteria:** materials performance and availability; health and safety; fire protection; access; plant and equipment performance and availability; traffic generation and management; local ecology; emissions; pollution risk; cost benefit; conformity to statutory requirements client and user needs; contract requirements in terms of time, quantity and quality; waste; sustainability

Element SML4 C01.1 Evaluate and select work methods (Based on CISC Standard D21.1 Evaluate and select construction and installation methods)

Performance Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Records of identifying, evaluating and analysing method statements (f) [all range] which include:
 - available project data assessed and summarised (a) [1,2]
 - additional information obtained (b) [1,3]
 - work methods identified, evaluated and selected (c,d) [2,4]
 - selected methods analysed and quantified (e) [2]

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

Process Evidence:

Not applicable

**Element SML4 C01.1 Evaluate and select work methods (Based on CISC
Standard D21.1 Evaluate and select construction and
installation methods)**

The Evidence – knowledge and understanding...

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

In relation to:

Project data [1]

Know how to

- summarise (a)

Know how to examine in order to understand, explain or predict

- assess (a)

In relation to:

Work methods [2]

Know what and why

- identify (c)

Know how to

- ensure a method statement is prepared (f)

know how to examine in order to understand, explain or predict

- analyse and quantify (e)

Know how to weigh up ideas and make a judgement

- evaluate (d)
- select (d)

In relation to:

Alternative sources of information [3]

Know how to

- obtain information from (b)

In relation to:

Technical, environmental and project criteria [4]

Know how to weigh up ideas and make a judgement

- evaluate (d)

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Unit SML4 C01 Assess work methods, resources and systems to meet project requirements

Element SML4 C01.2 Plan work activities and resources to meet project requirements *(Based on CISC Standard D21.2 Plan work activities and resources to meet construction and installation project requirements)*

The Performance Criteria – this involves...

- a Identifying major activities, calculating the **resources** needed from the information available and ensuring a work **programme** is produced
- b Obtaining **clarification and advice** where the resources needed are not available
- c Analysing the activities against **project requirements** and the requirements of significant **external factors**
- d Calculating how long each activity will take, identifying activities which influence each other and sequencing them logically and realistically so that they make the best use of the **resources** available
- e Ensuring detailed **programmes and schedules** of planned activities are produced in a **format** which is consistent with the complexity of the project
- f Identifying alterations and variations to the works **programme** which will meet changed circumstances or offer cost and time benefits, assessing the savings and justifying them, where appropriate, to decision makers
- g Developing a system for monitoring the works **programme**, implementing it and using the results to improve future production and planning

The Range...

- 1 **Resources:** personnel; plant and equipment; materials and components; sub-contractors
- 2 **Programmes and schedules:** bar charts; critical activities; action lists; method statements
- 3 **Clarification and advice – from:** the client/client's representative; project team partners; line managers; technical specialists; sub-contractors
- 4 **Project requirements:** contract obligations; project programme stipulations; statutory obligations; third party obligations; health, safety, welfare and environmental requirements
- 5 **External factors:** other related programmes; supply lead times; contingencies; special working conditions; seasonal weather conditions; statutory limitation
- 6 **Format:** manually; computer generated

Element SML4 C01.2 Plan work activities and resources to meet project requirements (*Based on CISC Standard D21.2 Plan work activities and resources to meet construction and installation project requirements*)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Records of calculations of resources (a) [1] which include:
 - Identified major activities (a)
 - Clarification and advice obtained (b) [3]
- 2 Works programmes (a) [2]
- 3 Detailed programmes and schedules (e) [2, 6] which include:
 - analysis of activities (c) [4, 5]
 - calculations of activity length, influences and sequencing (d)
- 4 Alterations to works programmes with savings identified (f) [2]
- 5 Records of systems developed and implemented for monitoring works programmes which include an analysis of results to improve future production and planning (g) [2]

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

Process Evidence:

Not applicable

Element SML4 C01.2 Plan work activities and resources to meet project requirements (*Based on CISC Standard D21.2 Plan work activities and resources to meet construction and installation project requirements*)

The Evidence – knowledge and understanding...

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

In relation to:

Resources [1]

Know what and why

- identify works activities (a)

Know how to

- calculate (a)
- obtain clarification and advice (b) [3]

In relation to:

Programmes and schedules [2]

Know what and why

- identify activities which influence each other (d)
- identify alterations and variations to programmes (f)

Know how to

- ensure a works programme is produced (a)
- calculate length of activities (d)
- sequence activities (d)
- ensure detailed programmes and schedules of planned activities are produced (e) [6]
- implement systems for monitoring works programmes (g)

Know how to bring together in order that something can be decided or acted upon

- develop systems for monitoring works programmes (g)

In relation to:

Project requirements and external factors [4,5]

Know what and why

- identify works activities (a)

Know how to examine in order to understand, explain or predict

- analyse activities against (c)
- assess savings by altering works programmes (f)

Know how to weigh up ideas and make a judgement

- justify savings (f)

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Unit SML4 C01 Assess work methods, resources and systems to meet project requirements

Element SML4 C01.3 Select and form a project team (Based on CISC Standard D21.3 Select and form a construction and installation team)

The Performance Criteria – this involves...

- a Identifying the **staff and services** that are needed and **where they can be obtained**, and selecting resources that meet agreed timescales and budget limits
- b Identifying any **constraints** which will affect the number, type and availability of **staff and services**
- c Evaluating the quality and reliability of services and resources and circulating the results to decision makers
- d Negotiating and agreeing proposals for **team membership** which are likely to produce an effective team
- e Following the **rules and formalities** for obtaining **services and staff**

The Range...

- 1 **Staff and services:** technical staff; operatives; craft; specialist sub-contractors; specialist services
- 2 **Where (staff) can be obtained:** internal; external to the organisation
- 3 **Constraints:** location; cost; time; skills and experience required and available; training and development requirements; equal opportunities;
- 4 **Team membership:** specialist; support services
- 5 **Rules and formalities:** contractual; statutory; recognised industry process; organisational processes

Element SML4 C01.3 Select and form a project team
(Based on CISC Standard D21.3 Select and form a
construction and installation team)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Records of negotiated and agreed proposals for team membership (d) [4] which include:
 - identified staff and services needs and where they can be obtained (a) [1,2]
 - selected resources (a)
 - identified constraints (b) [1,3]
 - evaluation of the services and resources available (c)
 - circulated results (c)
 - rules and formalities followed (e) [5]

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

Process Evidence:

Not applicable

Element SML4 C01.3 Select and form a project team

(Based on CISC Standard D21.3 Select and form a construction and installation team)

The Evidence – knowledge and understanding...

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

In relation to:

Staff and services [1]

Know what and why

- identify (a)
- identify where they can be obtained (a) [2]

Know how to

- circulate results of evaluation (c)

Know how to weigh up ideas and make a judgement

- select resources (a)
- evaluate quality and reliability of services and resources (c)

In relation to:

Constraints affecting the number, type and availability of staff and services [3]

Know what and why

- identify (b)

In relation to:

Team membership [4]

Know how to bring together in order that something can be decided or acted upon

- negotiate proposals for (d)

Know how to weigh up ideas and make a judgement

- agree proposals for (d)

In relation to:

Rules and formalities [5]

Know how to

- follow (e)

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Unit SML4 C01 Assess work methods, resources and systems to meet project requirements

Element SML4 C01.4 Establish and maintain project organisation and communication systems

(Based on CISC Standard D21.4 Establish and maintain project organisation and communication systems)

The Performance Criteria – this involves...

- a Identifying what **organisational and communication needs** there are for the project
- b Developing and introducing systems which are compatible with those used by the client and sub contractors and which enable clear and effective management, and administrative and operational controls
- c Producing accurate and unambiguous **information about people's roles and responsibilities** and the organisational structure, and circulating the information to **people who have an interest**
- d Introducing **methods of communicating, reporting and recording** information which are appropriate to the needs of the project and monitoring the methods regularly for effectiveness
- e Identifying and investigating breakdowns in communication and taking action to restore effective communication
- f Setting up systems for recording and providing feedback on the ways in which **resources** are allocated and used

The Range...

- 1 **Organisational and communication needs:** site management; project teams; head office interface; contract administration; health and safety records; client/consultants
- 2 **Information about people's roles and responsibilities:** individual job descriptions; team responsibilities; organisation charts; contractual arrangements; health, safety, welfare and environmental
- 3 **People who have an interest:** clients/client's representative; technical specialists; contractors; sub-contractors; operatives; third parties; public utilities; emergency services; public
- 4 **Methods of communicating, reporting and recording:** oral; written; drawing; electronic
- 5 **Resources:** personnel; plant and equipment; materials and components; sub-contractors; current project information

Element SML4 C01.4 Establish and maintain project organisation and communication systems
(Based on CISC Standard D21.4 Establish and maintain project organisation and communication systems)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Records of project organisation and communication systems which have been developed and introduced (a,b) [1]
- 2 Information about people's roles and responsibilities and the organisational structure which has been circulated (c) [2,3]
- 3 Records of methods of communication, reporting and recording information (d) [4] which have been introduced and which include:
 - monitoring for effectiveness (d)
 - investigations into breakdowns in communication and the actions taken to resolve them (e)
- 4 Systems set up for recording and providing feedback on the use of resources (f) [5]

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

Process Evidence:

Not applicable

Element SML4 C01.4 Establish and maintain project organisation and communication systems
(Based on CISC Standard D21.4 Establish and maintain project organisation and communication systems)

The Evidence – knowledge and understanding...

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

In relation to:

Organisation and communication needs [1]

Know what and why

- identify (a)

In relation to:

Information about people's roles and responsibilities [2]

Know how to

- produce and circulate information about (c) [3]

In relation to:

Methods of communicating, reporting and recording information [4]

Know what and why

- identify breakdowns in communication (e)

Know how to

- take action to restore communications (e)

Know how to examine in order to understand, explain or predict

- monitor (d)
- investigate breakdowns in communication (e)

Know how to bring together in order that something can be decided or acted upon

- develop and introduce systems (f)
- introduce (d)

In relation to:

Project resources [5]

Know how to bring together in order that something can be decided or acted upon

- set up systems for recording and providing feedback on resource allocation and use (f)

Unit SML4 C02 Identify hazards and reduce risks
(Based on CISC E42.1 and E42.2)

Element SML4 C02.1 Identify hazards and assess risks *(Based on CISC E42.1)*

Element SML4 C02.2 Specify and implement methods and procedures to reduce risks *(Based on CISC E42.2)*

Unit commentary

This unit is about hazards and risks:

Your competence to maintain a safe and healthy working environment through identification of hazards and risks and implementing measures to reduce the risks to personnel.

Element 2.1 Identification of hazards and risks

Concerned with the identification of existing and potential health and safety hazards.

Element 2.2 Risk management

Concerned with the process of assessing risks to health and safety and taking appropriate action to alleviate or minimise them in accordance with statutory requirements.

For the purpose of clarification – Hazards are identified as something with the potential to cause harm and Risk is identified as the likelihood that harm from a particular hazard will occur and the possible extent of the harm, ie severity.

Unit SML4 C02 Identify hazards and reduce risks

Element SML4 C02.1 Identify hazards and assess risks

(Based on CISC Standard E42.1 Analyse the risks arising from engineering products and processes)

The Performance Criteria – this involves...

- a Reviewing **information** relating to potential **hazards**
- b Identifying the **hazards** arising from construction operations that need to be assessed
- c Obtaining accurate **information** on any **factors** relating to the **hazards**
- d Identifying the significance of the **hazards**
- e **Assessing** and recording the significant **hazards** to identify the residual risks and providing advice on their **prevention and protection**

The Range...

- 1 **Information:** contractual documents; Health and Safety Plan; site surveys and conditions; method statements
- 2 **Hazards:** falls from height; slips, trips and falls (same level); hit by falling or moving objects; manual handling; health issues; power sources; hazardous substances; trapped by something collapsing or overturning; confined spaces; fire
- 3 **Factors:** injure people; cause ill health; damage property; adversely affect the natural and built environment; cost
- 4 **Assessing:** likelihood of occurrence; severity of harm incurred
- 5 **Prevention and protection:** eliminate; control at source; cumulative protection; manage; personal protection equipment

Element SML4 C02.1 Identify hazards and assess risks

(Based on CISC Standard E42.1 Analyse the risks arising from engineering products and processes)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Records of identified residual risks (e) which include:
 - reviewed information (a) [1]
 - identified hazards (b) [2]
 - information obtained on related factors (c) [2,3]
 - identified hazard significance (d) [2]
 - assessed hazards (e) [4]
 - advice provided on prevention and protection (e) [5]

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

Process Evidence:

Not applicable

Element SML4 C02.1 Identify hazards and assess risks

(Based on CISC Standard E42.1 Analyse the risks arising from engineering products and processes)

The Evidence – knowledge and understanding...

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

In relation to:

Information [1]

Know how to examine in order to understand, explain or predict

- review (a)

In relation to:

Hazards [2]

Know what and why

- identify (b)
- identify residual risks (b)

Know how to

- record significant (e)

Know how to examine in order to understand, explain or predict

- assess significant (e) [4]

Know how to bring together in order that something can be decided or acted upon

- identify significance of (d)

In relation to:

Factors [3]

Know how to

- obtain information on any factors relating to hazards (c) [2]

In relation to:

Prevention and protection [5]

Know how to bring together in order that something can be decided or acted upon

- provide advice on (e)

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Unit SML4 C02 Identify hazards and reduce risks

Element SML4 C02.2 Specify and implement methods and procedures to reduce risks

(Based on CISC Standard E42.2 Specify methods and procedures to reduce risks)

The Performance Criteria – this involves...

- a Obtaining accurate details of the **risks**
- b Selecting the most effective **methods** to reduce **risks**
- c Identifying the resources that are necessary to implement the risk reduction **methods**
- d Identifying the activities required to implement the risk reduction **methods**
- e Specifying clearly the procedures for implementing the risk reduction **methods**
- f Ensuring that the risk reduction **methods** and procedures comply with all relevant regulations and guidelines
- g Ensuring that risk reduction **methods** and procedures are implemented and maintained
- h Utilising opportunities to promote the implementation of the risks reduction **methods**
- i Recording the risk reduction **methods** and procedures in the appropriate **information systems**

The Range...

- 1 **Risks:** high; medium; low
- 2 **Methods:** eliminate; control at source; cumulative protection; manage; personal protection equipment
- 3 **Information systems:** Construction Phase Plan; Health and Safety File

Element SML4 C02.2 Specify and implement methods and procedures to reduce risks

(Based on CISC Standard E42.2 Specify methods and procedures to reduce risks)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Details of risks obtained (a) [1]
- 2 Records of risk reduction methods implemented and maintained (g,i) [1,2] which include:
 - selected methods, activities and procedures (b,c,d,e,f) [2]
 - promoted implementation (h) [2]

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

Process Evidence:

Not applicable

The Evidence – knowledge and understanding...

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

In relation to:

Risks [1]

Know how to

- obtain details of (a)

In relation to:

Methods [2]

Know what and why

- identify resources needed to implement risk reduction (c)
- identify activities needed to implement risk reduction (d)

Know how to

- ensure that the risk reduction methods comply with regulations and guidelines (f)
- ensure that the risk reduction methods are implemented and maintained (g)
- utilise opportunities to promote the implementation of (h)
- record (i)

Know how to weigh up ideas and make a judgement

- select methods to reduce risks (b) [2]
- specifying the procedures for implementing risk reduction (e)

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- Unit SML4 C03 Control works and health and safety systems to meet project requirements**
(Based on CISC D25.1, D25.2 and D25.3)
- Element C03.1 Manage site preparation** *(Based on CISC D25.1)*
- Element C03.2 Co-ordinate project activities** *(Based on CISC D25.2)*
- Element C03.3 Establish, implement and maintain systems for managing project health, safety and welfare** *(Based on CISC D25.3)*

Unit commentary

This unit is about implementing:

Your competence to ensure that the site is suitable for work to be carried out and that systems are put in place enabling effective and safe project construction operations.

Element 3.1 Site set up

The pre-start and ongoing planning, and implementation of arrangements at the place of work to ensure safe and secure operations.

Element 3.2 Co-ordination

Evaluation of information and providing all workplace personnel with detail of their job responsibilities. Planning, organising and controlling site resources to meet planned and unplanned situations.

Element 3.3 Health, safety and welfare

Developing, implementing, monitoring and reviewing the conditions for a safe and healthy workplace. Ensuring that personnel are aware of their responsibilities and have access to necessary equipment and resources for welfare and safe and healthy working. Encouraging a culture of health, safety and welfare on site.

Unit SML4 C03 Control works and health and safety systems to meet project requirements

Element SML4 C03.1 Manage site preparation (*Based on CISC Standard D25.1 Co-ordinate site preparation*)

The Performance Criteria – this involves...

- a Identifying any **special considerations**, recording them and passing them on to people who may be affected by them
- b Identifying any **factors which might compromise the proposed works**, describing and summarising them accurately, and passing on the information to the appropriate authorities
- c Identifying access and egress points for the site and works which are the most convenient for works traffic and which minimise disruption
- d Ensuring that accurate details about the proposed works are given to the utility and emergency services
- e Ensuring that arrangements for adequate site security are made before work starts, and whilst working on the site
- f planning the **site layout for operational purposes** and passing on information about the plans to the people who will be working on the site
- g Planning the storage and use of materials and components so that materials handling and movement is efficient and wastage is minimised
- h Ensuring that notices which provide accurate information to the public and which conform to statutory requirements are sited and maintained

The Range...

- 1 **Special considerations**: occupiers; near neighbours; public access; vehicular access; environmental considerations
- 2 **Factors which might compromise the proposed works**: site conditions; statutory regulations and limitations; codes of practice; health and safety; hazards; trespass
- 3 **Site layout for operational purposes**: storage; temporary accommodation; work areas; plant; temporary services; access; security

**Element SML4 C03.1 Manage site preparation (Based on CISC Standard D25.1
Co-ordinate site preparation)**

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Records of special considerations and factors which might compromise the proposed works which have been identified (a,b) [1,2]
- 2 Records showing access and egress points (c)
- 3 Correspondence with the utility and emergency services (d)
- 4 Records of arrangements made for site security (e,h)
- 5 Plans of the site layout (f,h) [3]
- 6 Plans for the storage and use of materials and components (g) [3]

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

Process Evidence:

Not applicable

**Element SML4 C03.1 Manage site preparation (Based on CISC Standard D25.1
Co-ordinate site preparation)**

The Evidence – knowledge and understanding...

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

In relation to:

Special considerations affecting site operations [1]

Know what and why

- identify (a)

Know how to

- record and pass on (a)

In relation to:

Factors which might compromise the proposed works [2]

Know what and why

- identify (b)
- describe (b)

Know how to

- summarise and pass on information (b)
- ensure details about works are given to utility and emergency services (d)
- ensure arrangements for site security are made (e)

In relation to:

Site layout for operational purposes [3]

Know what and why

- identify access and egress points (c)

Know how to

- pass on information (f)
- ensure notices are sited and maintained (h)

Know how to bring together in order that something can be decided or acted upon

- plan (f)
- plan storage and use of materials (g)

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Unit SML4 C03 Control works and health and safety systems to meet project requirements

Element SML4 C03.2 Co-ordinate project activities

(Based on CISC Standard D25.2 Co-ordinate work control)

The Performance Criteria – this involves...

- a Assembling and reviewing relevant information which was used in the preparation of the project plan, clarifying any information which is not clear and updating it for production planning purposes
- b Giving adequate notice to all the people who will be affected about when the work will start, how long it will take and when it will finish, and confirming all the dates in writing
- c Agreeing a programme and methods with the people who will be doing the work
- d Identifying, recording and obtaining design and planning information requirements before work starts
- e Organising attendance on sub-contractors in accordance with contractual agreements
- f Planning and obtaining sufficient **resources** of the appropriate type which will meet the project requirements and timescales
- g Organising and controlling the site and **resources** so that conditions are safe, the site is tidy and creates a favourable image of the organisation, its products and its services
- h Developing plans to meet **special requirements** and contingencies which are sufficient to minimise disruption to those likely to be affected by the works programme
- i Identifying, communicating and monitoring necessary consequent actions and responsibilities for implementation

The Range...

- 1 **Resources:** personnel; plant and equipment; materials and components; sub-contractors; information
- 2 **Special requirements – relating to:** occupiers; near neighbours; public access; vehicular access; environmental considerations; site conditions; statutory regulations and limitations; codes of practice; health and safety; hazards; trespass

Element SML4 C03.2 Co-ordinate project activities

(Based on CISC Standard D25.2 Co-ordinate work control)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Records of project planning information which has been assembled, clarified, and updated for production planning (a)
- 2 Correspondence and notices (b)
- 3 Programmes and methods agreed (c)
- 4 Design information records (d)
- 5 Records of organised attendance on sub-contractors (e)
- 6 Plans for obtaining resources (f) [1]
- 7 Records and inspections reports about the organisation and control of the site and resources (g) [1]
- 8 Plans for special requirements and contingencies (h) [2]
- 9 Records of actions and responsibilities which have been identified, communicated and monitored (i)

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

Process Evidence:

Not applicable

Element SML4 C03.2 Co-ordinate project activities

(Based on CISC Standard D25.2 Co-ordinate work control)

The Evidence – knowledge and understanding...

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

In relation to:

Resources for work activities [1]

Know what and why

- identify design information requirements (d)
- identify necessary consequent actions and responsibilities for implementation (i)

Know how to

- assemble and clarify project plan information (a)
- update project plan information for production planning purposes (a)
- give and confirm notice about contract timing (b)
- record and obtain design information requirements (d)
- obtain resources (f)
- communicate necessary consequent actions and responsibilities for implementation (i)

Know how to examine in order to understand, explain or predict

- review project plan information (a)
- monitor necessary consequent actions and responsibilities for implementation (i)

Know how to bring together in order that something can be decided or acted upon

- organise attendance on sub-contractors (e)
- plan resources (f)
- organise sites and resources (g)

Know how to weigh up ideas and make a judgement

- agree programmes and methods (c)
- control sites and resources (g)

In relation to:

Special requirements affecting work [2]

Know how to bring together in order that something can be decided or acted upon

- develop plans to meet (h)

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Unit SML4 C03 Control works and health and safety systems to meet project requirements

Element SML4 C03.3 Establish, implement and maintain systems for managing project health, safety and welfare (*Based on CISC Standard D25.3 Implement and maintain systems for managing project health, safety and welfare*)

The Performance Criteria – this involves...

- a Allocating health, safety and welfare responsibilities which are consistent with the contract, **statutory requirements**, organisational policy and the specific requirements of the project and inducting **site personnel** on their responsibilities
- b Ensuring that accurate **statutory notices** and hazard warnings are arranged and posted which are appropriate to construction operations and the project environment
- c Ensuring that appropriate and sufficient **health, safety and welfare equipment and resources** are allocated to the site
- d Ensuring the appointment of qualified first aiders and that **site personnel** are briefed about first aid arrangements
- e Maintaining welfare provisions which meet the project, contractual and **statutory requirements**
- f Developing and implementing systems which meet **statutory requirements** for identifying and reducing hazards and reporting accidents and emergencies
- g Checking health, safety and welfare systems regularly, in accordance with **statutory requirements**, and identifying and recording any special site conditions and examples which do not comply with regulations
- h Identifying and recommending opportunities for improving the health and safety of the work environment
- i Implementing and monitoring traffic management in accordance with safe working practice
- j Dealing with breaches in health, safety and welfare requirements promptly and in line with organisational and legal requirements
- k Encouraging a culture of health, safety and welfare on site

The Range...

- 1 **Statutory requirements:** health, safety and welfare legislation; recognised industry codes of practice
- 2 **Site personnel:** staff; operatives; craft; sub-contractors; third parties; site visitors; client/client's representative
- 3 **Statutory notices:** prescribed notices; Certificate of Insurance (Employer Liability Act); site safety signs
- 4 **Health, safety and welfare equipment and resources:** protective clothing; protective equipment; first aid facilities; welfare facilities; storage and security of materials and equipment; accident and incident reporting; fire fighting equipment; provision of health, safety and welfare training

Element SML4 C03.3 Establish, implement and maintain systems for managing project health, safety and welfare (Based on CISC Standard D25.3 Implement and maintain systems for managing project health, safety and welfare)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Records of health, safety and welfare responsibility allocations (a) [1,2] which include:
 - staff inductions (a) [2]
 - encouragement of a culture of health, safety and welfare (k)
- 2 Records showing the posting of statutory notices and hazard warnings (b) [3]
- 3 Records of the safety and welfare equipment and resources which have been allocated and maintained (c,e) [4]
- 4 Records showing the appointment of first aiders and first aid briefing (d) [4]
- 5 Systems developed and implemented for identifying and reducing hazards and reporting accidents and emergencies (f) [1] which include:
 - records of checks identified, special site conditions and examples of non-compliance (g)
 - recommendations for improvements (h)
 - implemented and monitored traffic management (i)
 - breaches in requirements dealt with (j)

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

Process Evidence:

Not applicable

Element SML4 C03.3 Establish, implement and maintain systems for managing project health, safety and welfare (Based on CISC Standard D25.3 Implement and maintain systems for managing project health, safety and welfare)

The Evidence – knowledge and understanding...

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

In relation to:

Statutory requirements on health, safety and welfare [1]

Know what and why

- identify special site conditions and non compliance (g)
- identify opportunities for improving health and safety of work environments (h)

Know how to

- allocate health, safety and welfare responsibilities (a)
- implement systems for identifying and reducing hazards and reporting accidents and emergencies (f)
- check health, safety and welfare systems (g)
- record special site conditions and non compliance (g)
- implement traffic management (i)
- deal with breaches (j)
- encourage a culture of health, safety and welfare (k)

Know how to examine information in order to understand, explain or predict

- monitor traffic management (i)

Know how to bring together in order that something can be decided or acted upon

- develop systems for identifying and reducing hazards and reporting accidents and emergencies (f)
- recommend opportunities for improving health and safety of work environments (h)

In relation to:

Site personnel [2]

Know how to

- induct site personnel on their responsibilities (a)
- brief about first aid arrangements (d) [2]

In relation to:

Statutory notices about health, safety and welfare [3]

Know how to

- ensure that notices and warnings are arranged and posted (b)

In relation to:

Health, safety and welfare equipment and resources [4]

Know how to

- ensure allocation of (c)
- ensure first aiders appointed (d)
- maintain welfare provisions (e)

Unit SML4 C04 Control project quality, progress, costs and information
(Based on CISC D26.1, D31.1, D31.3, D31.4 and D31.6)

Element SML4 C04.1 Control projects against agreed quality standards
(Based on CISC D31.1)

Element SML4 C04.2 Establish dimensional control *(Based on CISC D26.1)*

Element SML4 C04.3 Control project progress against agreed programmes
(Based on CISC D31.3)

Element SML4 C04.4 Control project costs against agreed budgets
(Based on CISC D31.4)

Element SML4 C04.5 Evaluate feedback information and recommend improvements *(Based on CISC D31.6)*

Unit commentary

This unit is about monitoring and control:

Your competence to control work progress, quality, cost and dimensional accuracy in accordance with planned and specified requirements and to recommend improvements in operational activity.

Element 4.1 Quality

Implementing specified operational quality assurance and control processes and procedures. Making improvements as a result of monitoring and from feedback from others.

Element 4.2 Setting out

Ensuring that the project is set out correctly and regularly and appropriately checked for operational and post completion requirements.

Element 4.3 Progress

Developing and implementing systems to regularly monitor the progress of planned work. It will involve recommending and taking remedial action to make improvements to programmes.

Element 4.4 Cost

Implementing cost control systems, identifying variances and recommending cost savings in executing work.

Element 4.5 Feedback

Obtaining, investigating and evaluating feedback information from operational activities and recommending improvements.

Unit SML4 C04 Control project quality, progress, costs and information

Element SML4 C04.1 Control projects against agreed quality standards (*Based on CISC Standard D31.1 Control contracts against agreed quality standards*)

The Performance Criteria – this involves...

- a Identifying **quality standards** from available information and passing them on to **people responsible** for implementing them before they start work on the project
- b Asking for conflicting **quality standards** to be corrected and notifying decision makers if this is not done within a reasonable time
- c Specifying, clearly and unambiguously, the responsibilities which individuals have for maintaining **quality standards**
- d Setting up **systems** for inspecting and controlling the quality of work and recording the outcomes
- e Ensuring that materials conform to specified requirements
- f Checking, regularly, that methods of construction and the use of materials conform to the design requirements and the specified **quality standards**
- g Identifying work which fails to meet the requirements and specified **quality standards** and implementing corrective action
- h Recommending amendments to the project quality requirements and specifications and recording them accurately
- i Recommending, agreeing and implementing improvements from feedback received

The Range...

- 1 **Quality Standards:** statutory requirements; project specifications; British and international standards; Codes of Practice; Company standards; trade advisory guidance and best practice
- 2 **People responsible:** the client/client's representative; contractors/sub-contractors; consultants; suppliers; craftspeople; operatives
- 3 **Systems:** visual inspection; comparison with design requirements; comparison with standard documentation; checking manufacturers documentation; checking delivery notes; sampling; testing; clerks of works reports; contractors reports; site meetings

Element SML4 C04.1 Control projects against agreed quality standards (Based on CISC Standard D31.1 Control contracts against agreed quality standards)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Records of quality standards identified and passed on (a) [1,2] which include:
 - action on conflicting standards (b) [1]
 - individual responsibilities specified (c) [2]
- 2 Inspection and control system records (d) [3] which include:
 - ensuring materials conformance (e)
 - checks on methods of construction and the use of materials (f)
 - identified work which fails to meet requirements and corrective action implemented (e,f,g) [1,3]

Simulations are considered to be acceptable for producing evidence for the following items that are considered to be rare, but key/critical to demonstrating competence. The following conditions of realism should be present: contingencies; standards and quality specifications; timescales; communication methods and media; information and data

- 3 Records of recommended amendments to project quality requirements (h)
- 4 Records of recommended improvements agreed and implemented (i)

Process Evidence:

Not applicable

Element SML4 C04.1 Control projects against agreed quality standards (Based on CISC Standard D31.1 Control contracts against agreed quality standards)

The Evidence – knowledge and understanding...

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

In relation to:

Quality standards [1]

Know what and why

- identify (a)
- identify non-conforming work (g)

Know how to

- pass on (a) [2]
- ask for conflicting standards to be corrected and notify decision makers if not done (b)
- record amendments to project quality requirements and specifications (h)
- implement improvements from feedback received (i)

Know how to bring together in order that something can be decided or acted upon

- recommend amendments to project quality requirements and specifications (h)
- recommend improvements from feedback received (i)

Know how to weigh up ideas and make a judgement

- specify responsibilities for maintaining (c)
- agree improvements from feedback received (i)

In relation to:

Systems for inspecting and controlling quality of work and recording outcomes [3]

Know how to

- record outcomes (d)
- ensure materials' conformance (e)
- check methods of construction and use of materials conformance (f)
- implement corrective action regarding non-conforming work (g)

Know how to bring together in order that something can be decided or acted upon

- set up (d)

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Unit SML4 C04 Control project quality, progress, costs and information

Element SML4 C04.2 Establish dimensional control (*Based on CISC Standard D26.1 Establish dimensional control criteria*)

The Performance Criteria – this involves...

- a Ensuring that available survey information is obtained and that it is up to date, relevant and accurate and resolving any **problems**
- b Correlating information on construction and installation which is relevant to the setting-out of the project
- c Reviewing **variations** between the specified and the actual site dimensions, recording them accurately and circulating them to decision makers
- d Ensuring that, when setting out **reference markers**, they are suitably placed and accurate, and protected from movement or removal
- e Ensuring that the selecting and maintaining of **measuring and recording equipment** meets the specified accuracy criteria
- f Recording any **setting out information** which may be of later use, and storing it securely so that it is available when needed

The Range...

- 1 **Problems**: unclear and missing information; inconsistencies between documents; errors
- 2 **Variations**: boundaries; levels; locations
- 3 **Reference markers**: ground stations; base lines; benchmarks
- 4 **Measuring and recording equipment**: mechanical; optical; electronic
- 5 **Setting out information**: dimensions; locations; levels (including inaccuracies and deviations)

Element SML4 C04.2 Establish dimensional control (Based on CISC Standard D26.1 Establish dimensional control criteria)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Records of survey information which has been obtained and problems resolved (a) [1]
- 2 Records of construction and installation information which has been correlated (b)
- 3 Records of variances which have been reviewed and circulated (c) [2]
- 4 Records of reference markers which have been set (d) [3]
- 5 Records of the measuring and recording equipment which has been selected and maintained (e) [4]
- 6 Records of setting out information (f) [5]

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

Process Evidence:

Not applicable

Element SML4 C04.2 Establish dimensional control (Based on CISC Standard D26.1 Establish dimensional control criteria)

The Evidence – knowledge and understanding...

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

In relation to:

Problems with survey information [1]

Know how to

- ensure survey information is obtained, up to date, relevant and accurate (a)

Know how to bring together in order that something can be decided or acted upon

- resolve problems with survey information (a)

In relation to:

Variations between specified and actual site dimensions [2]

Know how to

- record and circulate (c)

Know how to examine information in order to understand, explain or predict

- review (c)

In relation to:

Reference markers for setting out [3]

Know how to

- ensure they are suitably placed, accurate, and protected (d)

In relation to:

Measuring and recording equipment [4]

Know how to

- ensure the selecting and maintaining meets criteria (e)

In relation to:

Setting out information [5]

Know how to

- record and store (f)

Know how to bring together in order that something can be decided or acted upon

- correlate construction and installation information for setting out (b)

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Unit SML4 C04 Control project quality, progress, costs and information

Element SML4 C04.3 Control project progress against agreed programmes (Based on CISC Standard D31.3 Control contract progress against agreed programmes)

The Performance Criteria – this involves...

- a Developing and implementing **systems to monitor and record** the progress of the project against the agreed **programmes**, collecting information regularly and summarising it accurately
- b Identifying inadequately and inappropriately specified **resources**, informing decision makers and specifying and obtaining alternative resources
- c Ensuring that any **variations** are identified and quantified from planned progress which have occurred, or which may occur, and which could disrupt the **programme**
- d Investigating the circumstances of any **variations** thoroughly and agreeing and implementing appropriate **corrective action**
- e Recommending options which are most likely to minimise increases in cost and time and help the contract progress, and passing these on to **people who have an interest**
- f Regularly informing decision makers about progress, changes to the operational programme, **resources** needs, and suggesting the decisions and actions that need to be taken
- g Recommending, agreeing and implementing improvements from feedback received

The Range...

- 1 **Systems to monitor and record**: visual inspection; resource records; clerk of works' reports; contractors' reports; certified payments; written and graphical records of actual work against programmed work; site meetings
- 2 **Programmes**: bar charts; network analysis/critical activities; action lists; method statements
- 3 **Resources**: personnel; plant and equipment; materials and components; finance; time; specialist services; public utility services; information
- 4 **Variations**: resource shortages; design problems and constraints; industrial disputes; lack of essential construction information; construction errors; inclement weather; physical (site) constraints
- 5 **Corrective action**: restore progress in accordance with agreed programme; agree new completion dates; overcoming untenable work; securing additional resources; altering planned work
- 6 **People who have an interest**: the client/client's representative; contractors/subcontractors; consultants; suppliers; operatives

**Element SML4 C04.3 Control project progress against agreed programmes
(Based on CISC Standard D31.3 Control contract progress
against agreed programmes)**

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Progress monitoring and recording systems (a) [1,2] which include:
 - collected and summarised information (a)
 - records showing the monitoring of resources (b) [3]
 - informing decision makers about progress, changes to the operational programme, resource needs, decisions and actions that need to be taken (f)
- 2 Records of identified and quantified variations and the action implemented (c) [4] which include:
 - investigations and implemented corrective action (d) [5]
- 3 Correspondence dealing with recommended options and improvements (f,g) [6]

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

Process Evidence:

Not applicable

Element SML4 C04.3 Control project progress against agreed programmes
(Based on CISC Standard D31.3 Control contract progress against agreed programmes)

The Evidence – knowledge and understanding...

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

In relation to:

Systems to monitor and record progress against programmes [1]

Know how to

- implement (a)
- collect and summarise progress information (a) [2]
- inform about progress, programmes and changes (f)
- implement improvements from feedback (g)

Know how to bring together in order that something can be decided or acted upon

- develop (a)
- suggest decisions and actions needed (f)
- recommend improvements from feedback (g)

Know how to weigh up ideas and make a judgement

- agree improvements from feedback (g)

In relation to:

Resources [3]

Know what and why

- identify inadequately and inappropriately specified (b)

Know how to

- inform about inadequate and inappropriately specified (b)
- obtain alternative (b)

Know how to weigh up ideas and make a judgement

- specify alternative (b)

In relation to:

Variations from planned progress [4]

Know how to

- ensure variations are identified and quantified (c)
- pass on recommendations (e) [6]

Know how to examine in order to understand, explain or predict

- investigate circumstances of (d)

Know how to bring together in order that something can be decided or acted upon

- recommend options to minimise increases in cost and time and help progress (e)

In relation to:

Corrective action [5]

Know how to

- implement (d)

Know how to bring together in order that something can be decided or acted upon

- suggest decisions and actions needed (f)

Know how to weigh up ideas and make a judgement

- agree (d)

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Unit SML4 C04 Control project quality, progress, costs and information

Element SML4 C04.4 Control project costs against agreed budgets (Based on CISC Standard D31.4 Control contract costs against agreed budgets)

The Performance Criteria – this involves...

- a Implementing appropriate **project cost control systems** which are able to provide early warning of problems
- b Ensuring that **cost data** is collected regularly and passing it on to the people who need it in time for them to be able to use it
- c Ensuring that accurate **cost data** is prepared and presenting it in a format which will help people to make decisions
- d Investigating any variations thoroughly and agreeing and implementing appropriate **corrective action** with decision makers
- e Developing and implementing systems and processes for identifying **opportunities for cost savings** and recommending them to decision makers
- f Identifying realistic **opportunities for cost savings**, costing them correctly and recommending them to **people who have an interest**

The Range...

- 1 **Project cost control systems**: contractual procedures and meetings; operational procedures and meetings
- 2 **Cost data**: material costs; plant costs; labour costs; sub-contractor costs; periodic valuations; retention sums; performance information; contract programme and progress
- 3 **Corrective action**: regulating expenditure/resources to conform with budgets; agreeing additional costs
- 4 **Opportunities for cost saving**: waste reduction; resource management and logistics; applications of new technology; energy management; recyclable materials; alternative sources and types of materials; plant and labour which meet project requirements; variations in specification
- 5 **People who have an interest**: the client/client's representative; contractors; consultants/sub-contractors; suppliers; operatives

Element SML4 C04.4 Control project costs against agreed budgets (*Based on CISC Standard D31.4 Control contract costs against agreed budgets*)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Project cost control systems (a) which include:
 - records of cost data collection (b) [2]
 - presented cost data (c) [2]
- 2 Records of investigations and the corrective action agreed and implemented (d) [3]
- 3 Systems and processes for identifying opportunities for cost-savings which have been developed, implemented, costed and recommended (e,f) [4,5]

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

Process Evidence:

Not applicable

Element SML4 C04.4 Control project costs against agreed budgets (Based on CISC Standard D31.4 Control contract costs against agreed budgets)

The Evidence – knowledge and understanding...

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

In relation to:

Project cost control systems [1]

Know how to

- implement (a)

In relation to:

Project cost data [2]

Know how to

- ensure data is collected and passed on (b)
- ensure data is prepared and presented (c)

In relation to:

Corrective action to restore costs and expenditure to budget [3]

Know how to

- implement (d)

Know how to examine in order to understand, explain or predict

- investigate variations (d)

Know how to weigh up ideas and make a judgement

- agree (d)

In relation to:

Opportunities for cost saving [4]

Know what and why

- identify (f)

Know how to

- implement systems and processes for identifying (e)

Know how to examine in order to understand, explain or predict

- cost savings (f)

Know how to bring together in order that something can be decided or acted upon

- develop and recommend systems and processes for identifying (e)
- recommend cost savings (f) [5]

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Unit SML4 C04 Control project quality, progress, costs and information

Element SML4 C04.5 Evaluate feedback information and recommend improvements *(Based on CISC Standard D31.6 Obtain and evaluate feedback information and make improvements)*

The Performance Criteria – this involves...

- a Promoting the value of making **improvements from feedback** and encouraging all those involved in the project to cooperate and obtain feedback information
- b Identifying and agreeing the areas to focus on for making **improvements from feedback**
- c Obtaining, investigating and evaluating **feedback information** from all relevant methods and sources
- d Recommending **improvements from feedback** received and justifying the recommendations to decision makers
- e Summarising changes and **improvements from feedback** which have been agreed and promoting them for adoption and use

The Range...

- 1 **Improvements from feedback:** management procedures; working arrangements; communications; quality control; operational appraisal; performance in use

Element SML4 C04.5 Evaluate feedback information and recommend improvements (Based on CISC Standard D31.6 Obtain and evaluate feedback information and make improvements)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Correspondence and records which show the promotion of the value of making improvements from feedback and encouragement to cooperate and obtain feedback information (a) [1]
- 2 Records of justified recommendations of improvements from feedback (d) [1] which include:
 - identified areas of focus (b) [1]
 - feedback information obtained, investigated and evaluated (c) [1]
- 3 Summaries of changes and promoted improvements (e) [1]

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

Process Evidence:

Not applicable

Element SML4 C04.5 Evaluate feedback information and recommend improvements (Based on CISC Standard D31.6 Obtain and evaluate feedback information and make improvements)

The Evidence – knowledge and understanding...

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

In relation to:

Areas for improvement from feedback [1]

Know what and why

- identify areas to focus on (b)

Know how to

- encourage co-operation (a)
- encourage those involved to obtain (a)
- obtain feedback information (c)
- summarise agreed changes and improvements (e)

Know how to examine in order to understand, explain or predict

- investigate feedback information (c)

Know how to bring together in order that something can be decided or acted upon

- promote the value of (a)
- recommend improvements (d)
- promote adoption of agreed changes and improvements (e)

Know how to weigh up ideas and make a judgement

- agree areas to focus on (b)
- evaluate feedback information (c)
- justify recommendations (d)

Unit SML4 C05 Manage the performance of teams and individuals
[MSC Unit C13 (Based on CISC F44.1, F44.2, F44.3 and F44.4)]

Element SML4 C05.1 Allocate work to teams and individuals *[MSC Unit C13.1 (Based on CISC F44.1)]*

Element SML4 C05.2 Agree objectives and work plans with teams and individuals *[MSC Unit C13.2 (Based on CISC F44.2)]*

Element SML4 C05.3 Assess the performance of teams and individuals *[MSC Unit C13.3 (Based on CISC F44.3)]*

Element SML4 C05.4 Provide feedback to teams and individuals on their performance *[MSC Unit C13.4 (Based on CISC F44.4)]*

Unit commentary

This unit originates from the Standards developed by the Management and Enterprise National Training Organisation (MSC C13.1,2,3,4). As such its format differs slightly from other units in the qualification.

This unit is about teams and individuals:

Your competence to develop team skills, an individual's knowledge and self-improvement to ensure the best possible performance.

Element 5.1 Work and responsibilities

Enabling teams and individuals to have input into recommendations regarding the allocation of work activities.

Element 5.2 Objectives and work plans

Allowing others to have commitment to developing and up-dating objectives and work plans by taking into account individual abilities and needs and through providing advice and guidance.

Element 5.3 Performance

Assessing and monitoring performance of teams and individuals.

Element 5.4 Feedback

Encouraging others to develop and improve performance through providing appropriate and constructive feedback.

Unit SML4 C05 Manage the performance of teams and individuals

Element SML4 C05.1 Allocate work to teams and individuals (*Based on CISC Standard F44.1 Allocate work to teams and individuals*)

The Performance Criteria – this involves...

- a Giving opportunities to your team members to recommend how you should **allocate** work within the team
- b **Allocating** work to make the best use of your team's resources and the abilities of all its members
- c **Allocating** work to provide your team members with suitable learning opportunities to meet their personal development objectives
- d **Allocating** work to be consistent with your team's objectives, and the objectives, policies and values of your organisation
- e Defining clearly the responsibilities of your team and its individual members, and the limits of their authority
- f Providing sufficient **information** on your **allocation** of work in a manner and at a level and pace appropriate to the individuals concerned
- g Confirming team and individual understanding of, and commitment to, work **allocations** at appropriate intervals
- h Reaching agreement with **relevant people** on the prioritisation of objectives or reallocation of resources where team resources are insufficient
- i Informing your team and its members of changes to work **allocations** in a way which minimises the impact on time, cost and inconvenience

The Range...

- 1 **Allocation contexts:** normal working; emergencies
- 2 **Information:** spoken; written; graphical
- 3 **Relevant people:** team members; colleagues working at the same level as yourself; higher-level managers or sponsors; customers; suppliers

Element SML4 C05.1 Allocate work to teams and individuals (Based on CISC Standard F44.1 Allocate work to teams and individuals)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

You must prove that you allocate work to teams and Individuals to the National Standard of competence.

To do this, you must provide evidence to convince your Assessor that you consistently meet all the performance criteria.

You must show evidence that you make allocations covering both of the allocation contexts [1]

You must show evidence that you can provide at least two of the types of information [2]

You must, however, convince your assessor that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all types of information and relevant people [1,2]

You must show evidence that you reach agreement with at least two of the types of relevant people [3]

Your evidence must be the result of real work activities undertaken by yourself. Evidence from simulated activities is only acceptable for performance criterion (h) in this Element.

Element SML4 C05.1 Allocate work to teams and individuals (Based on CISC Standard F44.1 Allocate work to teams and individuals)

The Evidence – knowledge and understanding...

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

Communication (e) [2]

- the importance of defining and communicating team and individual responsibilities clearly
- how to communicate team and individual responsibilities clearly to those involved
- how to develop and present work plans using spoken, written and graphical means.

Delegation (b,c,d) [1]

- the importance of the effective allocation of work to your team's performance and your role and responsibilities in relation to this
- the factors which you need to consider when allocating work to individuals within the team
- how to match the allocation of work to learning needs and individual development plans
- how to prioritise and re-prioritise work allocations according to resource availability
- how your changes to work allocations and negotiations around them can impact on cost, time and convenience.

Involvement and motivation (a) [2]

- why your team members should have the opportunity to recommend work allocations
- how to encourage and enable team members to provide suggestions on the allocation of work and be committed to their responsibilities

Organisational context (h) [3]

- your team objectives, and the organisational policies and values which have a bearing on the allocation of work within your team
- the relevant people with whom negotiations on the allocation of resources need to take place

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Unit SML4 C05 Manage the performance of teams and individuals

Element SML4 C05.2 Agree objectives and work plans with teams and individuals *(Based on CISC Standard F44.2 Agree objectives and work plans with teams and individuals)*

The Performance Criteria – this involves...

- a Giving opportunities to your **team members** to help define their own **objectives and work plans**
- b Developing **objectives and work plans** which are consistent with team and organisational objectives and agree these with all personnel in your area of responsibility
- c Developing **objectives, work plans** and schedules that are realistic and achievable within organisational constraints
- d Developing **objectives and work plans** that take account of **team members'** abilities and development needs
- e Explaining the **objectives and work plans** in sufficient detail and at a level and pace appropriate to your individual **team members**
- f Confirming team and individual understanding of, and commitment to, **objectives and work plans** at appropriate intervals
- g Providing advice and guidance on how to achieve objectives in sufficient detail and at times appropriate to the needs of teams and individuals
- h Updating the **objectives and work plans** regularly to take account of any individual, team and organisational changes

The Range...

- 1 **Team member:** people for whom you have line responsibility; people for whom you have functional responsibility
- 2 **Objectives and work plans:** short-term; medium-term; long-term
- 3 **Organisational constraints:** organisational objectives; organisational policies; resources

Element SML4 C05.2 Agree objectives and work plans with teams and individuals (Based on CISC Standard F44.2 Agree objectives and work plans with teams and individuals)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

You must prove that you agree objectives and work plans with teams and individuals to the National Standard of competence.

To do this, you must provide evidence to convince your Assessor that you consistently meet all the performance criteria.

You must show evidence that you involve and plan work with at least one of the types of team member [1]

You must show evidence that you agree at least two of the types of objectives and work plans [2]

You must convince your assessor that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all types of team member, and objectives and work plans [1,2]

You must show evidence that you take account of all types of organisational constraints [3]

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

The Evidence – knowledge and understanding...

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

Communication (e,f) [2]

- the importance of good communication when explaining objectives and work plans.

Involvement and motivation (a,g) [2]

- the importance of consulting with team members and achieving consensus and agreement on objectives and work plans
- how to encourage and enable team members to define their own work objectives and plans
- how to gain the commitment of team members to objectives and work plans
- the types of issues on which your team members may need advice and guidance.

Organisational context [3]

- the organisational objectives and constraints which have a bearing on objectives and work plans.

Planning (b,c,d,h) [3]

- how to identify and devise objectives and work plans for the short, medium and long term
- the importance of agreeing objectives and work plans which are realistic and achievable
- how to match objectives and work plans with individuals' abilities and development needs
- the importance of regularly updating objectives and work plans
- the difference between someone who is within the manager's line management control and someone for whom the manager has functional responsibility, and the implications this difference may have for planning work

Unit SML4 C05 Manage the performance of teams and individuals

Element SML4 C05.3 Assess the performance of teams and individuals (*Based on CISC Standard F44.3 Assess the performance of teams and individuals*)

The Performance Criteria – this involves...

- a Explaining clearly the **purpose of monitoring and assessment** to all those involved
- b Giving opportunities to teams and individuals to **monitor and assess** their own performance against objectives and work plans
- c **Monitoring** the performance of teams and individuals at times most likely to maintain and improve effective performance
- d Assessing the performance of teams and individuals based on sufficient, valid and reliable **information**
- e Carrying out your **assessments** objectively, against clear, agreed criteria
- f Assessing, taking due account of the personal circumstances of team members and the **organisational constraints** on their work

The Range...

- 1 **Purpose:** assuring that objectives have been achieved; assuring that quality and customer requirements have been met; appraising team or individual performance; assessing performance for reward; recognising competent performance and achievement
- 2 **Monitoring and assessment:** specific to one activity or objective; general to overall performance of the team or individual
- 3 **Information:** qualitative; quantitative
- 4 **Organisational constraints:** organisational objectives; organisational policies; resources

Element SML4 C05.3 Assess the performance of teams and individuals (Based on CISC Standard F44.3 Assess the performance of teams and individuals)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

You must prove that you assess the performance of teams and Individuals to the National Standard of competence.

To do this, you must provide evidence to convince your Assessor that you consistently meet all the performance criteria.

You must show evidence that your assessments have at least two of the types of purpose [1]

You must show evidence that you use at least one of the types of monitoring and assessment [2]

You must, however, convince your assessor that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all types of purpose, monitoring and assessment [1,2]

You must show evidence that you use both of the types of information [3]

You must show evidence that you take account of all the types of organisational constraints [4]

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

Element SML4 C05.3 Assess the performance of teams and individuals (Based on CISC Standard F44.3 Assess the performance of teams and individuals)

The Evidence – knowledge and understanding...

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

Communication (a) [1,2]

- the importance of being clear yourself about the purpose of monitoring and assessment and communicating this effectively to those involved.

Continuous improvement (a,c,d,e,f) [1,2,3,4]

- the importance of monitoring and assessing the ongoing performance of teams and individuals
- different purposes of work monitoring and assessment
- how to make fair and objective assessments
- how to monitor and assess the performance of teams and individuals
- the standards against which work is to be assessed
- the information needed to assess the performance of teams and individuals.

Information handling [3]

- how the necessary information should be gathered and validated.

Involvement and motivation (b) [2]

- the importance of providing opportunities to team members to monitor and assess their own work, and how to enable this.

Organisational context [4]

- the organisational constraints which may affect the achievement of objectives.

Providing support (f)

- the types of personal circumstances which may impact on individual performance

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Unit SML4 C05 Manage the performance of teams and individuals

Element SML4 C05.4 Provide feedback to teams and individuals on their performance (*Based on CISC Standard F44.4 Provide feedback to teams and individuals on their performance*)

The Performance Criteria – this involves...

- a Providing **feedback** to teams and individuals in a **situation** and in a form and manner most likely to maintain and improve their performance
- b Providing **feedback** that is clear, and is based on your objective assessment of their performance against agreed objectives
- c Providing **feedback** that acknowledges your team members' achievement
- d Providing **feedback** to your team members with constructive suggestions and encouragement for improving future performance against their work and development objectives
- e Providing **feedback** in a way that shows respect for individuals and the need for confidentiality
- f Giving opportunities to teams and individuals to respond to **feedback**, and to recommend how they could improve their performance in the future

The Range...

- 1 **Types of feedback:** positive; negative
- 2 **Forms of feedback:** spoken; written
- 3 **Situation:** during normal day-to-day activities; when required to maintain motivation, morale and effectiveness; during formal appraisals; at team meetings and briefings; during confidential discussions of work

Element SML4 C05.4 Provide feedback to teams and individuals on their performance (Based on CISC Standard F44.4 Provide feedback to teams and individuals on their performance)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

You must prove that you provide feedback to teams and Individuals to the National Standard of competence.

To do this, you must provide evidence to convince your Assessor that you consistently meet all the performance criteria.

You must show evidence that you provide both of the types of feedback [1]

You must show evidence that you provide both of the forms of feedback [2]

You must show evidence that you give feedback in at least three of the types of situation [3]

You must convince your assessor that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all types of situation [3]

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

The Evidence – knowledge and understanding...

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

Communication (a,e) [1,2]

- the importance of good communication skills when providing feedback
- how to provide both positive and negative feedback to team members on their performance
- how to choose an appropriate time and a place to give feedback to teams and individuals
- how to provide feedback in a way which encourages your team members to feel that you respect them.

Continuous improvement (b)

- the importance of providing clear and accurate feedback to your team members on their performance and your role and responsibilities in relation to this.

Information handling (e)

- the principles of confidentiality when providing feedback – which people should receive which pieces of information.

Involvement and motivation (d,f) [1]

- how to motivate team members and gain their commitment by providing feedback
- the importance of being encouraging when providing feedback to team members and showing respect for those involved
- the importance of providing constructive suggestions on how performance can be improved
- the importance of giving those involved the opportunity to provide suggestions on how to improve their work

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Unit SML4 C06 Chair and participate in meetings
[MSC D3 (Based on CISC F28.4 and F28.5)]

Element SML4 C06.1 Chair meetings [MSC D3.1 (Based on CISC F28.4)]

Element SML4 C06.2 Participate in meetings [MSC D3.2 (Based on CISC F28.5)]

Unit commentary

This unit originates from the Standards developed by the Management and Enterprise National Training Organisation (MSC Unit D3.1,2). As such its format differs slightly from other units in the qualification.

This unit is about meetings:

Your competence to chair and participate in meetings.

Element 6.1 Chairing

Providing prior notice, information, objectives and time allocation for discussion. Also allowing for contribution, summarisation and communication of outcomes. This Element originates from the Standards developed by the Management and Enterprise National Training Organisation. As such its format differs slightly from other Elements in the qualification.

Element 6.2 Participating

Preparation and contribution to and communication at meetings. This Element originates from the Standards developed by the Management and Enterprise National Training Organisation. As such its format differs slightly from other Elements in the qualification.

Unit SML4 C06 Chair and participate in meetings

Element SML4 C06.1 Chair meetings (*Based on CISC Standard F28.4 Chair meetings*)

The Performance Criteria – this involves...

- a Giving people, appropriate to the **purpose** of the **meeting**, sufficient notice and information to allow them to contribute effectively
- b Agreeing with everyone attending the **meeting**, the objectives of the **meeting** at the start
- c Allocating discussion time to topics in a way which is consistent with their importance, urgency and complexity
- d Using a style of leadership that helps those attending the **meeting** to make useful contributions
- e Discouraging unhelpful arguments and digressions
- f Presenting information and providing summaries clearly, at appropriate points during the **meeting**
- g Achieving the **meeting** objectives within the allocated time
- h Agreeing decisions and recommendations that fall within the group's authority
- i Giving clear, accurate and concise information about decisions and recommendations to those who need it
- j Seeking feedback from those attending and using this to improve the effectiveness of future **meetings**

The Range...

- 1 **Purpose:** information giving; consultation; decision making
- 2 **Meeting:** involving people from within your organisation; involving people outside your organisation

Element SML4 C06.1 Chair meetings (Based on CISC Standard F28.4 Chair meetings)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

You must prove that you chair meetings to the National Standard of competence.

To do this, you must provide evidence to convince your Assessor that you consistently meet all the performance criteria.

You must show evidence of leading meetings with all of the types of purpose [1]

You must also show evidence of leading both of the types of meeting [2]

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

The Evidence – knowledge and understanding...

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

Communication (e,f,j) [1]

- how to identify unhelpful arguments and digressions, and strategies which may be used to discourage these
- how to present information during meetings
- how to get and use feedback from others.

Leadership styles (d)

- styles of leadership which can be used to run meetings and how to choose a style according to the nature of the meeting.

Meetings (b,f,g,h,i) [2]

- the value and limitations of meetings as a method of exchanging information and making decisions
- how to determine when meetings are the most effective method of dealing with issues and possible alternatives which may be used
- potential differences between meetings which are internal and those involving people from outside
- the purpose of agendas and how to devise agendas according to the issues, intended outcomes and time available
- the importance of determining the purpose and objectives of meetings and how to do so
- the importance of summarising discussions and decisions during meetings and at what points this is appropriate
- how to manage discussions so that the objectives of the meeting are met within the allocated time
- the importance of ensuring decisions taken are within the authority of the meeting.

Organisational context (a) [2]

- how to determine who are the necessary people to attend the meeting
- procedures to follow when calling meetings and preparing for them

Unit SML4 C06 Chair and participate in meetings

Element SML4 06.2 Participate in meetings (*Based on CISC Standard F28.5 Participate in meetings*)

The Performance Criteria – this involves...

- a Preparing for the **meeting** sufficiently to enable you to participate effectively
- b Consulting with the **people** you are representing sufficiently to allow you to present their views effectively
- c Making contributions to the **meeting** that are clear, concise and relevant
- d Contributing to the **meeting** to help to clarify problems and identify and assess possible solutions
- e Acknowledging and discussing the contributions and viewpoints of others in a constructive manner
- f Giving clear, accurate and concise information about decisions made at the **meeting**, promptly to those who need it

The Range...

- 1 **Meetings:** involving people from within your organisation; involving people outside your organisation
- 2 **People:** individuals; groups

**Element SML4 C06.2 Participate in meetings (Based on CISC Standard F28.5
Participate in meetings)**

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

You must prove that you participate in meetings to the National Standard of competence.

To do this, you must provide evidence to convince your Assessor that you consistently meet all the performance criteria.

You must also show evidence of contributing to both of the types of meetings [1]

You must show evidence of representing both of the types of people [2]

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

The Evidence – knowledge and understanding...

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

Communication (f)

- the information concerning the decisions and recommendations of the meeting which need to be conveyed to others and how to ensure that this has been done effectively.

Meetings (a,b,c,d)

- how to prepare for meetings according to different roles and responsibilities which you may have in relation to the meeting
- the importance of consulting in advance with those you are representing and how to do so
- the importance of making clear, concise and relevant contributions to meetings and how to ensure your contributions meet these criteria
- how to identify and analyse the problems discussed in meetings and make contributions capable of clarifying and resolving these.

Working relationships (e)

- the importance of constructively acknowledging the contributions and viewpoints of others and how to do so

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Unit SML4 C07 Develop constructive working relationships
[MSC C6 (Based on CISC F46.1, F46.2 and F47.1)]

Element SML4 C07.1 Enhance the trust and support of colleagues
[MSC C6.1 (Based on CISC F46.1)]

Element SML4 C07.2 Enhance the trust and support of those to whom you report
[MSC C6.2 (Based on CISC F46.2)]

Element SML4 C07.3 Enhance and maintain relationships with people affected by one's work (Based on CISC F47.1)

Unit commentary

This unit is about working relationships:

Your competence to create and maintain working relationships, reducing the opportunity for conflict to a minimum, with an immediate manager, team members and others.

Element 7.1 Colleagues and team members

Consulting with others regarding proposed activities. Keeping them informed about work and offering them appropriate support when needed. Ensuring they are treated with respect, and that promises are kept with discussions that are open and frank. This Element originates from the Standards developed by the Management and Enterprise National Training Organisation (MSC C6.1). As such its format differs slightly from other Elements in the qualification.

Element 7.2 Those to whom you report

Keeping them informed about activities, plans and any problems, threats or opportunities which arise. Consulting with and clarifying policies and ways of working which resolve any disagreements in a constructive way. This Element originates from the Standards developed by the Management and Enterprise National Training Organisation (MSC C6.2). As such its format differs slightly from other Elements in the qualification.

Element 7.3 People affected by your work

Ensuring that others are kept informed and consulted on those matters which affect their normal lives and well being. Common courtesies in dealing with requests for information and assistance.

Unit SML4 C07 Develop constructive working relationships

Element SML4 C07.1 Enhance the trust and support of colleagues (*Based on CISC Standard F46.1 Enhance the trust and support of colleagues*)

The Performance Criteria – this involves...

- a Consulting with **colleagues** about proposed activities at appropriate times and in a manner which encourages open, frank discussion
- b Keeping **colleagues** informed about organisational plans and activities, emerging threats and opportunities
- c Honouring the commitments you make to **colleagues**
- d Treating **colleagues** in a manner which shows your respect for individuals and the need for confidentiality
- e Giving **colleagues** sufficient support for them to achieve their work objectives
- f Discussing directly with the **colleagues** concerned your evaluation of their work and behaviour

The Range...

- 1 **Colleagues**: those working at the same level as you; those working at a higher level than you; those working at a lower level than you

Element SML4 C07.1 Enhance the trust and support of colleagues (Based on CISC Standard F46.1 Enhance the trust and support of colleagues)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

You must prove that you enhance the trust and support of colleagues to the National Standard of competence.

To do this, you must provide evidence to convince your Assessor that you consistently meet all the performance criteria.

You must show evidence of gaining the trust and support of two of the types of colleagues [1]

You must, however, convince your assessor that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all types of colleagues [1]

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

The Evidence – knowledge and understanding...

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

Communication (a) [1]

- how to consult with colleagues in a way which encourages open and frank discussions
- how to select communication methods appropriate to the issues and contexts
- the importance of effective communication methods to productive working relationships
- the importance of discussing evaluations of output and behaviour at work promptly and directly with those concerned
- how to provide feedback in a way which will lead to a constructive outcome.

Information handling (d) [1]

- the types of information concerning colleagues which need to be treated confidentially and procedures to follow to ensure this.

Organisational context (b) [1]

- the organisational plans and activities, emerging threats and opportunities, which are relevant to the work of colleagues and about which they need to be informed.

Providing support (e) [1]

- the support colleagues may require to achieve their objectives and how to provide such support.

Working relationships (c) [1]

- how people work in groups especially at senior levels within an organisation
- the strategies and styles of working which encourage effective working relationships
- the importance of honouring commitments to colleagues
- the importance of showing respect for colleagues and how to do this

Unit SML4 C07 Develop constructive working relationships

Element SML4 C07.2 Enhance the trust and support of those to whom you report *(Based on CISC Standard F46.2 Enhance the trust and support of those to whom you report)*

The Performance Criteria – this involves...

- a Giving **those to whom you report** timely and accurate reports on activities, progress, results and achievements
- b Giving **those to whom you report** clear and accurate information about emerging threats and opportunities with a degree of urgency appropriate to the situation
- c **Presenting proposals** for action that are clear and realistic
- d **Presenting proposals** for action to **those to whom you report** at appropriate times
- e Making constructive efforts to resolve disagreements and maintain good working relationships where you have disagreements with **those to whom you report**

The Range...

- 1 **Those to whom you report:** an individual; an organisation, board or other authority
- 2 **Present proposals:** spoken; written

**Element SML4 C07.2 Enhance the trust and support of those to whom you report
(Based on CISC Standard F46.2 Enhance the trust and support of those to whom you report)**

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

You must prove that you enhance the trust and support of those to whom you report to the National Standard of competence.

To do this, you must provide evidence to convince your Assessor that you consistently meet all the performance criteria.

You must show evidence that you gain the support of one of those to whom you report [1]

You must also show evidence that you present proposals in one of the forms [2]

You must, however, convince your assessor that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all types of those to whom you report and proposals [1,2]

Your evidence must be the result of real work activities undertaken by yourself. Evidence from simulated activities is acceptable only for performance criterion (e) in this Element.

The Evidence – knowledge and understanding...

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

Communication (a,c) [1,2]

- the importance of keeping those to whom you report informed of activities, progress, results and achievements and how to do this
- how to develop and present proposals in ways which are realistic, clear and likely to positively influence those to whom you report.

Organisational context (b) [1]

- the management structures, lines of accountability and control in your organisation
- the general responsibilities of those to whom you report
- the decision making processes within your organisation
- the types of emerging threats and opportunities about which those to whom you report need to be informed and the degree of urgency attached to these
- the types of organisational policies and ways of working about which you need to consult with those to whom you report, and how to do this.

Working relationships (e) [1]

- strategies and styles of working which encourage effective working relationships
- methods of handling disagreements with those to whom you report in a constructive manner

Unit SML4 C07 Develop constructive working relationships

Element SML4 C07.3 Enhance and maintain relationships with people affected by one's work *(Based on CISC Standard F47.1 Develop and maintain relationships with people affected by one's work)*

The Performance Criteria – this involves...

- a Developing, maintaining and encouraging **working relationships** with people which promote **goodwill and trust**
- b **Informing people** about **work activities** in an appropriate level of detail and with an appropriate degree of urgency
- c **Offering advice** and help to **people** about **work activities** with sensitivity and encouraging questions, requests for clarification and comments
- d **Presenting** proposals for action clearly to **people** at an appropriate time and with the right level of detail for the degree of change, expenditure and risk involved
- e **Clarifying** with **people** objections to proposals and suggesting alternative proposals
- f Resolving conflicts and differences of opinion in ways which minimise offence, and maintain respect
- g Collating information which is relevant to a dispute, within the time limits, identifying potentially inaccurate information and clarifying it with **people** who produced it
- h Disclosing information which is relevant to a dispute only to those who have a right to see it

The Range...

- 1 **Working relationships:** formal; informal
- 2 **People:** employers; clients and customers; users; professional consultants; contractual; general public; community groups; suppliers of products and services
- 3 **Promote goodwill and trust:** demonstrating a duty of care; honouring promises and undertakings; honest relationships; constructive relationships
- 4 **Informing, offering advice, presenting and clarifying:** orally; in writing; using graphics; visual aids
- 5 **Work activities:** progress; results; achievements; emerging threats; opportunities

Element SML4 C07.3 Enhance and maintain relationships with people affected by one's work (Based on CISC Standard F47.1 Develop and maintain relationships with people affected by one's work)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Records of information and advice provided about work activities (a,b,c,f) [1,2,3,4,5]
- 2 Proposals presented, including clarification offered (a,d,e,f) [1,2,3,4]

Simulations are considered to be acceptable for producing evidence for the following items that are considered to be rare, but key/critical to demonstrating competence. The following conditions of realism should be present: contingencies; standards and quality specifications; timescales; relationships with people; types of interaction; communication methods and media; information and data.

- 3 Information which is relevant to a dispute, collated and clarified (g,h)

Process Evidence:

The candidate must produce observed evidence from the workplace covering the following item that is considered to be common and key/critical to demonstrating competence:

- 1 Information, advice and presentations (a,b,c,d,e,f) [all range]

Element SML4 C07.3 Enhance and maintain relationships with people affected by one's work (Based on CISC Standard F47.1 Develop and maintain relationships with people affected by one's work)

The Evidence – knowledge and understanding...

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

In relation to:

Working relationships with people [1,2]

Know how to

- maintain and encourage (a) [3]

Know how to bring together in order that something can be decided or acted upon

- develop (a) [1]
- resolve conflicts and differences of opinion (f)

In relation to:

Advising, informing, presenting and clarifying about work activities [4]

Know what and why

- identify inaccurate dispute information (g)

Know how to

- inform about (b) [5]
- encourage responses (c)
- present proposals for action (d)
- clarify objections to proposals (e)
- collate dispute information (g)
- clarify inaccurate dispute information (g)
- disclose dispute information (h)

Know how to bring together in order that something can be decided or acted upon

- offer advice and help (c) [5]
- suggest alternative proposals (e)

Unit SML4 C08 Enable the development of self and others
(Based on CISC F49.3 and F49.4)

Element SML4 C08.1 Undertake and measure personal development
(Based on CISC F49.3)

Element SML4 C08.2 Enable others to learn and benefit from one's experience
(Based on CISC F49.4)

Unit commentary

This unit is about development of self and others:

Your competence to develop an individual's knowledge skills and to carry out self-improvement to ensure the best possible performance.

Element 8.1 Personal development

Improving the development of self through personal planning, action and review. Measuring and recording achievement against national standards.

Element 8.2 Learning

Encouraging others to adopt appropriate learning techniques, reviewing their learning needs and providing feedback to improve performance.

Unit SML4 C08 Enable the development of self and others

Element SML4 C08.1 Undertake and measure personal development (*Based on CISC Standard F49.3 Undertake personal development in the occupational practice area*)

The Performance Criteria – this involves...

- a Identifying **personal development needs**
- b Identifying relevant **standards of competence** against which **personal development** can be measured
- c Identifying and contacting **sources of support and guidance** for undertaking **personal development**
- d Analysing the current personal level of performance against the identified **standards of competence** and recording a profile of present competence and **personal development needs**
- e Preparing a **development plan** for achieving identified development needs
- f Undertaking **development activities** aimed at achieving identified development needs, reviewing and recording progress and the effectiveness of the activities
- g Measuring achievement of identified development needs and recording evidence of competence gained against the identified **standards of competence**
- h Reviewing the cycle of **personal development** and revising and updating **personal development needs** to suit changing circumstances

The Range...

- 1 **Personal development needs:** preparation for new jobs; intellectual challenge; need for updating; need to provide evidence of professional competence; compliance with employer and professional requirements; career progression; awareness of shortcomings
- 2 **Standards of competence:** job descriptions; professional institution requirements; industry national standards
- 3 **Personal development:** maintenance of existing competence; improvements of existing competence; development of new competence; commitment to professional excellence
- 4 **Sources of support and guidance:** national/industry bodies; professional institutions; education and training providers; in house
- 5 **Development plan includes:** priorities; target dates; development activities
- 6 **Development activities:** formal courses; research; work experience; personal study

Element SML4 C08.1 Undertake and measure personal development (Based on CISC Standard F49.3 Undertake personal development in the occupational practice area)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Personal development plans (e) [5] which include:
 - personal development needs (a) [1]
 - identified standards of competence (b) [2,3]
 - identified sources of support and guidance (c) [3,4]
 - analysis of current personal performance (d) [2]
- 2 Records of development activities undertaken (f) [6]
- 3 Reviews of personal development (h) [3] which include:
 - measured achievement and evidence of competence gained (g) [2]
 - revisions and updates to development plans (h) [1,3]

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

Process Evidence:

Not applicable

Element SML4 C08.1 Undertake and measure personal development (Based on CISC Standard F49.3 Undertake personal development in the occupational practice area)

The Evidence – knowledge and understanding...

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

In relation to:

Personal development needs [3]

Know what and why

- identify needs (a) [1]

Know how to

- revise and update personal development needs (h) [1]

Know how to examine in order to understand, explain or predict

- review personal development (h)

In relation to:

Standards of competence for measuring personal competence [2]

Know what and why

- identify (b)

Know how to

- record profiles of competence and needs (d) [1]
- measure achievement of development needs and record evidence of competence (g)

Know how to examine in order to understand, explain or predict

- analyse personal performance against (d)

In relation to:

Sources of support and guidance for personal development [4]

Know what and why

- identify (c)

Know how to

- contact (c)

In relation to:

Personal development plans [5]

Know how to bring together in order that something can be decided or acted upon

- prepare (e)

In relation to:

Personal development activities [6]

Know how to

- record progress and effectiveness (f)

Know how to examine in order to understand, explain or predict

- review progress and effectiveness (f)

Know how to weigh up ideas and make a judgement

- undertake (f)

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Unit SML4 C08 Enable the development of self and others

Element SML4 C08.2 Enable others to learn and benefit from one's experience (Based on CISC Standard F49.4 Enable others to learn and benefit from one's experience)

The Performance Criteria – this involves...

- a Identifying and offering adequate and appropriate **opportunities** for **others** to learn
- b Selecting and summarising relevant and up to date information about knowledge and practice in a format which is suitable for distribution and for developing learning materials
- c Advising and coaching **others** so that they can identify their current level of competence, their learning needs and targets
- d Selecting and using appropriate **learning techniques and methods** which are suitable to the topic and the needs of the individual
- e Presenting information to **others** using a pace, style and form which is appropriate to their needs
- f Encouraging **others** to ask questions, to ask for clarification and to ask for advice when they need help and during learning activities
- g Reviewing **others'** progress towards agreed objectives and giving realistic and positive feedback on achievements
- h Identifying, through discussion with **others**, areas in which they need help to achieve agreed competence levels and using the information to produce an agreed personal development plan

The Range...

- 1 **Opportunities**: paid time; personal time; office; site, group and mutual collaboration
- 2 **Others**: colleagues; trainees entering the profession; junior colleagues
- 3 **Learning techniques and methods**: attending training and educational programmes; coaching; mentoring; instructing; agreeing work based learning opportunities

Element SML4 C08.2 Enable others to learn and benefit from one's experience
(Based on CISC Standard F49.4 Enable others to learn and benefit from one's experience)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Records of learning opportunities, advice and coaching given (a,c,d) [1,2,3]
- 2 Information summarised for developing learning materials (b)
- 3 Presentations made (e,f) [2]
- 4 Reviews of progress including agreed personal development plans (g,h) [2]

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

Process Evidence:

The candidate must produce observed evidence from the workplace covering the following item that is considered to be common and basic to demonstrating competence:

- 1 Presentations made (e,f) [2]

Element SML4 C08.2 Enable others to learn and benefit from one's experience
(Based on CISC Standard F49.4 Enable others to learn and benefit from one's experience)

The Evidence – knowledge and understanding...

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

In relation to:

Opportunities for others to learn [1]

Know what and why

- identify (a)

Know how to bring together in order that something can be decided or acted upon

- offer (a)

In relation to:

Others who learn and benefit from one's experience [2]

Know what and why

- identify areas in which to achieve competence (h)

Know how to

- use information to produce a development plan (h)

Know how to examine in order to understand, explain or predict

- review progress (g)

Know how to bring together in order that something can be decided or acted upon

- give feedback (g)

In relation to:

Learning techniques and methods [3]

Know how to

- summarise information about knowledge and practice (b)
- use (d)
- present information (e)
- encourage questions and responses (f)

Know how to bring together in order that something can be decided or acted upon

- advise and coach (c)

Know how to weigh up ideas and make a judgement

- select information about knowledge and practice (b)
- select (d)

Option units

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Unit SML4 O09 Manage materials, plant and equipment on site
(Based on CISC D22.1, D23.2, D24.1 and D24.3)

Element SML4 O09.1 Monitor, maintain and improve supplies of materials to meet project requirements *(Based on CISC D22.1)*

Element SML4 O09.2 Identify, allocate and plan the deployment of plant and equipment on site *(Based on CISC D23.2 and D24.1)*

Element SML4 O09.3 Monitor the use of plant and equipment on site *(Based on CISC D24.3)*

Unit commentary

This is an option unit designed for those operating in construction contracting site management.

This unit is about physical resource management:

Your competence to deploy and monitor the use of planned levels of physical resources to meet programmed site operations.

Element 9.1 Materials supply

Managing the purchasing plan in accordance with the project requirements including evaluating the performance of the supply chain in order to make improvements.

Element 9.2 Plant and equipment deployment

Specifying and planning for the necessary plant and equipment and ensuring it is available for building operations. Setting up systems and briefing site staff regarding the safe operation, maintenance and improvements in the use of plant and equipment.

Element 9.3 Plant and equipment monitoring

Ensuring the processes of requesting, checking, recording safe use, servicing, maintenance and storage of plant and equipment is carried out in accordance with operational and statutory requirements.

Unit SML4 O09 Manage materials, plant and equipment on site

Element SML4 O09.1 Monitor, maintain and improve supplies of materials to meet project requirements (*Based on CISC Standard D22.1 Identify and monitor requirements for materials supply*)

The Performance Criteria – this involves...

- a Ensuring operational plans, user feedback and quantities are analysed, and assessing what **materials supplies** will be required and calculating schedules for the delivery of supplies and lead times
- b Identifying what opportunities there are for standardising **materials supplies** to economise on usage, and advising people who have an interest
- c Ensuring that, from the purchasing plan and **users**, the necessary **materials supplies** are identified and that orders are prepared which meet the **supply requirements**
- d Identifying any changes which are likely to result in over or under supply and modifying the purchasing plan to minimise disruption to the project programme
- e Ensuring accurate records of deliveries are kept, calculating the current delivery and stock position and passing the information on to people who have an interest
- f Providing suppliers with prompt and accurate information on project changes which may affect **supply requirements**
- g Arranging for alternative sources of supply, which meet **supply requirements** and minimise disruption to the operational plan, in instances where supplies are not available from contracted suppliers
- h Evaluating regularly the performance of suppliers against the objectives which have been agreed
- i Identifying any problems with supply, recording them, passing the information on to the supplier and discussing it with them
- j Identifying changes which will improve supplier performance, discussing and agreeing changes with people who have an interest
- k Conducting negotiations and meetings with suppliers in a manner which maintains their goodwill and trust

The Range...

- 1 **Materials supplies:** raw materials; manufactured materials; components; systems
- 2 **Supply requirements:** quantity; quality; availability; schedule of delivery; lead time; storage and handling facilities; environmental issues; health and safety issues; transportation; deterioration; damage; loss/theft; purchasing system
- 3 **Users:** contractors; sub/works/trade contractors; direct labour organisations; clients

Element SML4 O09.1 Monitor, maintain and improve supplies of materials to meet project requirements (Based on CISC Standard D22.1 Identify and monitor requirements for materials supply)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Purchasing plans (c) which include:
 - analysis of operational plans, feedback and quantities (a)
 - materials supply assessments and schedule calculations (a) [1]
 - identified opportunities for standardising materials supplies (b) [1]
 - modifications to account for changes (d)
- 2 Orders for materials supplies (c) [1,2,3] which include:
 - informing suppliers of project changes (f)
 - alternative arrangements where supplies are not available (g)
 - evaluations of supplier performance (h)
- 3 Records of deliveries (e) which include current delivery and stock position
- 4 Records of supply problems (i) which include:
 - discussions with suppliers (i)
 - identified changes to improve performance (j)
 - negotiations and meetings with suppliers (k)

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

Process Evidence:

Not applicable

Element SML4 O09.1 Monitor, maintain and improve supplies of materials to meet project requirements (Based on CISC Standard D22.1 Identify and monitor requirements for materials supply)

The Evidence – knowledge and understanding...

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

In relation to:

Materials supplies [1]

Know what and why

- identify opportunities for standardising (b)

Know how to examine in order to understand, explain or predict

- ensure operational plans, user feedback and quantities are analysed (a)
- assess required materials supplies (a)
- ensure supplies are identified (c)

Know how to bring together in order that something can be decided or acted upon

- advise on opportunities for standardising (b)

In relation to:

Materials supply requirements [2]

Know what and why

- identify changes affecting supplies (d)
- identify problems with supply (i)
- identify changes which will improve supplier performance (j)

Know how to

- calculate schedules of deliveries and lead times (a)
- ensure orders are prepared (c)
- modify purchasing plans (d)
- ensure accurate records of deliveries are kept (e)
- calculate current delivery and stock position (e)
- pass on information on delivery and stock (e)
- provide suppliers with information on project changes (f)
- arrange alternative sources of supply (g)
- record problems with supply (i)
- pass on information on problems with supply to suppliers (i)
- discuss problems with suppliers (i)
- discuss changes which will improve supplier performance (j)
- conduct negotiations and meetings with suppliers (k)

Know how to weigh up ideas and make a judgement

- evaluate suppliers' performance (h)
- agree changes which will improve supplier performance (j)

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Unit SML4 O09 Manage materials, plant and equipment on site

Element SML4 O09.2 Identify, allocate and plan the deployment of plant and equipment on site (*Based on CISC Standard D23.2 and D24.1 Allocate and plan the deployment of plant and equipment to sites*)

The Performance Criteria – this involves...

- a Ensuring that the specification of the **plant and equipment** that will be needed by users is identified by applying the agreed criteria
- b Allocating and deploying **plant and equipment** which meets organisational and **project requirements**, and notifying the people who need the **information**
- c Setting up and maintaining an appropriate system of **recording** the deployment of **plant and equipment**
- d Updating the allocation of **plant and equipment** to take account of **changes**
- e Assessing the capabilities and limitations of **plant and equipment** and passing the **information** on to operators in a language which they will find easy to understand
- f Ensuring that staff are briefed on how to erect and install **plant and equipment** safely
- g Assessing the health and safety risks to operators and other **people who might be affected**, identifying potential hazards and deciding what to do to minimise risk
- h Briefing site staff on safe working practices and **statutory requirements** and regularly checking that people are working safely
- i Setting up and maintaining systems for a competent person, as defined in health and safety legislation, to supervise hazardous operations
- j Encouraging **plant and equipment** operators, and other **people affected** by plant operations, to suggest improvements in the safe operation of **plant and equipment**
- k Ensuring that **plant and equipment** which is no longer needed, is removed promptly

The Range...

- 1 **Plant and equipment**: static; mobile; standard; non-standard; electro-mechanical
- 2 **Project requirements**: health, safety and welfare of workforce; operational efficiency; security of resources; obligations to third parties; regulatory authorities
- 3 **Recording**: manually; electronically
- 4 **Records about**: delivery; allocation; location; movement; usage; maintenance; dispatch
- 5 **Changes**: cost; durability; environmental suitability; project duration; location; availability; maintenance and servicing
- 6 **Information**: oral; written; graphic
- 7 **People who might be affected**: other personnel on site; members of the public; site visitors; owners and occupiers of adjoining property
- 8 **Statutory requirements**: construction specific health and safety; general health and safety; recognised industry codes of practice

Element SML4 O09.2 Identify, allocate and plan the deployment of plant and equipment on site (Based on CISC Standard D24.1 Allocate and plan the deployment of plant and equipment to sites)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Specifications of plant and equipment (a) [1]
- 2 Systems for recording the allocation and deployment of plant and equipment set up and maintained (b,c) [1,3] which include:
 - notifications (b)
 - updating to account for changes (d) [5]
 - removal of plant and equipment no longer needed (k) [1]
- 3 Records of information and briefing provided to staff, operators and others about the capabilities, limitations, safe erection and installation of plant and equipment and encouragement of suggestions for improvements in safe operation (e,f,j) [1,6,7]
- 4 Health and safety records which include risk assessments, briefing provided to staff and arrangements for a competent person to supervise hazardous operations (g,h,i) [7,8]

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

Process Evidence:

The candidate must produce observed evidence from the workplace covering the following item that is considered to be common and key/critical to demonstrating competence:

- 1 Information passed to operators and staff about the capabilities, limitations, safe erection and installation of plant and equipment (e,f) [1,6]

Element SML4 O09.2 Identify, allocate and plan the deployment of plant and equipment on site (*Based on CISC Standard D23.2 and D24.1 Allocate and plan the deployment of plant and equipment to sites*)

The Evidence – knowledge and understanding...

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

In relation to:

Plant and equipment [1]

Know how to

- ensure that the specification is identified by applying agreed criteria (a)
- pass on information to operators about (e) [6]
- ensure staff are briefed on erection and installation (f)

Know how to examine in order to understand, explain or predict

- assess capabilities and limitations (e)

In relation to:

Project requirements for plant and equipment [2]

Know how to

- allocate and deploy and notify about (b) [1]
- update allocations to account for changes (d) [5]
- ensure plant and equipment no longer required is removed (k)

In relation to:

Records about deployment of plant and equipment [4]

Know how to

- maintain systems of (c) [3]

Know how to bring together in order that something can be decided or acted upon

- set up systems of (c) [3]

In relation to:

Statutory requirements [8]

Know what and why

- identify potential hazards (g)

Know how to

- brief and check on safe working practices and statutory requirements (h)
- maintain systems for supervision of (i)
- encourage suggested improvements in safe operation (j) [7]

Know how to examine in order to understand, explain or predict

- assess risks (g) [7]

Know how to bring together in order that something can be decided or acted upon

set up systems for supervision (i)

Know how to weigh up ideas and make a judgement

- decide about minimising risks (g)

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Unit SML4 O09 Manage materials, plant and equipment on site

Element SML4 O09.3 Monitor the use of plant and equipment on site (*Based on CISC Standard D24.3 Allocate and monitor the use of plant and equipment on site*)

The Performance Criteria – this involves...

- a Ensuring throughout that **plant and equipment** on the site is checked and allocated to the operations for which it is suitable
- b Identifying and assessing health and safety **risks** and implementing working practices and other safeguards to minimise risks
- c Producing clear and accurate requests for **plant and equipment** which meets **operational requirements**
- d Keeping accurate **records of** the use of **plant and equipment**
- e Identifying alternatives where **plant and equipment** is **unsuitable** for use on the site
- f Issuing accurate instructions for the use of **plant and equipment** to operators
- g Checking and confirming that operators are only allowed to use **plant and equipment** for which they have the required level of training and certification
- h Arranging for the storage, servicing and maintenance of **plant and equipment** to meet **operational** and statutory **requirements**
- i Informing decision makers promptly when **plant and equipment** is no longer required

The Range...

- 1 **Plant and equipment**: static; mobile; hand tools; consumables; health and safety equipment
- 2 **Risks – to**: operators; other personnel on the site; members of the public; site visitors; owners of adjoining property
- 3 **Operational requirements**: health, safety and welfare of the workforce and others; operational efficiency; security of resources; obligations to third parties; regulatory authorities; contractual commitments
- 4 **Records – of**: delivery; allocation; location; movement; usage; maintenance; dispatch
- 5 **Unsuitable – because of**: operational efficiency; health and safety; reliability; use

Element SML4 O09.3 Monitor the use of plant and equipment on site (Based on CISC Standard D24.3 Allocate and monitor the use of plant and equipment on site)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Records of the allocation and use of plant and equipment (a,d) [1,4] which includes:
 - records of checks made (a)
 - notifications about plant and equipment which is no longer required (i) [1,3]
- 2 Assessments of health and safety risks and working practices and other safeguards implemented (b) [2]
- 3 Requests for plant and equipment (c) [1,3]
- 4 Records of instructions issued and checks made (f,g) [1]
- 5 Records of the storage, servicing and maintenance of plant and equipment (h) [1,3]
- 6 Recommendations for alternative plant and equipment (e) [1,5]

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

Process Evidence:

Not applicable

Element SML4 O09.3 Monitor the use of plant and equipment on site (Based on CISC Standard D24.3 Allocate and monitor the use of plant and equipment on site)

The Evidence – knowledge and understanding...

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

In relation to:

Suitability of plant and equipment [1]

Know what and why

- identify alternatives (e) [5]

Know how to

- ensure equipment is checked and allocated (a) [5]
- issue instructions for use (f)

In relation to:

Health and safety risks [2]

Know what and why

- identify (b)

Know how to

- implement working practices to minimise (b)

Know how to examine in order to understand, explain or predict

- assess (b)

In relation to:

Operational requirements of plant and equipment [3]

Know how to

- produce requests for (c)
- issue instructions for use (f)
- check and confirm training and certification (g)
- arrange storage, servicing and maintenance (h)
- inform when plant and equipment is no longer required (i)

In relation to:

Records of use of plant and equipment [4]

Know how to

- keep (d)

Unit SML4 O10 Manage test and design information
(Based on CISC B26.3 and B61.2)

Element SML4 O10.1 Manage and present test data *(Based on CISC B26.3)*

Element SML4 O10.2 Manage and evaluate design information
(Based on CISC B61.2)

Unit commentary

This is an option unit designed for those operating as a site-based consulting engineer. However, the unit could have broader appeal beyond consultants.

This unit is about test and design information:

Your competence to manage and process information relating to site investigations and tests and also documentation relating to design requirements.

Element 10.1 Test data

Managing site investigations and tests and processing, analysing and presenting test data.

Element 10.2 Design information

Obtaining, collating, evaluating, and recording information about design requirements and resolving discrepancies, queries and inconsistencies.

Unit SML4 O10 Manage test and design information

Element SML4 O10.1 Manage and present test data (*Based on CISC Standard B26.3 Analyse and present test data*)

The Performance Criteria – this involves...

- a Commissioning **investigations** and **tests** by selecting people and organisations who are competent to do the work
- b Managing relevant **investigations** and **tests** which are reliable, valid and consistent with project requirements
- c Collecting together the data from **tests**, checking it and assessing it whilst maintaining accuracy and integrity
- d Processing the data using the most appropriate **methods of analysis** and producing a clear and accurate commentary and interpretation of the data
- e Using the **test** findings to produce an accurate report which identifies development constraints, opportunities and feasibility, and circulating the report to people and organisations who have an interest
- f Arranging **presentation** of the data, the analyses and the commentary and advising users on how to interpret the **test** data

The Range...

- 1 **Investigations:** soil investigations; structural; material; environment; services
- 2 **Tests:** on site; off site; performance; routine; contingency
- 3 **Methods of analysis:** comparison with standard test results; referenced to accepted scientific/engineering principles and analytical practice
- 4 **Presentation:** orally; in writing; graphically; using photographs; using computer models; using physical models; visual aids

Element SML4 O10.1 Manage and present test data (Based on CISC Standard B26.3 Analyse and present test data)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Records of commissioned investigations and tests (a) [1,2]
- 2 Records of managed investigations and tests (b) [1,2]
- 3 Reports of presented test findings (e,f) [1,2,4] which include:
 - test data collected, checked, processed and assessed (c,d) [1,2,3]
 - commentary and interpretation (d)
 - identified development constraints, opportunities and feasibility (e)

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

Process Evidence:

The candidate must produce observed evidence from the workplace covering the following item that is considered to be common and key/critical to demonstrating competence:

- 1 Presentation and advice on the data, analysis and commentary (f) [all range]

Element SML4 O10.1 Manage and present test data (Based on CISC Standard B26.3 Analyse and present test data)

The Evidence – knowledge and understanding...

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

In relation to:

Investigations and tests [1,2]

Know how to

- collect and check data (c) [1,2]

Know how to examine information in order to understand, explain or predict

- assess data (c) [1,2]

Know how to weigh up ideas and make a judgement

- commission and select (a)
- manage (b)

In relation to:

Methods of analysis of test data [3]

Know how to

- process data using (d)

In relation to:

Presenting test data [4]

Know how to

- produce commentary (d)
- use findings to produce reports (e)
- circulate reports (e)
- arrange presentation of the data, analyses and commentaries (f)

Know how to examine in order to understand, explain or predict

- produce interpretation (d)

Know how to bring together in order that something can be decided or acted upon

- advise users on data interpretation (f)

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Unit SML4 O10 Manage test and design information

Element SML4 O10.2 Manage and evaluate design information (*Based on CISC Standard B61.2 Integrate and evaluate design information*)

The Performance Criteria – this involves...

- a Obtaining **information about design requirements** which may contribute to the preparation of **documents**
- b Evaluating the information to see whether it is adequate to meet the **requirements of the client**, and controlling document production
- c Assessing the status of the **information** and passing it on to people who need it for document production, indicating any special considerations and limitations on its use
- d Maintaining accurate and complete **registers and records** which can be used for quality auditing
- e Collating **documents** when they have been produced and evaluating them against the agreed **criteria**
- f Identifying any discrepancies, queries and inconsistencies in the information and referring any problems back to the originators for clarification
- g Recommending changes to the brief, design, specification and contract when the discrepancies, queries and inconsistencies which have been identified suggest that modifications are needed
- h Producing up-to-date and accurate information on progress and circulating it to the people who need the information

The Range...

- 1 **Information about design requirements:** design brief; design information from earlier stages; surveys; reports; statutory approvals and requirements; cost estimates; standards and codes of practice; technical literature
- 2 **Documents:** forms of contract; specifications; drawings; bills of quantities; schedules; health and safety plans
- 3 **Requirements of the client:** to obtain consents; procurement; contract; production
- 4 **Register and records:** incoming and outgoing drawing and document registers; records of document approval and revision
- 5 **Criteria:** format; presentation; accuracy; technical content/completeness; referencing; cross referencing and correlation with associated documents; status; model documents and standards

Element SML4 O10.2 Manage and evaluate design information (Based on CISC Standard B61.2 Integrate and evaluate design information)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Records of information which has been obtained, evaluated and assessed (a,b,c) [1,2,3]
- 2 Registers and records (d) [4]
- 3 Records of evaluations of collated produced documents (e) [2,5] which include:
 - identified discrepancies, queries and inconsistencies and referred problems (f)
 - recommendations for changes to the brief, design, specification and contract based on discrepancies which have been identified (g)
- 4 Records of information on progress which has been circulated (h)

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

Process Evidence:

Not applicable

**Element SML4 O10.2 Manage and evaluate design information (Based on CISC
Standard B61.2 Integrate and evaluate design information)**

The Evidence – knowledge and understanding...

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

In relation to:

Information about design requirements [1]

Know how to

- obtain (a)
- pass on (c)
- indicate special considerations and limitations on its use (c)

Know how to examine in order to understand, explain or predict

- assess status (c)

Know how to bring together in order that something can be decided or acted upon

- recommend changes to brief, design, specification and contract (g)

Know how to weigh up ideas and make a judgement

- evaluate information against requirements of the client (b) [3]
- control document production (b)

In relation to:

Documents [2]

Know how to

- collate (e) [2]

In relation to:

Production document registers and records [4]

Know how to

- maintain (d)

In relation to:

Criteria for evaluating types of procurement, contract and production documents [5]

Know what and why

- identify discrepancies and inconsistencies (f)

Know how to

- refer problems to originators (f)
- produce and circulate information on progress (h)

Know how to weigh up ideas and make a judgement

- evaluate against criteria (e)

Unit SML4 O11 Inspect, schedule and implement conservation works
(Based on CISC E12.2, E12.3, E33.2 and E33.3)

Element SML4 O11.1 Inspect property *(Based on CISC E12.2)*

Element SML4 O11.2 Prepare and present survey reports and records
(Based on CISC E12.3)

Element SML4 O11.3 Plan and schedule the maintenance of property
(Based on CISC E33.2)

Element SML4 O11.4 Implement the maintenance of property
(Based on CISC E33.3)

Unit commentary

This is an option unit designed for those operating in conservation contracting site management.

This unit is about conservation works:

Your competence to survey and understand conservation sites in order to effectively plan and implement the maintenance of properties within the context of overall project objectives.

Element 11.1 Inspection

Identifying what special considerations or conditions might apply in planning, preparing for and carrying out the works.

Element 11.2 Survey reports

Assessing, reporting on and recording the relevance and significance of the factors identified in 11.1

Element 11.3 Planning maintenance

Producing work programmes, specifications and budgets necessary for the monitoring and control of the timing, sequencing, and resourcing of all project activities, and the quality of what is produced.

Element 11.4 Implementing maintenance

Managing activities necessary to control the timing, cost and quality aspects of conservation projects during their implementation.

The conservation site manager's ability to appreciate and understand the significance and importance of different elements of a conservation project, to anticipate the likely results and effects of different proposals and methods in tackling the problems identified, and to demonstrate good judgement in controlling the often conflicting pressures that arise, are critical aspects in the assessment of this unit.

Unit SML4 O11 **Inspect, schedule and implement conservation works**

Element SML4 O11.1 **Inspect property** (*Based on CISC Standard E12.2 Inspect property for condition*)

The Performance Criteria – this involves...

- a Identifying the **purpose of the inspection** and obtaining the equipment, resources and specialist advice that will be needed
- b Evaluating available **data** sources, identifying gaps in information and obtaining additional **data** needed about the property and its use
- c Checking and confirming, before starting the **inspection**, that people who will be affected have given their permission
- d Taking accurate observations and measurements which are necessary for the **inspection** and recording them clearly, accurately and completely using agreed formats and **conventions**
- e Verifying that observations are consistent with existing **data** and expected findings
- f Identifying inconsistencies and carrying out further investigations as necessary
- g Examining actual and potential causes of failure and deterioration
- h Checking that the property conforms to statutory requirements and identifying and recording parts that do not

The Range...

- 1 **Purpose of the inspection:** condition; use; maintenance
- 2 **Data:** existing surveys; legal documents; local authority records; information from occupiers; historical studies; specialist advisors
- 3 **Conventions:** relevant professional bodies' guidance; in house; health and safety legislation; building standards and legislation; ICOMOS Guidelines

Element SML4 O11.1 Inspect property (Based on CISC Standard E12.2 Inspect property for condition)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Records of equipment, resources and specialist advice obtained (a) which include:
 - identified purpose of inspection (a) [1]
 - evaluations of available data and additional data obtained (b) [2]
 - checks that permissions have been given (a,c) [1]
- 2 Records of observations and measurements (d) [1,3] which include:
 - verifying consistency with expected findings (e) [2]
 - identified inconsistencies and further investigations (f)
 - potential causes of failure and deterioration (g)
 - checks on conformance to statutory requirements (h)

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

Process Evidence:

Not applicable

Element SML4 O11.1 Inspect property (Based on CISC Standard E12.2 Inspect property for condition)

The Evidence – knowledge and understanding...

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

In relation to:

Purpose of the inspection [1]

Know what and why

- identify (a)

Know how to

- obtain equipment, resources and advice (a)
- check and confirm permissions (c)
- take accurate observations and measurements (d)
- carry out further investigations (f)

In relation to:

Data related to property inspection [2]

Know what and why

- identify gaps in information (b)
- identify inconsistencies (f)

Know how to

- obtain additional data (b)
- check property conforms to requirements (h)

Know how to weigh up ideas and make a judgement

- evaluate (b)

Know how to examine in order to understand, explain or predict

- verify observations are consistent (e)
- examine causes of failure and deterioration (g)

In relation to:

Conventions for recording inspections [3]

Know what and why

- identify non-conformance (h)

Know how to

- record observations and measurements (d)
- record non-conformance (h)

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Unit SML4 O11 Inspect, schedule and implement conservation works

Element SML4 O11.2 Prepare and present survey reports and records *(Based on CISC Standard E12.3 Prepare and present condition survey reports and records)*

The Performance Criteria – this involves...

- a Assembling and collating **data** on the **survey**
- b Selecting **evaluation methods and techniques** which are appropriate to the type of property and which meet the requirements of professional standards, codes of practice and legislation
- c Selecting evidence for the assessment of condition which is accurate, complete and relevant to the requirements of the **survey** process
- d Analysing all relevant evidence and **data** using appropriate **methods and techniques** and making a realistic assessment of condition
- e Identifying causes of failure and deterioration
- f preparing a **survey** report which is accurate, complete, meets relevant codes of practice and standards, clearly specifies the level of condition of the property, recommends any **necessary remedial work**, and is qualified by any **relevant factors**
- g Explaining clearly where and why accurate inspection and measurement has not been possible
- h Answering the client's questions about the **survey** and giving appropriate clarification
- i Maintaining internal records which are clear, accurate and complete and conform to accepted professional and statutory requirements

The Range...

- 1 **Data**: existing surveys; legal documents; local authority records; information from occupiers; historical studies; specialist advisors; building standards and legislation; published technical data
- 2 **Survey**: condition; use; maintenance
- 3 **Evaluation methods and techniques**: comparison; quantitative; qualitative
- 4 **Necessary remedial work due to**: susceptibility to damage; safety requirements; need to inhibit deterioration; use/change of use; meeting current legislation
- 5 **Relevant factors**: costs; specialist reports

Element SML4 O11.2 Prepare and present survey reports and records (Based on CISC Standard E12.3 Prepare and present condition survey reports and records)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Data on surveys (a) [1,2] which include:
 - maintained internal records (i)
- 2 Survey reports (f) [2] which include:
 - evaluation methods and techniques selected (b) [3]
 - selected condition evidence (c)
 - analyses of data and assessment of condition (d) [1,3]
 - identified causes of failure and deterioration (e)
 - specified level of condition and recommendations for remedial work (f)
 - explanations where and why accurate inspection and measurement has not been possible (g)
- 3 Records of answers and clarification to clients' questions (h) [2]

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

Process Evidence:

The candidate must produce observed evidence from the workplace covering the following item that is considered to be common and key/critical to demonstrating competence:

- 1 Answers and clarification given to clients (h) [2]

Element SML4 O11.2 Prepare and present survey reports and records (Based on CISC Standard E12.3 Prepare and present condition survey reports and records)

The Evidence – knowledge and understanding...

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

In relation to:

Data [1]

Know how to

- assemble and collate (a)
- maintain internal records (i)

In relation to:

Surveys [2]

Know how to

- prepare survey reports which include specified level of condition (f)
- explain where and why inspection and measurement is not possible (g)
- answer questions and give clarification about surveys (h)

Know how to examine in order to understand, explain or predict

- analyse evidence and data (d)
- make assessments of condition (d)
- identify causes of failure and deterioration (e)

Know how to weigh up ideas and make a judgement

- select evidence of condition (c)

In relation to:

Methods and techniques for condition surveys [3]

Know how to weigh up ideas and make a judgement

- select (b)

In relation to:

Remedial work [4]

Know how to bring together in order that something can be decided or acted upon

- recommend necessary remedial work qualified by relevant factors (f) [5]

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Unit SML4 O11 **Inspect, schedule and implement conservation works**

Element SML4 O11.3 **Plan and schedule the maintenance of property** *(Based on CISC Standard E33.2 Plan and schedule the maintenance of property, systems and services)*

The Performance Criteria – this involves...

- a Confirming project objectives for the use and **maintenance of property**
- b Identifying and reviewing **influencing factors** and **guidance material** about the **maintenance of property**
- c Prioritising **maintenance activities** by assessing and accounting for all the **influencing factors**
- d Amending priorities to take account of **changing circumstances** whilst maintaining consistency with the **influencing factors**
- e Preparing plans and schedules of **maintenance activities** and negotiating and agreeing them with decision makers

The Range...

- 1 **Maintenance:** scheduled and preventative; unscheduled and corrective; emergency
- 2 **Property:** structure; materials; finishes; services; landscaping
- 3 **Influencing factors:** work targets; contractual requirements; statutory requirements; resource allocation; environmental considerations
- 4 **Guidance material:** manuals; practice guides
- 5 **Maintenance activities:** regular programmes; tendered works; responsive works; cost estimated works
- 6 **Changing circumstances:** susceptibility to damage; safety requirements; need to inhibit deterioration; compromised operational effectiveness; weather conditions; use/change of use; meeting current legislation

Element SML4 O11.3 Plan and schedule the maintenance of property (Based on CISC Standard E33.2 Plan and schedule the maintenance of property, systems and services)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Plans and schedules of maintenance activities negotiated and agreed (e) [5] which include:
 - confirmation of project objectives (a) [1,2]
 - reviewed influencing factors and guidance (b) [1,2,3,4]
 - prioritised and amended maintenance activities (c,d) [3,5,6]

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

Process Evidence:

Not applicable

Element SML4 O11.3 Plan and schedule the maintenance of property (Based on CISC Standard E33.2 Plan and schedule the maintenance of property, systems and services)

The Evidence – knowledge and understanding...

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

In relation to:

Maintenance of property [1,2]

Know how to

- confirm project objectives for use and maintenance (a)

In relation to:

Factors influencing maintenance planning [3]

Know what and why

- identify (b)

Know how to

- account for (c)
- maintain consistency with (d)

Know how to examine in order to understand, explain or predict

- review (b)
- assess (c)

In relation to:

Guidance material on maintenance of property [4]

Know what and why

- identify (b)

Know how to examine in order to understand, explain or predict

- review (b)

In relation to:

Maintenance activities [5]

Know how to examine in order to understand, explain or predict

- prioritise (c)

Know how to bring together in order that something can be decided or acted upon

- prepare and negotiate plans and schedules (e)

Know how to weigh up ideas and make a judgement

- agree plans and schedules (e)

In relation to:

Changing circumstances affecting maintenance [6]

Know how to

- amend priorities to account for changes (d)

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Unit SML4 O11 Inspect, schedule and implement conservation works

Element SML4 O11.4 Implement the maintenance of property (*Based on CISC Standard E33.3 Implement the maintenance of property, systems and services*)

The Performance Criteria – this involves...

- a Carrying out **maintenance** operations which will minimise **property** deterioration and maintain their optimum performance
- b Specifying **maintenance** recording systems, implementing them and monitoring their use
- c Observing statutory requirements for the **maintenance** of **property**
- d Identifying and assessing **faults** and recommending and implementing **corrective action** which conforms to safe working methods and practices
- e Keeping accurate records of **faults** and **corrective action** and the costs involved
- f Identifying, assessing and maintaining the necessary **resources** for **maintenance activities**

The Range...

- 1 **Maintenance**: scheduled and preventative; unscheduled and corrective; emergency
- 2 **Property**: structure; materials; finishes; services; landscaping
- 3 **Faults arising from**: manufacturing and construction errors; incorrect use; incorrect maintenance; deterioration
- 4 **Corrective action**: reconfigure; repair; replacement; cleaning; redecorating; improvement; refurbishment
- 5 **Resources**: materials; plant and equipment; time; personnel
- 6 **Maintenance activities**: regular programmes; tendered works; responsive works; cost estimated works

Element SML4 O11.4 Implement the maintenance of property (Based on CISC Standard E33.3 Implement the maintenance of property, systems and services)

The Evidence – performance...

Taken as a whole, the evidence must show that the candidate consistently meets all the performance criteria, across the range for the Element.

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

Product Evidence:

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

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

- 1 Records of specified, implemented and monitored maintenance systems (b) [1] which include:
 - maintenance operations on property (a) [1,2]
 - observing statutory requirements (c) [1,2]
- 2 Records of faults and corrective action (e) [3,4] which include:
 - faults identified and assessed (d) [3]
 - recommendations for corrective action (d) [4]
 - costs (e)
- 3 Assessments of maintained resources for maintenance activities (f) [5,6]

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

Process Evidence:

Not applicable

Element SML4 O11.4 Implement the maintenance of property (Based on CISC Standard E33.3 Implement the maintenance of property, systems and services)

The Evidence – knowledge and understanding...

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

In relation to:

Maintenance [1]

Know how to

- carry out maintenance operations (a)

Know how to

- implement maintenance recording systems (b)

Know how to examine in order to understand, explain or predict

- monitor maintenance recording systems (b)

Know how to bring together in order that something can be decided or acted upon

- specify maintenance recording systems (b)

In relation to:

Property [2]

Know how to

- observe statutory requirements for maintenance of (c)

In relation to:

Faults [3]

Know what and why

- identify (d)

Know how to

- keep records of (e)

Know how to examine in order to understand, explain or predict

- assess (d)

In relation to:

Corrective action [4]

Know how to

- implement (d)
- keep records of (e)

Know how to bring together in order that something can be decided or acted upon

- recommend (d)

In relation to:

Resources for maintenance activities [5]

Know what and why

- identify (f) [6]

Know how to

- maintain (f)
- keep records of costs (e)

Know how to examine in order to understand, explain or predict

- assess (f)

Appendix 1

Relevant publications

Title	Publication code
Construction Site Supervision Level 3 – Standards	N012864
Construction Site Supervision Level 3 and Construction Site Management Level 4 – Guidance to centres	N012866
Construction Site Supervision Level 3 – Candidate guidance and log book	N012865
Construction Site Management Level 4 – Candidate guidance and log book	N012868
Construction Site Supervision and Site Management NVQ Flyer	NZ006109
BTEC NVQs: The Jargon Explained	NZ004691
Policy on Accreditation of Prior Learning (APL)	See website: www.edexcel.org.uk
Entries and Certification Centre NVQ Handbook	Revised annually

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Appendix 2

Other current NVQs at Level 4

Title			Publication code
Architectural Technology	Level 4	Guidance Log Standards	N006046 06006045 N006047
Conservation Control	Level 4	Guidance Log Standards	N006050 06006049 N006048
Civil and Structural Engineering Design	Level 4	Guidance Log	N006037 06006030
Construction Plant and Equipment Management	Level 4	Guidance Log Standards	N005933 06006039 N006348
Construction Contracting (Estimating, Surveying, Buying, Planning)	Level 4	Guidance Log Standards	N006040 06005934 N007032

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