



This version of this unit replaces all previously published versions with effect from January 2012. This unit should be used by all learners registering for qualifications that include it in their structure from this date.

Unit title:	Co-ordinating and organising work operations in the workplace
Unit reference number:	F/503/2725
QCF level:	3
Credit value:	12
Guided learning hours:	40
Start date:	January 2012

Unit summary

The aim of this unit is to develop the skills, knowledge and understanding required to confirm competence in coordinating and organising work operations in the workplace, within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVO in QCF
- the ConstructionSkills' Consolidated Assessment

Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

Assessment recording

This unit is assessed in the workplace. The table on the following pages shows the learning outcomes and the assessment criteria for this unit. The table includes space for learners to enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centres can use their own documentation.

Learning outcomes and assessment criteria

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
1	Provide adequate information about the work, as required, to all people affected.	1.1	Communicate arrangements for the work, to the relevant people, in relation to: <ul style="list-style-type: none"> – start date – how long it will take – expected completion date. 			
		1.2	Explain different methods of informing the people affected of the work arrangements.			
		1.3	List the types of people, internal and external to the project, who could be affected by work relevant to typical projects.			
		1.4	Describe the consequences of providing inadequate information to those affected by the work.			
2	Agree a programme and methods of work with the people who will carry out the work.	2.1	Discuss and confirm work programmes and methods of work, relevant to project requirements, with people involved in carrying out the work.			
		2.2	Explain different methods and techniques of agreeing programmes and methods of work with those who will be carrying out the work.			
3	Organise the work being done with other operations as required for the overall work being carried out.	3.1	Arrange and agree work programmes with other occupations relevant to project requirements.			
		3.2	Explain the methods of organising and co-ordinating work with other work activities/operations.			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
4	Obtain sufficient resources of the appropriate type to meet the project requirements and timescales.	4.1	Identify and source adequate, suitable resources to meet project requirements.			
		4.2	Describe ways of identifying and obtaining required resources for the project.			
		4.3	Explain methods of planning for resources, in relation to: <ul style="list-style-type: none"> – people – tools – plant and ancillary equipment – materials and components – information. 			
5	Organise and control the work and resources in order to keep the workplace safe and tidy.	5.1	Implement systems to control resources, maintain site tidiness and dispose of waste in accordance with statutory requirements.			
		5.2	Explain different ways of controlling the workplace and resources to create and maintain safe conditions and a tidy workplace.			
		5.3	Explain how a safe and tidy workplace creates a favourable image of the organisation, its products and services, and the project.			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
6	Identify, record and pass on information on any special considerations to people who could be affected.	6.1	Identify any special considerations that have to be allowed for, which can affect the project or people, in relation to: <ul style="list-style-type: none"> – occupiers – environment – vehicular access – hazards – trespass – near neighbours – public access – workplace conditions – health, safety and welfare – statutory regulations and limitations – Codes of Practice. 			
		6.2	Use appropriate methods to record any special considerations identified.			
		6.3	Supply information on any identified special considerations to those who would be affected.			
		6.4	Explain different ways of identifying what are special considerations.			
		6.5	Describe the methods of recording special considerations.			
		6.6	Explain ways information on special considerations can be passed on to the people affected.			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
7	Organise the work area layout for operational purposes and communicate to the people involved with the work.	7.1	Organise the operational work area layout for operational purposes for four of the following: <ul style="list-style-type: none"> – storage – layout of working area – environmental considerations – plant and/or equipment – temporary services – access and egress – security – continued use by occupiers – welfare facilities. 			
		7.2	Inform relevant workforce of the work area layout for operational purposes.			
		7.3	Explain the methods and techniques used for passing on information about the work area layout to people working in the workplace.			
		7.4	Explain different ways of organising/arranging the work area layout for operational purposes.			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
8	Organise the storage and use of materials and components so that materials handling and movement is efficient and wastage is minimised.	8.1	Plan and arrange storage for materials relevant to the occupational work environment in accordance with statutory and organisational requirements.			
		8.2	Plan and arrange material handling and movement to allow minimum movement and waste.			
		8.3	Explain the factors, methods and considerations needed to organise the efficient storage and use of materials and components.			

Learner name: _____

Date: _____

Learner signature: _____

Date: _____

Assessor signature: _____

Date: _____

Internal verifier signature: _____

Date: _____

(if sampled)