



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:	Confirming the occupational method of work in the workplace
Unit reference number:	R/503/2924
QCF level:	3
Credit value:	11
Guided learning hours:	37
Start date:	January 2012

Unit summary

The aim of this unit is to develop the skills, knowledge and understanding required for confirming the occupational method of work 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 Assess available project data accurately to determine the occupational method of work.	1.1 Interpret and extract information from drawings, specifications, schedules, manufacturer's information, methods of work, risk assessments and programmes of work.			
	1.2 Explain how to summarise the following project data: <ul style="list-style-type: none"> - required quantities - specifications - detailed drawings - health and safety requirements - timescales - scope of works. 			
	1.3 Explain the different methods of assessing available project data.			
	1.4 Explain how to use project data to interpret the work method, in relation to: <ul style="list-style-type: none"> - standard work procedures - sequence of work - organisation of resources (people, equipment, materials) - work techniques - working conditions (health, safety and welfare) - risk assessment. 			

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
<p>2 Obtain additional information from alternative sources in cases where the available project data is insufficient.</p>	2.1	Collect and collate additional information from alternative sources to clarify the work to be carried out.		
	2.2	<p>Explain different methods and techniques of obtaining additional information from the following alternative sources when available project data is insufficient:</p> <ul style="list-style-type: none"> - customers or representatives - suppliers - regulatory authorities - manufacturer’s literature. 		
<p>3 Identify work methods that will make best use of resources and meet project, statutory and contractual requirements.</p>	3.1	Examine potential work methods to carry out the occupational work activity.		
	3.2	Determine which work methods will make best use of relevant resources and meet health and safety requirements relating to technical and/or project criteria.		
	3.3	<p>Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against technical criteria, in relation to:</p> <ul style="list-style-type: none"> - health and safety welfare (principles of protection) - fire protection - access and egress - equipment availability 		

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
	<ul style="list-style-type: none"> - availability of competent workforce - pollution risk - waste and disposal - zero and low carbon outcomes - weather conditions. 			
	<p>3.4 Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against project criteria, in relation to:</p> <ul style="list-style-type: none"> - conforming to statutory requirements - customer and user needs - contract requirements in terms of time, quantity and quality - environmental considerations. 			
	<p>3.5 Explain how different methods of work can achieve zero/low carbon outcomes.</p>			
4	<p>4.1 Confirm and communicate the selected work method to relevant personnel.</p>			
	<p>4.2 Communicate appropriately to relevant people the selected occupational work method.</p>			

Learning Outcome	Assessment Criterion		Evidence type	Portfolio reference	Date
	4.3	Describe the different techniques and methods of confirming and communicating work methods to relevant people.			
	4.4	Explain the principles of equality and diversity and how to apply them when working and communicating with others.			

Learner name: _____

Date: _____

Learner signature: _____

Date: _____

Assessor signature: _____

Date: _____

Internal verifier signature: _____
(if sampled)

Date: _____