



QUALIFICATION HANDBOOK

**SVQ in Controlling Lifting Operations: Supervising
Lifts (Construction) at SCQF Level 7**

Qualification reference number: GN5T 47

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1. Introduction

1.1 This qualification has been developed to seek to ensure that those that supervise lifting operations in a construction setting meet minimum requirements of technical competence and health and safety.

1.2 These requirements have been specified in the National Occupational Standards (NOS) developed by the Sector Skills Council (SSC) Construction Skills in liaison with employers and industry/ sector representatives. This qualification is based upon those NOS and incorporates the Qualification Structure approved by SQA Accreditation.

1.3 Successful completion of this qualification will allow candidates to show they have sufficient knowledge, understanding and skills to demonstrate competence in undertaking occupational work supervision in relation to controlling construction lifting operations.

1.4 This Handbook provides the information required to assist approved centres in delivering the qualification and preparing candidates for assessment. This includes some template forms that may be used / adapted by centres. Note that you are able to create your own, or use existing forms for this purpose. Alternatively, QFI makes its E-Portfolio system available to its approved centres.

This document should be read in conjunction with QFI's policies and the Centre Handbook.

2. Qualification objective(s)

2.1 The qualification is suitable for apprentices / those already in employment that wish to develop their knowledge and skills supervising lifting operations in a construction setting.

2.2 In order to do this, the qualification covers technical and health and safety standards, and supports roles relating to supervising lifting operations.

3. Progression

3.1 This qualification is primarily designed to allow candidates to progress to employment in roles relating to supervising lifting operations. These roles may be in addition to other construction related roles. Successful completion of this qualification may therefore lead to additional employment opportunities relating to supervising lifting operations.

3.2 Candidates achieving this qualification may also wish to progress to higher level qualifications those aimed at supervisory/ management roles e.g.

- Level 4 Award in Management and Leadership

3.3 Candidates may also choose to undertake qualifications in more generic subjects such as a health and safety in the workplace, e.g.

- Award in Health and Safety in a Construction Environment at SCQF level 4

4. Entry requirements

4.1 Candidates must be at least 18 years of age to be able to undertake this qualification.

4.2 Those that will be driving construction vehicles as part of their chosen pathway/ additional units must hold a full driving licence.

4.3 There are no other specific entry requirements, though the National Careers Service does recommend physical fitness.

4.4 Candidates taking this qualification must be made fully aware of what this entails. Centres must be satisfied that candidates have the experience and skills and will have sufficient assessment opportunities within their job role to provide evidence of competence for this qualification. Where this may not be the immediate case, candidates should check with their employer whether they are able to go out with departmental or immediate job role boundaries to gain the necessary assessment opportunities.

4.5 A sample induction checklist is included at Appendix 1.

5. Qualification structure

5.1 The structure for this qualification is set by the Sector Skills Council Construction Skills and approved by SQA Accreditation.

5.2 To achieve this qualification candidates must achieve:

- 8 mandatory units

Mandatory Units

All candidates must complete the following units:

SSC code	Title of mandatory unit (must complete all eight units)	SCQF level	SCQF credits
VR210	Develop and maintain good working relationships	6	8
VR531	Supervise lifting activities	6	12
VR700	Maintain systems for health, safety, welfare and environmental protection	7	8
VR703	Co-ordinate work control	7	12

VR705	Allocate and monitor the use of plant, equipment or machinery	7	9
VR708	Maintain the dimensional accuracy of the work	6	8
VR711	Co-ordinate preparation for site operations	6	8
VR713	Allocate work and check people's performance	8	9

All units are included in Appendix 2 of to this document.

6. Assessment

6.1 Roles and responsibilities

There are a number of people involved in the assessment process and the role of each needs to be clearly understood by each.

- Candidates – must familiarise themselves with the content of the units that they are taking and how these are to be assessed. They should co-operate with the assessment process, looking for opportunities to evidence the elements and gathering evidence where this arises. Candidates must take on board feedback from their assessor and work with their assessor to develop realistic plans for assessment. An Assessment Plan and Review template is included at Appendix 3.
- Assessors - must familiarise themselves with the content of the units that they are assessing and how these are to be assessed. They must assist candidates in identifying assessment opportunities, gathering, and presenting evidence. Assessors must assess all elements and record these assessments. Templates for recording elements, and for unit achievement, are at Appendix 4. Assessors must feedback and work with candidates to identify any gaps and develop realistic plans for assessment. They must also work with the Internal Verifier and External Verifier to ensure a common standard of assessment.
- Internal Verifiers – sometimes known as Internal Quality Assurers (IQAs), their role is to ensure that the assessment process is appropriate, consistent, fair and transparent; that assessors receive on-going support and that they are assessing to a common standard; and that awards are valid, reliable and consistent. IVs must develop a strategy that includes standardisation activities such as reviewing samples of evidence from each assessor, and countersigning the decisions of unqualified assessors.
- External Verifiers - sometimes known as External Quality Assurers (EQAs), are appointed by QFI and are independent of the centre. Their role is to check that

internal processes are in place to ensure robust, consistent assessment. This includes sampling assessment evidence.

6.2 SCQF level 7 descriptors

The following are descriptions of what a candidate should be able to do or demonstrate at SCQF level 7. These are for guidance only – it is not expected that every point will be covered.

Knowledge and understanding

Demonstrate and/or work with: An overall appreciation of the body of knowledge that constitutes a subject/discipline/sector; Knowledge that is embedded in the main theories, concepts and principles of the subject/discipline/sector.; An awareness of the dynamic nature of knowledge and understanding; An understanding of the difference between explanations based on evidence and/or research and other sources, and of the importance of this difference.

Applied knowledge, skills and understanding

Apply knowledge, skills and understanding: In practical contexts; In using some of the basic and routine professional skills, techniques, practices and/or materials associated with the subject/discipline/sector; To practise these in both routine and non-routine contexts.

Generic cognitive skills

Present and evaluate arguments, information and ideas that are routine to a subject/discipline/sector; Use a range of approaches to address defined and/or routine problems and issues within familiar contexts.

Communication, ICT and numeracy skills

Use a wide range of routine skills and some advanced skills associated with a subject/discipline/sector, for example: Convey complex ideas in well-structured and coherent form; Use a range of forms of communication effectively in both familiar and unfamiliar contexts; Select and use standard ICT applications to process and obtain a variety of information and data; Use a range of numerical and graphical skills in combination; Use numerical and graphical data to measure progress and achieve goals/targets.

Autonomy, accountability and working with others

Exercise some initiative and independence in carrying out defined activities at a professional level in practice or in a subject/discipline/sector; Accept supervision in less familiar areas of work; Exercise some managerial or supervisory responsibility for the work of others within a defined and supervised structure; Manage limited resources within defined areas of work; Take the lead in implementing agreed plans in familiar or defined contexts; Take account of own and others' roles and responsibilities when carrying out and evaluating tasks; Work, under guidance, with others to acquire an understanding of current professional practice.

6.3 The assessment process

Assessment for this qualification, and for individual units that comprise the qualification, must take place in accordance with '*Construction Skills Consolidated Assessment Strategy for Construction and the Built Environment: Craft, Supervisory, Technical, Managerial and Professional National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs)*' (published December 2016, approved by ACG February 2017).

This document translates the requirements of the assessment strategy and gives guidance to ensure that centres meet these.

Centres delivering the qualification must ensure that assessors and Internal Verifiers are aware of the assessment strategy and how to access this. External Verifiers may check this requirement during monitoring visits to centres.

Assessment involves the following key stages: planning; producing evidence; assessing evidence; recording. Each of these is considered in more detail below.

6.3.1. Planning

The assessor must create an Assessment Plan with each candidate that he/ she will be assessing. The Assessment Plan will need to be reviewed as the candidate progresses through the units. A template for assessment planning and review is at Appendix 3 of this document.

A wide range of assessment methods exist that can be used to assess knowledge and skills. Methods of assessment that are commonly used for assessing competence based qualifications such as N/SVQs include the following:

- Product evidence – this relates to the outcome of the candidate's work, and the actual product that is generated as a result of their work.
- Direct observation – where an assessor (or credible witness) will directly observe the candidate undertaking certain tasks/ creating products that occur as part of their role. Observations must be referenced to the elements covered
- Question/ answer – these will often supplement the methods above, for example the assessor may ask the candidate a number of questions whilst they are undertaking a task. Questioning is a useful way to establish knowledge and to generate evidence of this
- Witness testimony – credible witnesses may be identified who can for example testify that the candidate can successfully undertake certain tasks
- Personal statement – declaration made by the candidate that should be referenced to elements

Centres should ensure that their Assessors use the methods above to assess candidates for this qualification.

Template assessment documents including an Assessor Report can be found at Appendix 3.

6.3.2 Producing evidence

The methods of assessment must generate evidence to demonstrate the candidates' competence. Evidence produced in the workplace is central to Construction Skills Consolidated Assessment Strategy. Workplace evidence is vital to ensuring that the candidate is competent to industry standards and a suitable way of recording this must be used.

The following indicates the type of evidence generated by the methods on the section above:

- Product evidence –Photographic or video evidence is often used to record this, or it may also be recorded via the method below. Labelled photographs and/or videos that clearly show the candidate are sources of evidence for this purpose.
- Direct observation –observations must be recorded via an Assessor or other report (e.g. witness statement)
- Question/ answer –both the questions and the candidate's responses to these must be recorded either in writing or via some audio or visual device (e.g. part of a video recording).
- Witness testimony – this may be written, audio or visual recordings
- Personal statement – the declaration made by the candidate must be recorded

All of the above must be referenced to the evidence that they cover. Templates that may be used for recording evidence are at Appendix 3.

Feedback should be given to the candidate on an on-going basis and where there are any gaps or shortfalls in evidence then these should be incorporated into the Assessment Plan.

Assessment must meet the requirements of the performance criteria, knowledge and understanding documented for each unit of assessment. Methods of assessment must ensure coverage of all elements, scope and range, and generate sufficient evidence to demonstrate competence. A holistic approach towards the collection of evidence is encouraged. The focus should be on assessing activities generated by the whole work experience rather than focusing on specific tasks. This would show how evidence requirements could be met across the qualification to make the most efficient use of evidence.

Direct evidence produced through normal performance in the workplace is the primary source for meeting these requirements. This includes naturally occurring evidence, direct observation of activities and witness testimony as relevant, all of which must be recorded.

Workplace evidence must be supported by the required evidence of knowledge and understanding. This evidence may be identified by:

- questioning the candidate
- recognised industry education and training programme assessment or professional interview assessment that has been matched to NOS requirements
- performance evidence/ completed work

All of which must be recorded and made available for verification purposes.

Workplace evidence of skills cannot be simulated for this qualification.

6.3.3 Assessing evidence

Evidence must be assessed against the units/ elements to establish whether the candidate is competent with regards to their performance and knowledge. In order to achieve the qualification candidates must achieve a 'pass'. The evidence must show that the candidate consistently (i.e. on more than one occasion) meets all of the elements across the scope/range of each unit.

If there is insufficient evidence to make this judgement then plans must be made as to how the candidate can produce further evidence in order to demonstrate competence.

Assessors must check that the evidence produced is sufficient in volume, relevant and current. They must also be confident that the evidence has been generated by the candidate. Assessors and candidates normally sign documentation to declare that the evidence produced is that of the candidate and no other.

6.3.4 Recording evidence

Evidence (or reference to where certain evidence is located) is normally kept in a portfolio. This may be paper-based or electronic. All evidence contained within the portfolio must be clearly referenced to the units and elements. Candidates' progress can therefore be tracked. Note that certain pieces of evidence can be recorded across more than a single element. Tracking is important to show where this is that case.

It is helpful to give each piece of evidence a number so that this can be mapped across elements. See the template forms at Appendix 4. Assessment decisions made against the evidence must also be recorded so that an IV or an EV can see these. All evidence must be kept for internal and external verification.

7. Assessors

7.1 The occupational competence of assessors is defined in '*Construction Skills Consolidated Assessment Strategy for Construction and the Built Environment: Craft, Supervisory, Technical, Managerial and Professional National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs)*' (published December 2016, approved by ACG February 2017).

7.2 The roles and responsibilities of assessors is outlined in the section above. Assessors must be competent to perform their role and either hold the qualifications needed to carry out assessment – or achieve within 18 months of commencing their role:

- D32 or D33
- A1
- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement
- an appropriate Assessor qualification as identified by SQA Accreditation

Assessors must also:

- have a sound, in-depth knowledge of, and uphold the integrity of, the relevant NOS and Assessment Strategy to enable them to carry out assessment to the standards specified
- have the occupational expertise (craft/ trade specific) before commencing their role so they have up to date experience, knowledge and understanding of the particular aspects of work they are assessing
- only assess in their acknowledged area of occupational competence
- maintain the currency of this for the duration of their role
- know QFI's requirements for recording assessment decisions and maintaining assessment records

7.3 Holders of A1 and D32/33 must assess to the current National Occupational Standards (NOS) for Learning and Development.

7.4 Assessors must be registered with QFI. The Centre Handbook provides details.

7.5 The assessment decisions of unqualified assessors must be countersigned by the IV.

8. Internal verification

8.1 Centres' internal assessment processes and practices must be effective and support the integrity and consistency of the qualification. This is achieved through the internal quality assurance that is undertaken by the approved centre, and the external quality assurance that is undertaken by QFI. Centres must operate explicit, written internal quality assurance procedures to ensure:

- the accuracy and consistency of assessment decisions between assessors operating at the centre
- that assessors are consistent in their interpretation and application of the qualifications or unit(s) learning outcomes

8.2 Centres must appoint IVs who will be responsible for:

- regular sampling evidence of assessment decisions made by all assessors across all aspects of assessment for the qualification. Sampling must include direct observation of assessment practice
- maintaining up-to-date records of IV and sampling activity (what was evidence was sampled or assessors / IV observed where there is more than one) and ensuring that these are available for external quality assurance

- establishing procedures to ensure that all assessors interpret the learning outcomes in the same way
- monitoring and supporting the work of assessors
- facilitating appropriate staff development and training for assessors
- providing feedback to the EV on the effectiveness of assessment
- ensuring that any corrective action required by QFI is carried out within agreed timescales.

8.3 Centres must ensure that the decisions of unqualified IVs are checked, authenticated and countersigned by an IV who is appropriately qualified and occupationally expert. QFI will monitor a centre's compliance with these requirements through monitoring visits and certification claims.

8.4 The IV is also responsible and accountable for arranging the checking and countersigning process. IVs may verify only evidence that they did not assess themselves. Further guidance on internal quality assurance/verification is provided in the Centre Handbook. Appendix 5 of this document indicates suggested content for an IV strategy, and a template for sampling assessment evidence.

9. Internal verifiers

9.1 The occupational competence of IVs is defined in '*Construction Skills Consolidated Assessment Strategy for Construction and the Built Environment: Craft, Supervisory, Technical, Managerial and Professional National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs)*' (published December 2016, approved by ACG February 2017).

9.2 The roles and responsibilities of IVs is outlined above. IVs must competent to perform their role and either hold the qualifications needed to carry out internal verification – or achieve within 18 months of commencing their role:

- D34
- V1
- Level 4 Award in the Internal Quality Assurance of the Assessment Process and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Process and Practice
- an appropriate Internal Verifier qualification as identified by SQA Accreditation

9.3 It is strongly recommended that IVs also hold assessor qualifications (see section above).

9.4 Holders of V1/D34 must quality assure to the current National Occupational Standards (NOS) for Learning and Development.

9.5 IVs must be registered with QFI. The Centre Handbook provides details

10. External verification

10.1 External verification of this qualification ensures that the requirements are met for the '*Construction Skills Consolidated Assessment Strategy for Construction and the Built Environment: Craft, Supervisory, Technical, Managerial and Professional National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs)*' (published December 2016, approved by ACG February 2017).

10.2 Centre visits will normally take place on an annual basis, though these could be more frequent if deemed necessary as a result of QFI's risk assessments. The Centre Handbook provides further details on external verification including to prepare for centre visits.

QFI's appointed External Verifiers meet the requirements of the assessment strategy.

11. Certification

11.1 Note that there is a lapsing period of two years for this qualification. This means that when the qualification expires, is withdrawn or replaced by a revised version, candidates registered have two years from the expiry date in which to complete the qualification. This will allow sufficient time for candidate's to compete and allow for currency of evidence.

12. Equality and diversity

12.1 This qualification must be assessed in English.

12.2 Assessment must be inclusive and where appropriate reasonable adjustments made to ensure equality of access in line with QFI's Equality and Diversity Policy. Full details are included in the QFI Centre Handbook.

12.3 Special consideration is not normally given for competence based qualifications as it is necessary for candidates to demonstrate that they have the necessary skills and knowledge to achieve the qualification and operate safely in the workplace.

12.4 Equality data will be collected at the point of registration. This is for monitoring purposes only and will include age, gender, ethnicity, and disability.

13. Fees

13.1 The current fees for this qualification, and for individual units, are included in the QFI Fees and Invoicing document. This document also details what is/ is not included in fees.

13.2 Fees may be broken down to a reasonable level upon request to QFI.

APPENDIX 1 - CANDIDATE TEMPLATE DOCUMENTS

Sample Form Induction checklist

This document indicates what may be covered as part of a candidate's induction. This list is not exhaustive.

	Tick
Qualification information: <ul style="list-style-type: none"> • Units • Structure • Summary of assessment • Awarding body 	
Roles and responsibilities: <ul style="list-style-type: none"> • Candidate • Assessor • Internal Verifier • External Verifier 	
Training and assessment process: <ul style="list-style-type: none"> • Planning • Collection of evidence (including methods) • Review of evidence • Feedback on evidence • Verification of evidence • Certification 	
Policies: <ul style="list-style-type: none"> • Complaints • Appeals • Malpractice • Data protection • Health and safety • Equality (including reasonable adjustments/ additional support) 	
Forms: <ul style="list-style-type: none"> • Enrolment • Other 	
I confirm that I have received this induction and the associated documents: Candidate name: Candidate signature: Date:	

APPENDIX 2

UNITS

COSVR210

Develop and maintain good working relationships

Overview

This standard, in the context of your occupation and work environment, is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 working with, informing and supporting people
- 4 developing and maintaining good occupational working relationships

Performance criteria

You must be able to:

- P1 develop, maintain and encourage working relationships to promote goodwill and trust
- P2 inform relevant people about work activities in an appropriate level of detail and with an appropriate degree of urgency
- P3 offer advice and help to relevant people about work activities and encourage questions, requests for clarification and comments
- P4 clarify the proposals with the relevant people and discuss alternative suggestions
- P5 resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect

Knowledge and understanding

You need to know and understand:

Performance Criteria 1: Working relationships

- K1 how to maintain and encourage working relationships to promote goodwill and trust with relevant people
- K2 how to develop working relationships to promote goodwill and trust
- K3 how to apply the principles of equality and diversity

Performance Criteria 2: Inform people

- K4 how to inform relevant people about work activities in an appropriate level of detail and with an appropriate degree of urgency

Performance Criteria 3: Offer advice

- K5 how to encourage questions, requests for clarification and comments
- K6 how to offer advice and help to people about work activities

Performance Criteria 4: Deal with alternative proposals

- K7 how to clarify alternative proposals with the relevant people
- K8 how to suggest alternative proposals

Performance Criteria 5: Resolve conflicts

- K9 how to resolve differences of opinion in ways which minimise offence and maintain goodwill, trust and respect

Additional information

Scope/ range relating to performance criteria

Performance Criteria 1

- 1 record(s) of information on advice provided about occupational work activities and/or associated occupations

2 apply the principles of equality and diversity

Performance Criteria 2

3 record(s) of information and advice given about carrying out the work activities 3.1 appropriate timescales

3.2 health and safety requirements 3.3 co-ordination of work procedures

Performance Criteria 3

4 record(s) of information and advice given about methods of occupational work activities to achieve the required outcome

Performance Criteria 4

5 outline notes of discussions relating to the occupational work activity and/or other occupations involved

Performance Criteria 5

6 outline notes of agreed activities that satisfy those involved, to meet the required outcome of the proposed method of work

Scope/ range relating to knowledge and understanding

Equality and diversity

1 show consideration for the needs of individuals by applying the principles of equality and diversity

Goodwill and trust

2 keeping promises and undertakings

3 honest relationships

4 constructive relationships

5 co-operation and dialogue

Inform/Offer advice

6 orally

7 in writing

8 using drawings/sketches

People

9 colleagues

10 employers

11 customers

12 contractors

13 suppliers of products and services

14 those affected by the work/project

Work activities

15 progress

16 results

17 achievements

18 occupational problems

19 occupational opportunities

20 health and safety requirements

21 co-ordinated work

Working relationships

22 formal

23 informal

Developed by: ConstructionSkills Version: 3

Date approved: March 2011 Indicative review date: February 2016

Validity: Current Status: Original

Originating organisation: ConstructionSkills Original URN: VR210

Relevant occupations: Construction and Building Trades nec; Construction and Building Trades Supervisors

Suite: Occupational Work Supervision (Construction); Accessing Operations and Rigging (Construction);

Cladding Occupations (Construction); Decorative Finishing and Industrial Painting Occupations (Construction);

Floorcovering Occupations (Construction); Formwork (Construction); Heritage Skills (Construction); Interior Systems (Construction); Building Maintenance Multi trade Repair and Refurbishment Operations; Mastic Asphalt (Construction); Plastering (Construction); Roofing Occupations (Construction); Specialist Installation Occupations (Construction); Stonemasonry (Construction); Sub-structure Work Occupations (Construction); Trowel Occupations (Construction); Wall and Floor Tiling (Construction); Wood Machining (Construction/Sawmilling Extrusion/Furniture); Wood Occupations (Construction)
 Key words: Discussions; Advice; Outcomes; Goodwill; Trust; Equality; Diversity

COSVR531

Supervise lifting activities

Overview

This standard is about:

- 1 interpreting work method and lift plan information
- 2 monitoring lifting activities by pre-work, progress and post-work checks
- 3 controlling necessary resources
- 4 identifying problems and communicating corrective action

Performance criteria

You must be able to:

- P1 carry out the supervision of lifting activities following given data which will minimise disruption and maintain optimum performance
- P2 observe current legislation and official guidance appropriate to the work environment
- P3 identify and assess faults and problems and recommend corrective action which conforms to safe working methods and practices
- P4 conduct pre-work checks to meet statutory requirements, official guidance and maintain safe working methods and practices
- P5 keep accurate records of work progress checks, faults, problems and quantities involved
- P6 conduct post-work checks to ensure completion of the work method data
- P7 identify, assess and maintain the necessary resources for lifting activities

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Supervise lifting activities

- K1 how to supervise programmed lifting activities
- K2 how to minimise disruption to other works during lifting activities
- K3 how to minimise disruption to people during lifting activities
- K4 how to apply methods that will optimise performance during lifting activities

Performance Criteria 2

Observe legislation and guidelines

- K5 what current legislation and official guidance applies directly to lifting activities

Performance Criteria 3

Identify and assess faults and problems

- K6 how to identify common lifting operation faults and problems
- K7 how to assess faults and problems
- K8 how to make recommendations for corrective action and suggest solutions for faults and problems

K9 how to communicate corrective actions for lifting activities

K10 how to apply corrective action with non-conforming plant, equipment and machinery

Performance Criteria 4

Conduct pre-work checks

K11 how to conduct pre-work lifting activity checks in order to meet statutory requirements

K12 how to record pre-work lifting activity checks

K13 why you need to conduct pre-work lifting activity checks

K14 how to apply effective communication methods to team members

Performance Criteria 5

Keep accurate records

K15 how to keep accurate records of work progress lifting activity checks including faults, problems and quantities used

K16 why accurate records are needed

Performance Criteria 6

Conduct post-work checks

K17 how to conduct post-work lifting activity checks in order to meet statutory requirements

K18 how to record post-work lifting activity checks

K19 why you need to conduct post-work lifting activity checks

Performance Criteria 7

Identify, assess and maintain resources

K20 how to identify the necessary resources for lifting activities

K21 how to assess the quality of resources for lifting activities

K22 how to maintain the necessary resources for lifting activities

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

1 records of programmes of lifting activities for at least one of the following

1.1 cranes

1.2 lift trucks

1.3 excavators

1.4 hoists

1.5 access equipment

Performance Criteria 2

2 protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following

2.1 methods of work

2.2 risk assessment

2.3 safe use and storage of plant, equipment and machinery

2.4 safe use and storage of materials

2.5 traffic management

2.6 work permits

2.7 emergency plans

2.8 Codes of Practice

2.9 regulations

Performance Criteria 3

3 records of dealing with at least two of the following lifting activity faults and problems

- 3.1 work method data errors
- 3.2 construction errors
- 3.3 identification of further utilities
- 3.4 heritage concerns
- 3.5 environmental concerns
- 3.6 incorrect maintenance
- 3.7 identification of hazardous materials
- 3.8 breaches of security
- 3.9 documentation error/availability
- 3.10 certification error/availability
- 3.11 non-conforming plant, equipment or machinery

Performance Criteria 4

4 records of checks for at least two of the following

- 4.1 condition
- 4.2 fit for purpose
- 4.3 health and safety
- 4.4 environmental
- 4.5 people

Performance Criteria 5

5 records of work progress checks detailing work done, faults, problems and quantities involved

Performance Criteria 6

6 records of checks confirming completion of the lifting activity according to given data and removal of associated resources

Performance Criteria 7

7 records of the acquisition and maintenance for at least three of the following resources

- 7.1 people
- 7.2 plant, equipment or machinery
- 7.3 materials and components
- 7.4 sub-contractors
- 7.5 work area and facilities
- 7.6 waste management
- 7.7 utility providers

Additional information

Scope/ range related to knowledge and understanding

Communication

- 1 discussions
- 2 sketches
- 3 briefings

Corrective action

- 4 redesign
- 5 reconfigure

- 6 restrict
- 7 reposition
- 8 repair
- 9 replace
- 10 isolate
- 11 quarantine

Faults and problems

- 12 work method data errors
- 13 construction errors
- 14 identification of further utilities
- 15 heritage concerns
- 16 environmental concerns
- 17 incorrect maintenance
- 18 identification of hazardous materials
- 19 documentation error/availability
- 20 certification error/availability
- 21 non-conforming plant, equipment or machinery
- 22 breaches of security

Lifting activities

- 23 cranes
- 24 lift trucks
- 25 excavators
- 26 hoists
- 27 access equipment

Lifting activity checks

- 28 condition
- 29 fit for purpose
- 30 health and safety
- 31 working area
- 32 ground conditions
- 33 people
- 34 environmental

People

- 35 workforce
- 36 client
- 37 other personnel on site
- 38 members of the public
- 39 occupiers
- 40 site visitors
- 41 people affected by on-site operations

Resources

- 42 people
- 43 plant, equipment or machinery
- 44 materials and components
- 45 sub-contractors
- 46 work area and facilities

47 waste management
48 utility providers

Statutory requirements

49 test
50 examination
51 inspection
52 certification

Developed by: ConstructionSkills Version: 1
Date approved: July 2008 Indicative review date: May 2015
Validity: Current Status: Original
Originating organisation: ConstructionSkills Original URN: VR531
Relevant occupations: Construction and Building Trades Supervisors
Suite: Controlling Lifting Operations (Construction)
Key words: Plant; Cranes; Supervising; Lifting-equipment; Monitoring-lifting; Lifting operations; Communicating; Organising-work; Moving-loads; Slinging; Signalling

COSVR700

Maintain systems for health, safety, welfare and environmental protection

Overview

This standard is about

- 1 implementing, monitoring and reviewing the conditions for a safe and healthy workplace
- 2 ensuring personnel are aware of their health and safety responsibilities
- 3 ensuring personnel have access to necessary equipment and resources for welfare, safe and healthy working

Performance criteria

You must be able to:

- P1 encourage a culture of health, safety, welfare and environmental awareness
- P2 identify and recommend opportunities for improving health, safety and welfare for people on site
- P3 ensure the workforce and visitors to the site are inducted and check the competence of those under your control
- P4 maintain accurate and appropriate statutory notices and hazard warnings
- P5 ensure serviceability of health, safety, welfare and environmental protection equipment and resources in order to comply with current legislation
- P6 implement systems which meet organisational and statutory requirements for the identification of hazards and reduction of risks; reporting accidents and emergencies and preventing recurrence
- P7 check health, safety, welfare and environmental protection systems regularly in accordance with organisational and statutory requirements
- P8 identify and report any special site conditions which do not comply with organisational and statutory requirements

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Encourage awareness

K1 how to encourage a culture of health, safety, welfare and environmental awareness on site

Performance Criteria 2

Improvement opportunities

K2 how to identify opportunities to improve health, safety and welfare for people on site

K3 how to recommend improvements to health, safety and welfare systems

Performance Criteria 3

Workforce and visitors

K4 how to ensure the workforce and visitors have site inductions

K5 how to check the competence of people under your control

K6 why you need to ensure the workforce and visitors have inductions, and the people under your control are competent

Performance Criteria 4

Maintain statutory notices

K7 how to maintain statutory notices and warning signs so they are accurate

Performance Criteria 5

Protection equipment and resources

K8 how to conduct and record maintenance checks on health, safety, welfare and environmental protection equipment and resources which meet the project and organisational and statutory requirements

Performance Criteria 6

Implement systems

K9 how to implement a system which meets organisational and statutory requirements for identifying hazards and reducing risks

K10 how to implement a system which meets organisational and statutory requirements for reporting accidents and emergencies, and operates to prevent recurrence

K11 why you need to implement a system to identify hazards, reduce risks and report accidents

Performance Criteria 7

Protection systems

K12 how to check health, safety, welfare and environmental protection systems

K13 how to ensure health, safety, welfare and environmental protection complies with organisational and statutory requirements

Performance Criteria 8

Special site conditions

K14 how to identify special site conditions that do not comply with organisational and statutory requirements

K15 how to report special site conditions that do not comply with organisational and statutory requirements

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

1 records of the initiatives taken to encourage a culture of health, safety, welfare and consideration for the environment

Performance Criteria 2

2 records of recommendations made that could improve health, safety or welfare on site

Performance Criteria 3

3 records of checks that the workforce and visitors are inducted

4 records of checks on competence undertaken for those working under your control

Performance Criteria 4

5 records of maintenance conducted on statutory notices and hazard warnings

Performance Criteria 5

6 records of maintenance checks on at least five of the following health, safety, welfare and environmental protection equipment or resources

6.1 protective clothing

6.2 protective equipment

6.3 first aid facilities and arrangements

6.4 welfare facilities

6.5 storage and security of materials and equipment

6.6 accident and incident reporting system

6.7 fire fighting equipment

6.8 provision of health, safety and welfare training

Performance Criteria 6

7 records of the system implemented to identify hazards and reduce risks

8 records of the system implemented to report accidents and emergencies and prevent recurrence

Performance Criteria 7

9 records of checks conducted to ensure compliance with the following organisational and statutory requirements

9.1 construction specific health, safety, welfare and environmental legislation

9.2 recognised industry codes of practice

9.3 organisational procedures

Performance Criteria 6

10 records of reported special site conditions which do not comply with current legislation

Additional information

Scope/ range related to knowledge and understanding

Health, safety, welfare and environmental protection equipment and resources

1 protective clothing

2 protective equipment

3 first aid facilities and arrangements

4 welfare facilities

5 storage and security of materials and equipment

6 accident and incident reporting systems

7 fire fighting equipment

8 provision of health, safety and welfare training

Inductions

9 health and safety responsibilities

10 welfare facilities

11 environmental responsibilities

12 health, safety, welfare and environmental protection equipment and resources

13 risk control procedures

- 14 first aid arrangements
- 15 health, safety and environmental plans
- 16 emergency drills
- Organisational and statutory requirements
- 17 construction specific health, safety, welfare and environmental legislation
- 18 recognised industry codes of practice
- 19 organisational procedures
- People
- 20 workforce
- 21 other personnel on site
- 22 members of the public
- 23 occupiers
- 24 site visitors
- 25 people affected by site operations
- Statutory notices
- 26 prescribed notices
- 27 certificates of insurance
- 28 site signs for health, safety and environment protection
- 29 warning signs

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 Date approved: October 2007 Indicative review date: July 2016
 Validity: Current Status: Original
 Originating organisation: ConstructionSkills Original URN: VR700
 Relevant occupations: Construction and Building Trades Supervisors
 Suite: Construction Site Supervision; Controlling Lifting Operations (Construction); Senior Crafts
 Key words: Healthy; Safety; Welfare; Environmental; Protection

COSVR703

Co-ordinate work control

Overview

This standard is about

- 1 providing information to all workplace personnel regarding their job responsibilities
- 2 planning site resources
- 3 organising and controlling site resources

Performance criteria

You must be able to:

- P1 assemble and review relevant information used in the preparation of the project plan and clarify any information which is not clear
- P2 communicate and agree a programme, methods and attendance with the people who will be doing the work
- P3 plan and obtain sufficient resources and attendance of the appropriate type which will meet the project requirements and timescales
- P4 organise and control the site and resources so that conditions are safe, the site is tidy and creates a favourable image of the organisation, its products, its services and the project
- P5 organise work activities and implement measures that take into account appropriate factors

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Assemble and review information

K1 how to assemble relevant information

K2 how to clarify information that is unclear

Performance Criteria 2

Communicate and agree

K3 how to communicate and agree a programme, methods and attendance details with people who will be doing the work

K4 how to integrate construction methods using programmes that include methods and attendance

Performance Criteria 3

Plan and obtain resources

K5 how to plan to obtain sufficient and appropriate types of resources and attendance to ensure project requirements and timescales are met

Performance Criteria 4

Organise and control the site and resources

K6 how to organise and control the site

K7 methods of organising and controlling resources

K8 how to ensure site conditions are safe

K9 how to ensure the site is tidy and creates a favourable image of the organisation, its products and its services

Performance Criteria 5

Organise work activities

K10 how to organise activities, taking into account appropriate factors

K11 how to implement measures, taking into account appropriate factors

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

1 records of at least three of the following sources of information reviewed for clarity

1.1 surveys and reports

1.2 design

1.3 contractual

1.4 statutory consents

1.5 contractor's pre-planning information

1.6 health, safety and environmental plans

1.7 risk assessments and method statements

1.8 programmes

1.9 about competent people

1.10 sub-contractor arrangements and attendance

Performance Criteria 2

2 records of communication with people who will be doing the work showing agreement of programme, methods and attendance that integrate construction operations

Performance Criteria 3

3 records of plans covering requirements and timescales used to secure at least three of the following resources

- 3.1 people
- 3.2 plant, equipment or machinery
- 3.3 materials and components
- 3.4 sub-contractors
- 3.5 information
- 3.6 work area and facilities
- 3.7 waste management
- 3.8 utility providers

Performance Criteria 4

4 records of work undertaken to organise and control the site including

- 4.1 resources
- 4.2 safe conditions
- 4.3 tidiness
- 4.4 image

Performance Criteria 5

5 records of activities undertaken that consider at least three of the following factors

- 5.1 occupiers
- 5.2 near neighbours
- 5.3 public access
- 5.4 site conditions
- 5.5 environmental considerations
- 5.6 vehicular access
- 5.7 security and trespass
- 5.8 public utilities
- 5.9 heritage status

Additional information

Scope/ range related to knowledge and understanding

Factors

- 1 occupiers
- 2 near neighbours
- 3 public access
- 4 site conditions
- 5 environmental considerations
- 6 vehicular access
- 7 security and trespass
- 8 public utilities
- 9 heritage status

Information

- 10 survey and reports
- 11 design
- 12 contractual
- 13 statutory consents
- 14 contractor's pre-planning information
- 15 health, safety and environmental plans
- 16 risk assessments and method statements

- 17 programmes
- 18 about competent people
- 19 sub contractor arrangements and attendance
- Resources
- 20 people
- 21 plant, equipment or machinery
- 22 materials and components
- 23 sub-contractors
- 24 information
- 25 work area and facilities
- 26 waste management
- 27 utility providers

Developed by: ConstructionSkills Version: 2
 Date approved: January 2009 Indicative review date: July 2015
 Validity: Current Status: Original
 Originating organisation: ConstructionSkills Original URN: VR703
 Relevant occupations: Construction and Building Trades Supervisors
 Suite: Construction Site Supervision; Controlling Lifting Operations (Construction)
 Key words: Workplace; Personnel; Responsibilities; Organising; Controlling; Site; Resources

COSVR705

Allocate and monitor the use of plant, equipment or machinery

Overview

This standard is about

- 1 ensuring plant, equipment or machinery is suitable and available
- 2 checking plant, equipment or machinery for suitability on arrival
- 3 ensuring safe use of plant, equipment or machinery
- 4 returning plant, equipment or machinery when it is no longer required on site

Performance criteria

You must be able to:

- P1 produce clear requests for plant, equipment or machinery which meet the needs of the project
- P2 ensure and record that plant, equipment or machinery meets operational and statutory requirements prior to use on site and allocate it to the operations for which it is suitable
- P3 identify hazards and assess risks arising from the use of plant, equipment or machinery and implement measures that protect people and the environment
- P4 keep records of the use of plant, equipment or machinery
- P5 recommend alternative types of plant, equipment or machinery to decision-makers where existing plant, equipment or machinery is less suitable for use on site
- P6 issue instructions for the use of plant, equipment or machinery to operators
- P7 check and confirm that operators are allowed to use plant, equipment or machinery for which they have the required level of training and certification and monitor that they are working safely
- P8 ensure the appropriate storage, servicing and maintenance of plant, equipment or machinery to meet operational and statutory requirements
- P9 inform decision-makers promptly when plant, equipment or machinery is no longer required

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Requests for plant, equipment or machinery

K1 how to produce requests for plant, equipment or machinery to meet the needs of the project

Performance Criteria 2

Operational and statutory requirements

K2 how to ensure plant, equipment or machinery meets operational and statutory requirements prior to use on site

K3 how to allocate plant, equipment or machinery to suitable operations

K4 how to record checks on the suitability of plant, equipment or machinery

Performance Criteria 3

Identify hazards and assess risks

K5 how to identify hazards and assess risks arising from the use of plant, equipment or machinery

K6 how to implement measures that protect people and the environment

Performance Criteria 4

Keep records

K7 how to keep records of the use of plant, equipment or machinery

K8 why you need to keep records of the use of plant, equipment or machinery

Performance Criteria 5

Recommend alternative plant, equipment or machinery

K9 how to identify when plant, equipment or machinery is not suitable for use

K10 how to identify alternative plant, equipment or machinery

K11 how to recommend alternative plant, equipment or machinery to decision makers

Performance Criteria 6

Issue instructions

K12 how to issue instructions for the use of plant, equipment or machinery to operators

Performance Criteria 7

Check operators and monitor safe use

K13 how to check and confirm operator's abilities and authorisation to use plant, equipment or machinery

K14 how to monitor the safe operation of plant, equipment or machinery

Performance Criteria 8

Ensure storage, service and maintenance

15 how to ensure plant, equipment or machinery is stored, serviced and maintained in accordance with operational and statutory requirements

Performance Criteria 9

Inform decision-makers

16 how to inform decision-makers when plant, equipment or machinery is no longer required

17 why you need to inform decision-makers when plant, equipment or machinery is no longer required

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

1 records of requests for at least four of the following types of plant, equipment or machinery

1.1 static

1.2 mobile

1.3 accessories

1.4 consumables

1.5 health and safety equipment

1.6 specialised hand tools

1.7 standard plant, equipment or machinery

1.8 non-standard plant, equipment or machinery

Performance Criteria 2

2 records of checks completed on plant, equipment or machinery prior to use on site

3 records of the operations to which the plant, equipment or machinery is allocated

Performance Criteria 3

4 protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following measures

4.1 methods of work

4.2 risk assessment

4.3 safe use and storage of tools

4.4 safe use and storage of materials

4.5 traffic control

4.6 emergency plans

Performance Criteria 4

5 records of the time for plant, equipment or machinery usage

Performance Criteria 5

6 records of recommendations on the use of alternative types of plant, equipment or machinery made to decision-makers

Performance Criteria 6

7 records of instructions provided to plant, equipment or machinery operators

Performance Criteria 7

8 records of checks made on operator's abilities and authorisation to operate plant, equipment or machinery

9 records of safety checks made on the operators while plant is working

Performance Criteria 8

10 records of storage arrangements for plant, equipment or machinery

11 records of checks made for serviceability and maintenance of plant, equipment or machinery as appropriate to at least three of the following operational and statutory requirements

11.1 health, safety and welfare of the workforce and others

11.2 operational efficiency

11.3 security of resources

11.4 obligations to third parties

11.5 regulatory authorities

11.6 contractual commitments

Performance Criteria 9

12 records of notices provided to decision-makers when all the tasks for

plant, equipment or machinery are complete

Additional information

Scope/ range related to knowledge and understanding

Decision-makers

1 line management

2 plant specialists

3 buyers

4 plant, equipment or machinery suppliers

Measures

5 methods of work

6 risk assessment

7 safe use and storage of tools

8 safe use and storage of materials

9 traffic control

10 emergency plans

Operational and statutory requirements

11 health, safety and welfare of the workforce and others

12 operational efficiency

13 security of resources

14 obligations to third parties

15 regulatory authorities

16 contractual commitments

People

17 workforce

18 other personnel on site

19 members of the public

20 occupiers

21 site visitors

22 people affected by on-site operations

Plant, equipment or machinery

23 static

24 mobile

25 accessories

26 consumables

27 health and safety equipment

28 specialised hand tools

29 standard plant, equipment or machinery

30 non-standard plant, equipment or machinery

Records

31 delivery notes

32 allocation details

33 location details

34 movement details

35 usage details

36 maintenance checks

37 dispatch notes

38 certification



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Validity: Current Status: Original

Originating organisation: ConstructionSkills Original URN: VR705

Relevant occupations: Construction and Building Trades Supervisors

Suite: Construction Site Supervision; Controlling Lifting Operations (Construction)

Key words: Plant; Equipment; Machinery; Suitable; Available; Checking; Returning

COSVR708

Maintain the dimensional accuracy of the work

Overview

This standard is about

- 1 providing sufficient clear and accurate dimensional information
- 2 observing and checking dimensional controls
- 3 correcting dimensional deviations and making allowances for different circumstances

Performance criteria

You must be able to:

- P1 ensure the workforce is provided with sufficient clear and accurate information to enable them to position, align and/or level the work
- P2 observe and check dimensional controls and record the results to meet quality standards
- P3 identify any deviations in position, alignment or level and take measures to correct them promptly
- P4 recommend revised work procedures and practices to minimise deviations and to allow for different circumstances and conditions

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Provide dimensional information

- K1 how to provide, clear and accurate information on dimensional controls
- K2 how to ensure the dimensional information is sufficient

Performance Criteria 2

Observe and check dimensional information

- K3 how to observe and check dimensional controls
- K4 how to record observed results
- K5 how to compare observed results against given quality standards

Performance Criteria 3

Identify deviations

- K6 how to identify deviations in dimensional controls
- K7 how to correct deviations

Performance Criteria 4

Recommend revised work procedures and practices

- K8 how to revise work procedures for dimensional controls
- K9 how to recommend revised procedures for different circumstances and conditions
- K10 why you need to revise work procedures to minimise deviations in dimensional control

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

1 records of dimensional information for at least four of the following

1.1 lines

1.2 levels

1.3 angles

1.4 distances

1.5 curves

1.6 position

1.7 setting out points

1.8 loads

1.9 centres of gravity

Performance Criteria 2

2 records of checks conducted compared to the quality standards provided for the project

Performance Criteria 3

3 records of deviation arising from at least one of the following and the actions taken to correct them

3.1 transfer of lines and levels

3.2 use of incorrect lines and levels

3.3 calculations

3.4 given information

Performance Criteria 4

4 records of recommendation made considering at least one of the following circumstances and conditions

4.1 environment

4.2 unforeseen

4.3 planned

Additional information

Scope/ range related to knowledge and understanding

Circumstances and conditions

1 environmental

2 unforeseen

3 planned

Deviations (arising from)

4 transfer of lines and levels

5 use of incorrect lines and levels

6 calculations

7 given information

Dimensional controls

8 lines

9 levels

10 angles

11 distances

12 curves

13 position

14 setting out points
 15 loads
 16 centres of gravity

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 Originating organisation: ConstructionSkills Original URN: VR708
 Relevant occupations: Construction and Building Trades Supervisors
 Suite: Construction Site Supervision; Controlling Lifting Operations (Construction)
 Key words: Dimensional; Accurate; Observing; Checking; Allowances

COSVR711

Co-ordinate preparation for site operations

Overview

This standard is about

- 1 the pre-start inspection of the place of work
- 2 the ongoing inspections during site set up
- 3 the action required to ensure the site is suitable for work to take place

Performance criteria

You must be able to:

- P1 identify and use relevant information which was used in the preparation of the project plan, clarify any information which is not clear and update it for production planning purposes
- P2 identify any factors which might affect the proposed works, describe and summarise them accurately and pass on the information to the people who may be affected
- P3 confirm access points for the site and works which are safe and include works traffic and pedestrian segregation and minimise disruption
- P4 confirm arrangements for adequate site safety, welfare and security before work starts, and whilst working on site
- P5 confirm the available resources
- P6 implement the site layout for operational purposes and pass on information about the plans to the people who will be working on the site
- P7 implement the storage and use of materials and components so that materials handling and movement is efficient and wastage is minimised
- P8 place and maintain notices which provide accurate information and which conform to statutory and site requirements
- P9 ensure notice has been given to all the people who will be affected, about when the work will start, how long it will take and when it will finish

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Information used in preparation

- K1 how to identify relevant information
- K2 how to clarify information that is not clear
- K3 how to update information for production planning purposes

K4 how to use relevant information

Performance Criteria 2

Factors that might affect the proposed works

K5 how to identify factors that might affect the proposed works

K6 how to accurately describe and summarise factors

K7 how to pass information regarding factors to people who may be affected

Performance Criteria 3

Confirm access points

K8 how to confirm access points in site layout for operational purposes and works

K9 how to establish access points that are safe and cause minimum disruption

K10 how to segregate works traffic and pedestrians

K11 why you need to minimise disruption and segregate works traffic and pedestrians

Performance Criteria 4

Confirm adequate site safety

K12 how to confirm arrangements for site safety, welfare and security before work starts and whilst working on site

Performance Criteria 5

Confirm available resources

K13 how to confirm available resources

Performance Criteria 6

Implement the site layout

K14 how to implement the site layout for operational purposes

K15 how to pass on information about the plans to the people who will be working on the site

Performance Criteria 7

Implement the storage and use of materials

K16 how to implement the storage of materials and components so that material handling and movement is efficient

K17 how to implement the use of materials and components to minimise wastage

Performance Criteria 8

Place and maintain notices

K18 where to place notices that provide accurate information for the work force

K19 how to ensure notices conform to statutory and site requirements

K20 how to maintain notices

Performance Criteria 9

Give notice to people affected by the work

K21 how to give adequate notice to all relevant people about when the work will start, how long it will take and when it will finish

K22 how to communicate adequate notice to relevant people accordingly

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

1 records showing consultation of at least four of the following sources of information

- 1.1 survey reports
- 1.2 design documents
- 1.3 contractual documents
- 1.4 statutory consents
- 1.5 contractor's pre-planning information
- 1.6 health, safety and environmental plans
- 1.7 risk assessments and/or method statements
- 1.8 programmes
- 1.9 records about the competence of people
- 1.10 sub-contractor arrangements and attendance
- 1.11 safe systems of work

Performance Criteria 2

2 records showing the identification, consideration, summary and passage of information regarding at least three of the following factors

- 2.1 occupiers
- 2.2 near neighbours
- 2.3 public access
- 2.4 site conditions
- 2.5 environmental considerations
- 2.6 vehicular access
- 2.7 security and trespass
- 2.8 public utilities
- 2.9 heritage status

Performance Criteria 3

3 records of consultations regarding the site plan showing agreement and confirmation of safe access points that minimise disruption

Performance Criteria 4

4 records of checks conducted to confirm arrangements for site safety, welfare and security prior to work

5 records of checks conducted to confirm arrangements for site safety, welfare and security during work

Performance Criteria 5

6 records showing confirmation of at least four of the following

- 6.1 people
- 6.2 plant, equipment or machinery
- 6.3 materials and components
- 6.4 sub-contractors
- 6.5 information
- 6.6 work area and facilities
- 6.7 waste management
- 6.8 utility providers

Performance Criteria 6

7 records showing consideration of at least four of the following in the implementation of the site layout for operational purposes

- 7.1 storage
- 7.2 temporary accommodation
- 7.3 work areas
- 7.4 plant
- 7.5 temporary services
- 7.6 access and egress
- 7.7 security
- 7.8 continuing use of occupiers

- 7.9 waste management
- 7.10 pollution control
- 7.11 provision for pre-fabricated components and systems
- 7.12 existing fabric
- 8 records showing the passage of information about the plans to people who will be working on site
- Performance Criteria 7
- 9 records of arrangements for the storage and use of materials and components to minimise handling, movement and wastage
- Performance Criteria 8
- 10 records showing the accuracy and placement of notices
- 11 records showing the maintenance of notices
- Performance Criteria 9
- 12 records of information provided to the people affected

Additional information

Scope/ range related to knowledge and understanding

Factors

- 1 occupiers
- 2 near neighbours
- 3 public access
- 4 site conditions
- 5 environmental considerations
- 6 vehicular access
- 7 security and trespass
- 8 public utilities
- 9 heritage status

Information

- 10 survey reports
- 11 design documents
- 12 contractual documents
- 13 statutory consents
- 14 contractor's pre-planning information
- 15 health, safety and environmental plans
- 16 risk assessments and/or method statements
- 17 programmes
- 18 records on the competence of people
- 19 sub-contractor arrangements and attendance
- 20 safe systems of work

Resources

- 21 people
- 22 plant, equipment or machinery
- 23 materials and components
- 24 sub-contractors
- 25 information
- 26 work area and facilities
- 27 waste management
- 28 utility providers

Site layout

- 29 storage
- 30 temporary accommodation

- 31 work areas
- 32 plant
- 33 temporary services
- 34 access and egress
- 35 security
- 36 continuing use by occupiers
- 37 waste management
- 38 pollution control
- 39 provision for pre-fabricated components and systems
- 40 existing fabric

Developed by: ConstructionSkills Version: 2
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 Validity: Current Status: Original
 Originating organisation: ConstructionSkills Original URN: VR711
 Relevant occupations: Construction and Building Trades Supervisors
 Suite: Construction Site Supervision; Controlling Lifting Operations (Construction)
 Key words: Pre-start; Inspection; Co-Ordination; Operations; Site; Preparation

COSVR711

Co-ordinate preparation for site operations

Overview

This standard is about

- 1 the pre-start inspection of the place of work
- 2 the ongoing inspections during site set up
- 3 the action required to ensure the site is suitable for work to take place

Performance criteria

You must be able to:

- P1 identify and use relevant information which was used in the preparation of the project plan, clarify any information which is not clear and update it for production planning purposes
- P2 identify any factors which might affect the proposed works, describe and summarise them accurately and pass on the information to the people who may be affected
- P3 confirm access points for the site and works which are safe and include works traffic and pedestrian segregation and minimise disruption
- P4 confirm arrangements for adequate site safety, welfare and security before work starts, and whilst working on site
- P5 confirm the available resources
- P6 implement the site layout for operational purposes and pass on information about the plans to the people who will be working on the site
- P7 implement the storage and use of materials and components so that materials handling and movement is efficient and wastage is minimised
- P8 place and maintain notices which provide accurate information and which conform to statutory and site requirements
- P9 ensure notice has been given to all the people who will be affected, about when the work will start, how long it will take and when it will finish

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Information used in preparation

K1 how to identify relevant information

K2 how to clarify information that is not clear

K3 how to update information for production planning purposes

K4 how to use relevant information

Performance Criteria 2

Factors that might affect the proposed works

K5 how to identify factors that might affect the proposed works

K6 how to accurately describe and summarise factors

K7 how to pass information regarding factors to people who may be affected

Performance Criteria 3

Confirm access points

K8 how to confirm access points in site layout for operational purposes and works

K9 how to establish access points that are safe and cause minimum disruption

K10 how to segregate works traffic and pedestrians

K11 why you need to minimise disruption and segregate works traffic and pedestrians

Performance Criteria 4

Confirm adequate site safety

K12 how to confirm arrangements for site safety, welfare and security before work starts and whilst working on site

Performance Criteria 5

Confirm available resources

K13 how to confirm available resources

Performance Criteria 6

Implement the site layout

K14 how to implement the site layout for operational purposes

K15 how to pass on information about the plans to the people who will be working on the site

Performance Criteria 7

Implement the storage and use of materials

K16 how to implement the storage of materials and components so that material handling and movement is efficient

K17 how to implement the use of materials and components to minimise wastage

Performance Criteria 8

Place and maintain notices

K18 where to place notices that provide accurate information for the work force

K19 how to ensure notices conform to statutory and site requirements

K20 how to maintain notices

Performance Criteria 9

Give notice to people affected by the work

K21 how to give adequate notice to all relevant people about when the work will start, how long it will take and when it will finish

K22 how to communicate adequate notice to relevant people accordingly

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

1 records showing consultation of at least four of the following sources of information

- 1.1 survey reports
- 1.2 design documents
- 1.3 contractual documents
- 1.4 statutory consents
- 1.5 contractor's pre-planning information
- 1.6 health, safety and environmental plans
- 1.7 risk assessments and/or method statements
- 1.8 programmes
- 1.9 records about the competence of people
- 1.10 sub-contractor arrangements and attendance
- 1.11 safe systems of work

Performance Criteria 2

2 records showing the identification, consideration, summary and passage of information regarding at least three of the following factors

- 2.1 occupiers
- 2.2 near neighbours
- 2.3 public access
- 2.4 site conditions
- 2.5 environmental considerations
- 2.6 vehicular access
- 2.7 security and trespass
- 2.8 public utilities
- 2.9 heritage status

Performance Criteria 3

3 records of consultations regarding the site plan showing agreement and confirmation of safe access points that minimise disruption

Performance Criteria 4

4 records of checks conducted to confirm arrangements for site safety, welfare and security prior to work

5 records of checks conducted to confirm arrangements for site safety, welfare and security during work

Performance Criteria 5

6 records showing confirmation of at least four of the following

- 6.1 people
- 6.2 plant, equipment or machinery
- 6.3 materials and components
- 6.4 sub-contractors
- 6.5 information
- 6.6 work area and facilities
- 6.7 waste management
- 6.8 utility providers

Performance Criteria 6

7 records showing consideration of at least four of the following in the implementation of the site layout for operational purposes

- 7.1 storage
- 7.2 temporary accommodation
- 7.3 work areas
- 7.4 plant
- 7.5 temporary services
- 7.6 access and egress
- 7.7 security
- 7.8 continuing use of occupiers
- 7.9 waste management
- 7.10 pollution control
- 7.11 provision for pre-fabricated components and systems
- 7.12 existing fabric

8 records showing the passage of information about the plans to people who will be working on site

Performance Criteria 7

9 records of arrangements for the storage and use of materials and components to minimise handling, movement and wastage

Performance Criteria 8

10 records showing the accuracy and placement of notices

11 records showing the maintenance of notices

Performance Criteria 9

12 records of information provided to the people affected

Additional information

Scope/ range related to knowledge and understanding

Factors

- 1 occupiers
- 2 near neighbours
- 3 public access
- 4 site conditions
- 5 environmental considerations
- 6 vehicular access
- 7 security and trespass
- 8 public utilities
- 9 heritage status

Information

- 10 survey reports
- 11 design documents
- 12 contractual documents
- 13 statutory consents
- 14 contractor's pre-planning information
- 15 health, safety and environmental plans
- 16 risk assessments and/or method statements
- 17 programmes
- 18 records on the competence of people
- 19 sub-contractor arrangements and attendance
- 20 safe systems of work Resources

21 people
22 plant, equipment or machinery
23 materials and components
24 sub-contractors
25 information
26 work area and facilities
27 waste management
28 utility providers
Site layout
29 storage
30 temporary accommodation
31 work areas
32 plant
33 temporary services
34 access and egress
35 security
36 continuing use by occupiers
37 waste management
38 pollution control
39 provision for pre-fabricated components and systems
40 existing fabric

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APPENDIX 3 - ASSESSMENT TEMPLATE DOCUMENTS

3A: Sample Form Assessment plan and review

Candidate name:	
Employer/location:	Date:
Qualification:	
Unit(s):	
Elements:	
Assessor:	
Period of Review: <small>(should not normally exceed 12 weeks)</small>	Proposed Date for next review:

Part 1 – Activities / Tasks / Learning / Training undertaken since last review:

Part 2a – Progress to date specifying units/elements/modules achieved to date (the progress recorded **must** tie in with the associated '**Summary of Achievement Record**):

Part 2b – Identified **barriers** to progress (please detail here any issues relating to the programme delivery, which have impacted negatively on progress e.g. attendance times, learning difficulties, suitability of training/learning materials, physical barriers to participation, health issues, attitude etc):

*

Part 2c – Solutions proposed to address the above barriers:

Part 3 – Agreed '**assessment planning**' & action required for the next review (proposed methods of evidence collection must be recorded & proposed assessment methods must be selected):

N.B. *Methods of evidence collection may include: either hard copy records or electronic records such as audio recordings, scanned documents, photographs etc.*

Element:

Proposed Assessment Methods/Sources of Evidence:

CrossRef	RPL	OBS	Questioning	PS	WR	D	WT

<p style="text-align: center;">Key: Assessment Methods/Sources of Evidence</p> <p>CrossRef = Cross Referencing RPL= Recognition of Prior Learning OBS = Observation PS = Personal Statement WR = Work Record D = Discussion WT= Witness Testimony</p>								

Part 4 – Additional comments / issues (e.g. health & safety issues):
Part 5 – Candidate comments/feedback/evaluation:
Part 6 – Employer comments on progression and achievement noted in Part 2a :

Part 7 – Assessor Feedback/Assessment Judgements/Decisions/Outcome

Candidate Signature: Date:

Assessor Signature: Date:

Employer Signature (where present): Date:

Employer Name and position:

3B: Sample Form

Assessor report

Qualification:	
Candidate:	
Assessor:	
Date:	
Unit/ element:	
Location/ circumstance:	
Details of observation/ question/ answers/ discussion	Ref
Details of observation/ question/ answers/ discussion	Ref
Details of observation/ question/ answers/ discussion	Ref
Assessors comments (state whether candidate is competent)	
Assessor signature	
Candidate signature	

**3C: Sample Form
Witness testimony**

Qualification:

Unit:

Element(s):

Candidate Name:

Witness Name:

Witness Contact Details:

.....

Describe your construction and any assessment qualifications/ experience:

.....

.....

.....

Describe your relationship with the candidate:

.....

.....

Date of evidence:

Testimony and comment on candidate's performance

.....

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.....

Witness Signature & Date:

Candidate Signature & Date:

Assessor Signature & Date:

3D: Sample Form
Candidate personal statement

Qualification:

Candidate name:

Element(s)	Date	Statement / evidence

Candidate's signature:

Assessor's signature:
Date:

4B: Sample Form
Unit progress record

Qualification:

Unit title:

I confirm that the candidate has been assessed as competent for this unit

Assessor name	Assessor signature	Date

I confirm that I have been assessed as competent and that the evidence produced is from work that is all mine

Candidate name	Candidate signature	Date

I confirm that I have internally verified this unit and confirm that the candidate is competent (this section must be completed where the assessor is unqualified)

IV name	IV signature	Date



APPENDIX 5 - INTERNAL VERIFIER TEMPLATE DOCUMENTS

5A: Sample Internal verification Strategy

This document indicates what may be covered as part of an internal verifier's strategy. An effective internal verification strategy ensures:

- A forum for discussion of borderline cases
- Assessor networking and sharing of good practice
- Valid, reliable and consistent training and/or assessment
- Recorded assessment decisions which are appropriate, consistent, fair, transparent and equitable
- Clarity for candidates about assessment requirements
- Effective preparation and presentation for external verification
- Reduction in level of direct external verification scrutiny

To underpin the IV/ verification process a plan of internal activity should be developed indicating

- what will happen
- when it will happen
- who will be involved

New instructors/assessors must:

- a) be supplied with assessment and materials
- b) clearly understand assessment requirements and procedures

All assessors must:

- a) know the name of the person who will manage the IV process and the name of the IV
- b) know how IV/ verification will happen, when it will happen and who will be involved
- c) be informed about issues raised through previous internal and external quality assurance

On Course Monitoring

The IV should:

- a) Sample assessments to ensure that:
 - feedback to candidates is clear and constructive
 - teaching and assessment activities are standard and appropriate
 - assessment decisions are fair and consistent
 - teaching and assessment records are clear
- b) Undertake standardisation activities
- c) Ensure candidates understand assessment requirements



- d) Provide advice and support for Assessors and share good practice
- e) Identify good assessment practice
- f) Record internal verification activities and findings, list action points and report to instructors/assessors and the EV
- g) Liaise with the EV as necessary

End of Course Checking

The IV should:

- a) monitor progress against previous action points
- b) ensure assessment records are complete and accurate
- c) ensure evidence of achievement is appropriate and standardised
- d) record internal verification activities and findings, list action points, and report these to assessors and the EV

Guidance on Sampling and Record Keeping

What do IVs/IVs sample and why?

IVs are responsible for monitoring the quality of assessment, hence the need for them to sample assessment practices and decisions. It is not usually possible or necessary to verify every aspect of assessment at each internal verification. A properly selected representative sample should identify any issues with assessment practices and decisions.

Selecting a sample

To select a representative sample, IVs must take account of factors which may impact on the quality of assessment. These factors are used to define a sampling strategy that determines the size of the sample and enables judgements to be made.

Key factors to consider are:

- Sites of delivery
- Number and experience of Assessors
- Number of courses/assessments
- Previous IV actions/recommendations
- Assessment methods
- Special arrangements
- EV recommendations
- Borderline cases
- Anything else that you think might impact on assessment decisions

The sample should include an element of random selection by the IV. It is not necessary to sample across every aspect of the programme at each event but the plan should seek to cover everything over a period of time, e.g. 3 years.



Which records should be kept?

Records of internal quality assurance/ verification must be kept and made available to the EV during monitoring visits. These should demonstrate that the internal verification procedures have been carried out. IVs should record two sets of information:

1. The sample taken by the IV
2. The comments and feedback to the Assessor following the sampling exercise, showing any recommendations or action required and how this was resolved.

There is a sample form shown below that you may use or adapt to suit your own requirement.

5B: Sample Form
Internal verification - sampling assessment decisions

Unit/qualification:

Location:

Assessor name:

Candidate Name	Sampling element ¹	Was the assessment method appropriate?	Is there sufficient evidence that outcomes have been met?	Is the evidence appropriate for the level?	Comments
Comments					

Signed: (IV) **Date:**

Signed: (Assessor) **Date:**

¹ Was this a learning outcome across candidates, or a whole unit or one method of assessment?

5C: Sample Form

Internal verification – observation of assessors

Internal Verifier's Name:

Assessor's Name:

Candidate's Name:

Qualification Title:

Unit Assessed:

Element Assessed:

Date of Observation:

Location of Assessment:

Prior to the assessment had the Assessor:	Yes	No	Comments:
Developed a written Assessment Plan for the candidate			
Checked that the facilities, resources and information required for the assessment were available and ready for use			
Briefed the candidate on how the assessment would take place and what would be assessed			

During the assessment did the Assessor:	Yes	No	Comments:
Conduct the assessment unobtrusively without interfering with the candidate's performance			
Encourage the candidate to satisfy the specified Assessment Criteria			
Ask questions clearly in an encouraging tone and manner without leading the candidate			
Ensure that sufficient questions were asked and that they were justifiable and relevant to the Unit assessed			

During the assessment did the Assessor (continued):	Yes	No	Comments:
Ensure that the atmosphere created during the assessment was pleasant and conducive			
Clarify and resolve any concerns that the candidate had during the assessment			
Clearly inform the candidate of the assessment decision i.e. 'achieved' or 'requires further practice'			
After the assessment did the Assessor:	Yes	No	Comments:

Provide feedback that was clear, constructive, met the candidate's needs and was appropriate to his/her level of confidence			
Encourage the candidate to comment on the assessment decision and how he/she was assessed			
Complete the Unit assessment documentation and ensure it was fully signed and dated			

Overall feedback to Assessor:

Assessor's comments on the IV's feedback:

Assessor's Signature:

Date:.....

Internal Verifier's Signature:

Date:.....