



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.

|                               |   |
|-------------------------------|---|
| <b>Unit title:</b>            | <b>Confirming work meets quality standards in the workplace</b> |
| <b>Unit reference number:</b> | J/503/2743  |
| <b>QCF level:</b>             | 3   |
| <b>Credit value:</b>          | 9   |
| <b>Guided learning hours:</b> | 30  |
| <b>Start date:</b>            | January 2012  |

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### Unit summary

The aim of this unit is to develop the skills, knowledge and understanding required to confirm competence in confirming work meets quality standards 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                | Identify quality standards from available information and clearly specify them to the people responsible for their implementation. | 1.1                  | Source and establish quality standards relevant to project requirements.  |               |                     |      |
|                  |  | 1.2                  | Inform those implementing the standards of the level of quality needed.   |               |                     |      |
|                  |  | 1.3                  | Explain the various types and source of quality standards applicable to the occupational work environment.                              |               |                     |      |
|                  |  | 1.4                  | Describe the various methods for passing quality standards onto those responsible for their implementation.                             |               |                     |      |
| 2                | Regularly check that work conforms to the design requirements and the specified quality standards.                                 | 2.1                  | Locate and inspect work done within the occupational work environment on a regular basis.   |               |                     |      |
|                  |  | 2.2                  | Compare inspection results against the design requirements to establish conformity with the specified quality standards.                |               |                     |      |
|                  |  | 2.3                  | Explain the methods available to check that the work and resources conforms to the design requirements and specified quality standards. |               |                     |      |
| 3                | Identify work that fails to meet the requirements and quality standards, and implement corrective action.                          | 3.1                  | Identify work which fails to meet required quality standards.   |               |                     |      |
|                  |  | 3.2                  | Plan and implement the required action needed to correct work not meeting specified quality standards.                                  |               |                     |      |
|                  |  | 3.3                  | Explain the techniques and methods used to identify work that has failed to meet quality standards.                                     |               |                     |      |

| Learning Outcome |   | Assessment Criterion |   | Evidence type | Portfolio reference | Date |
|------------------|---|----------------------|---|---------------|---------------------|------|
|                  |   | 3.4                  | Describe the various methods for implementing corrective actions to work which does not meet quality standards.               |               |                     |      |
| 4                | Regularly inform decision makers about significant variations in quality standards. | 4.1                  | Advise decision makers on corrections undertaken using suitable formats that comply with organisational procedures.           |               |                     |      |
|                  |   | 4.2                  | Describe the methods used to inform decision makers about significant variations in quality standards.                        |               |                     |      |
|                  |   | 4.3                  | Explain when action should be taken on typical variations in quality standards relative to the occupational work environment. |               |                     |      |

Learner name: \_\_\_\_\_

Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*