

Title:	Construction Information, Quantities and Communications
Level:	2
Credit Value:	4
GLH	32
Unique Reference Number:	D/618/0830
Aim:	The aim of this unit is to provide learners with the skills and knowledge to be able to interpret construction information calculate quantities of materials and communicate information to others
Assessment	Assessment of this unit will be through the completion of an assessment booklet.
Learning outcomes	
<i>The learner will:</i>	
1.	Be able to interpret construction information.
Delivery Content:	
The aim of this learning outcome is to provide learners with the skills and knowledge to interpret construction information required for a building project.	
The learner must:	
<ul style="list-style-type: none"> • identify the documentation and the pertinent details contained within to be able to complete given tasks. • identify and report any inaccuracies with supplied information in accordance with organisational procedures. • identify different types of drawing and their purpose. • interpret drawings including the common scales, symbols and hatchings used • read and apply measurements from the information provided. 	
2.	Be able to produce construction information.
Delivery Content:	
The aim of this learning outcome is to provide learners with the skills and knowledge to produce construction information required for a building project.	
The learner must:	
<ul style="list-style-type: none"> • produce basic outline drawings correctly to given instructions. • use relevant documentation for a building project. 	
3.	Be able to estimate quantities of resources.
Delivery Content:	
The aim of this learning outcome is to provide learners with the skills and knowledge to estimate quantities of resources required for a building project.	
The learner must:	
<ul style="list-style-type: none"> • identify the items that are required for a quote or estimate. 	

- perform **calculations** using given information to determine quantities of materials including calculations for weight, length, volume and area.
- select appropriate types of materials.
- identify and use sources of pricing information.
- produce basic estimates including material quotations.
- use calculations to determine correct labour requirements for a task.
- calculate an estimate for the final cost for a building project.

4. Be able to communicate workplace requirements.

Delivery Content:

The aim of this learning outcome is to provide learners with the skills and knowledge to communicate when completing a building project.

The learner must:

- select appropriate methods to communicate information to others.
- use a range of **communication methods** to communicate effectively.
- be able to check progress of a building project.
- understand how to communicate appropriately with a range of **construction personnel**.

Scope of Training

The Scope of Training identifies areas that must be covered during the delivery of this unit. This is the minimum that is expected but tutors are expected to include other areas, knowledge of which will benefit their learners, based on location, types of work available and from the tutors own professional experience.

Assessment:

The Assessment Workbook is available from NOCN.

	Requirements		
Documentation and sources of information	Current legislation relating to health and safety Job specification Company policies Building suppliers price lists Basic time study sheets Site diaries Purchase orders Small plant and equipment availability lead times	Risk assessments Manufacturer's guidance Method statements Book systems for pricing Job sheets Gantt charts Schedules Requisition forms Invoices	
Drawings	2D and 3D drawings (including elevations)	Site and location plans	BIM related models
Common scales	To include: 1:5, 1:10, 1:20, 1:50, 1:100, 1:500 and 1:2500		
Calculations	Linear Volume	Scale / Ratio Weights	Area
Materials	Bricks Timber products Bulk products	Blocks Plasterboard Wallpaper	Bagged materials (plaster, sand, cement)

			Paint
Communication Methods	Email Letters Posters	Forms Meetings Charts	Telephone Signage
Construction personnel	Managers (general, line, site) Professional technicians	Supervisors Professionals Manual workers / labourers	Tradespeople / skilled employees Clients / customers Suppliers

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