

Title:	Personal Skills in the Construction Industry
Aim:	The purpose of this unit is to provide learners with an understanding of the personal skills that are valued by employers and will support them in becoming a valued operative within the construction industry.
Level:	1
Credit Value	1
GLH	9
Unique Reference Number	F/618/0741
Assessment	This unit is internally assessed through the completion of the NOCN assessment booklet and internally and externally quality assured. The NOCN assessment booklet has been produced and should be used to evidence all learning outcomes.
Learning outcomes	
<i>The learner will:</i>	
1. Know about teamwork in construction.	
Delivery content:	
The purpose of this learning outcome is to ensure that learners are aware of the importance of teamwork in construction and how they can develop these skills.	
The learner must:	
<ul style="list-style-type: none"> • understand the importance of teamwork in construction. • understand the roles within teams with reference to those that operate within the construction industry. • know the techniques for supporting effective teamwork. 	
2. Know about communication in the construction industry.	
Delivery content:	
The purpose of this learning outcome is to detail the methods of communication within the construction industry and the importance of effective communication in ensuring a project runs efficiently.	
The learner must:	
<ul style="list-style-type: none"> • understand the importance of effective communication in construction. • identify the different methods of communication and where these are most likely to occur. • identify the documentation that is used within the industry and know why these are used. • identify benefits and issues for each of the methods of communication. 	
3. Know about employer expectations for individuals working in the construction industry.	
Delivery content:	
The purpose of this learning outcome is to ensure that learners are aware of employer expectations (including behaviours) , why they have them, and how this awareness will benefit the learner when working in construction.	

It should be acknowledged that these can be developed in part within the teaching environment, and through undertaking practical tasks, but they can only fully develop through actual work within the sector.

The learner must:

- identify what employer expectations are.
- know the importance of each of the expectations within the construction industry.
- identify previous learning and skills that meet, whole or in part, expectations.
- identify actions that can help to develop own skills related to expectations.

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.

Scope of Training/Assessment

What would you expect the learner to be able to do or not to do?

Learners must know about the importance of teamwork and clear communication within construction. They must know about the personal skills employers look for in new entrants.

The following expands on terms highlighted through the unit. Those in bold are the minimum expectations, those not highlighted can be addressed in order to stretch and challenge learners. It is expected that tutors expand on the areas to be covered to make relevant to the local area and employment opportunities and explain terms in using wording that is understandable to their learners.

Assessment:

The Assessment Workbook is available from NOCN.

	Requirements		
Roles	Project manager Supervisor Health and safety manager	Team leader Site manager Quantity surveyor	Trades person Operative Labourer
Techniques	Clear communication Support Defined objectives	Regular reviews and updates Robust structure (hierarchy).	
Methods of communication	Verbal Written Signage	Drawings Site induction	Toolbox talks Electronic
Documentation	Risk assessments Method statements Manufacturer guidance Specification Drawings	Project schedules Policies and procedures Timesheets Delivery notes / purchase orders	

Employer expectations (including behaviours)	Reliability Timekeeping/management Flexibility Willingness to learn Teamwork Communication Safe working	Respect Adaptable Effective worker Quality focussed Logical thinker Independent
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