



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

Unit title: **Confirming work activities and resources for an occupational work area in the workplace**

Unit reference number: A/503/2772

QCF level: 3

Credit value: 10

Guided learning hours: 33

Start date: January 2012

Unit summary

The aim of this unit is to develop the skills, knowledge and understanding required to confirm competence in confirming work activities and resources for an occupational work area 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 NVQ 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	Identify work activities, assess required resources and plan the sequence of work.	1.1	Identify work activities, assess required resources and plan the sequence of work.			
		1.2	Identify work activities and formulate a plan for their own sequence of work.			
		1.3	Explain the types of work relative to the occupational area and how to identify different work activities.			
		1.4	Explain methods of assessing the resources needed from a range of available information.			
		1.5	Explain the required information and the different methods used to prepare a work programme relative to the occupational area.			
2	Obtain clarification and advice where the resources required are not available.	2.1	Seek advice and clarity from appropriate sources on resources available and the alternatives that can be used for the work when required resources are not available.			
		2.2	Explain the different sources and methods that can be used to obtain clarification and advice when the required resources are not available.			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
3	Evaluate the work activities and the requirements of any significant external factors against the project requirements.	3.1	Assess progress of work against project requirements, taking into account external factors relating to: <ul style="list-style-type: none"> – other occupations and /or customers – resources – weather conditions – health and safety requirements. 			
		3.2	Explain different methods of evaluating work activities against the following project requirements: <ul style="list-style-type: none"> – contract conditions – contract programme – health and safety requirements of operatives. 			
		3.3	Evaluate the requirements of significant external factors that could affect the progress of work, in relation to: <ul style="list-style-type: none"> – other related programmes – special working conditions – weather conditions – other occupations/people – resources – health and safety requirements. 			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
4	Identify work activities which influence each other and make the best use of the resources available.	4.1	Determine work activities that have an influence on each other.			
		4.2	Evaluate which work activities make the best use of available resources in relation to: <ul style="list-style-type: none"> – occupations and/or customers associated with the work – tools, plant and/or ancillary equipment materials and components. 			
		4.3	Explain different methods and sources that can identify which work activities influence each other.			
		4.4	Describe how to determine the sequence of work activities and how long each work activity will take.			
		4.5	Describe what zero and low carbon requirements are.			
		4.6	Explain how work activities and different ways of using resources can impact on zero and low carbon requirements, and make a positive contribution to the environment.			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
5	Identify changed circumstances that require alterations to the work programme and justify them to decision makers.	5.1	Evaluate project progress against the work programme to identify any changed circumstances.			
		5.2	Inform line management and/or customers on the type and extent of any required changes to the work programme.			
		5.3	Explain how to identify possible alterations to the work programme to meet changed circumstances relating to action lists, method statements, duration, schedules and/or occupation specific requirements.			
		5.4	Explain how to assess contractual/work effects resulting from alterations to the work programme.			
		5.5	Explain the methods used to justify to decision makers the effects resulting from alterations to the work programme.			

Learner name: _____

Date: _____

Learner signature: _____

Date: _____

Assessor signature: _____

Date: _____

Internal verifier signature: _____

Date: _____

(if sampled)