



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:** **Contributing to the circulation of construction-related project information in the workplace**

**Unit reference number:** H/503/2748

**QCF level:** 3

**Credit value:** 7

**Guided learning hours:** 23

**Start date:** 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 contributing to the circulation of construction-related project information 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 and implement the organisational and communication needs that are required for the project.	1.1	Apply and use an organisational approved system for a project that allows effective communication.			
		1.2	Apply and use an approved organisational system that meets the needs of a project.			
		1.3	Describe different methods of communicating information.			
		1.4	Explain how to identify the organisational and communication needs for a project, in relation to: <ul style="list-style-type: none"> <li>– contract administration</li> <li>– health, safety and welfare</li> <li>– team interfaces</li> <li>– integration of data.</li> </ul>			
2	Implement the agreed methods of communicating, reporting, recording and retrieving information.	2.1	Apply and use an organisational system to report information on a project.			
		2.2	Retrieve project information following organisational procedures.			
		2.3	Describe different ways of reporting, recording and retrieving information.			
		2.4	Describe different ways of monitoring communication, reporting, recording and retrieving information.			
		2.5	Explain different ways of implementing communication, reporting, recording and retrieving information.			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
3	Identify any breakdowns in communication and take action to restore effective communication.	3.1	Determine breakdowns of communication in various projects.			
		3.2	Apply methods that restore communication and which follow the approved process.			
		3.3	Describe different ways of identifying breakdowns in communication.			
		3.4	Describe the possible actions that can restore effective communications for a range of breakdown causes.			
4	Implement agreed systems for recording and providing feedback on the ways in which resources are allocated and used.	4.1	Record, following approved procedures, how resources are allocated and used on a range of projects.			
		4.2	Give feedback to relevant people, following approved procedures, that identifies how resources are allocated and used.			
		4.3	Explain ways of implementing agreed systems that record and provide feedback on the ways in which the following resources are allocated and used: <ul style="list-style-type: none"> <li>– people</li> <li>– tools</li> <li>– plant and/or ancillary equipment</li> <li>– materials and components</li> <li>– current project information.</li> </ul>			

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

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

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

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

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

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

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

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

*(if sampled)*