



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:** **Monitoring progress of work against schedules in the workplace**

**Unit reference number:** F/503/2742

**QCF level:** 3

**Credit value:** 9

**Guided learning hours:** 30

**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 monitoring progress of work against schedules 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 inform decision makers of inappropriate specified resources and suggest suitable alternatives.	1.1	Establish and record inappropriate resources selected for the project, and seek suitable alternatives.			
		1.2	Advise relevant decision makers of suitable alternative resources.			
		1.3	Give examples of inadequate and inappropriate resources, relating to: <ul style="list-style-type: none"> <li>- people</li> <li>- tools and ancillary equipment</li> <li>- materials and components</li> <li>- time</li> <li>- information.</li> </ul>			
		1.4	Explain the different methods and techniques of informing relevant decision makers about inadequate or inappropriate resources.			
		1.5	Explain the organisational procedure for suggesting and specifying alternative resources.			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
2	Identify and quantify deviations from planned progress which have or may occur, and which could disrupt the programme.	2.1	Determine and analyse work done or projected work to be done.			
		2.2	Compare work done or projected work against given schedules to identify deviations relative to the project plan.			
		2.3	Explain the methods that can be used to identify deviations from planned progress, In relation to: <ul style="list-style-type: none"> <li>- resource shortages</li> <li>- design problems and constraints</li> <li>- lack of essential construction information</li> <li>- construction errors</li> <li>- inclement weather</li> <li>- physical (workplace) constraints.</li> </ul>			
		2.4	Describe how any deviations from the planned progress could disrupt the programme, in relation to: <ul style="list-style-type: none"> <li>- action lists</li> <li>- method statements</li> <li>- work costs.</li> </ul>			
		2.5	Explain how to quantify any deviations from planned progress in relation to the method of work and any implication on resources.			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
3	Confirm the circumstances of any deviations, and agree and implement appropriate corrective actions.	3.1	Analyse and agree corrective actions, from identified deviations, needed to maintain the project schedule.			
		3.2	Plan and implement agreed corrective actions.			
		3.3	Describe the methods that can confirm the circumstances of any deviations.			
		3.4	Explain how to agree and implement corrective actions in circumstances of any deviations, in relation to: <ul style="list-style-type: none"> <li>- restoring progress in accordance with agreed programme</li> <li>- agreeing new completion dates</li> <li>- securing additional resources</li> <li>- altering planned work.</li> </ul>			
4	Identify options which may produce savings in cost and time and help the contract progress, and pass options onto decision makers.	4.1	Establish suitable options to the work schedule considered to save cost and time.			
		4.2	Inform relevant decision makers in a suitable format of identified options that can assist contractual progress.			
		4.3	Explain how to identify the options which are most likely to minimise increases in cost and time and help contract progress.			
		4.4	Describe the different methods and techniques used to communicate information about costs and time to relevant decision makers.			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
5	Inform decision makers about progress, changes to the operational programme and resource needs.	5.1	Collect and establish information of project progress against project specifications.			
		5.2	Advise decision makers on project progress and recommended options for changes and resource needs.			
		5.3	Describe how to best inform relevant decision makers on actions needed to be taken to maintain or improve project progress.			
		5.4	Explain why and when decision makers should be informed about progress, any changes to the operational programme and resource needs.			

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

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

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

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

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

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

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

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

*(if sampled)*