



PART OF **nocn** GROUP

QUALIFICATION SPECIFICATION

NOCN_Cskills Awards Level 4 Construction Site Supervisor Diploma

Qualification No: 603/7881/5

Operational Start Date: 1st September 2023

Version

1

To find out more about NOCN:

- Visit the NOCN website: www.nocn.org.uk
- Call the Customer Service Team: **0300 999 1177**



Introduction

NOCN is a market-leading awarding organisation that has been providing qualifications for a wide range of centres, including FE colleges and training providers, for 30 years both in the UK and internationally.

We work with centres to deliver a high quality and flexible service for learners to underpin our passionate belief in the power of education and its impact on communities and individuals.

We offer all the advantages of being with a national awarding organisation with a diverse portfolio of qualifications, alongside providing a personalised, bespoke, service to our centres and learners.

As an accredited Leader in Diversity, we are proud of our reputation as a provider of fully accessible, trusted, and flexible qualifications.

About NOCN Group

NOCN is part of NOCN Group, a progressive educational charity whose core aims are to help learners reach their potential and organisations thrive. The group includes business units specialising in regulated UK and international qualifications, end point assessment, endorsed programmes and assured short courses, Smart job cards, assessment services, consultancy, and research.

NOCN Group shares a joint purpose to offer learners, training providers, employers, and FE colleges a fully integrated range of learning and skills development products and services.

Information about all our courses and qualifications is available from our website:

<https://www.nocn.org.uk/>



Qualifications at a Glance

Title	Size
<p>NOCN_Cskills Awards Level 4 Construction Site Supervisor Diploma</p>	<p>Diploma = 120 Credits = 398 GLH = 1200 TQT</p>
Purpose	Target Audience
<p>The purpose of this qualifications is to equip learners with the knowledge, understanding and skills to work in a supervisory role on a construction site.</p>	<p>The qualification is aligned to the Knowledge, Skills and Behaviours of the Level 4 Construction Site Supervisor Apprenticeship Standard and can be delivered to apprentices on-programme, working towards the standard.</p> <p>It could also be completed by learners who are not on an apprenticeship programme, who want to continue their education and develop their skills for progression to employment or to further learning or those working in a site supervisor job role.</p> <p>Age range 18+</p>
Content Overview	Entry Requirements
<p>This level 4 qualification covers the underpinning knowledge, skills and behaviours of the Construction Site Supervisor Apprenticeship Standard including:</p> <ul style="list-style-type: none"> • Health, Safety and Welfare • Sustainability • Construction Technology and Management • Planning and Organising Work • Monitoring Quality and Costs. 	<p>There are no formal entry requirements for learners undertaking this qualification but a level 3 qualification in a relevant construction area or significant site experience is recommended.</p>
Assessment	Additional Resources
<p>There are a variety of assessment methods used in this qualification. Please see each unit for information and on how it must be assessed.</p>	<p>Resources are available for these qualifications. Please refer to the vLearn platform for further details.</p>



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1. Overview of Qualification

The qualification is vocationally based and as such, offers the opportunity for learners to develop their understanding of a Construction Site Supervisor's role. The qualification has been written to align to the Knowledge, Skills, and Behaviours of the Construction Site Supervisor Apprenticeship Standard. It will provide learners with a comprehensive foundation to progress to full-time employment in the construction sector or to complete an apprenticeship as a Construction Site Supervisor.

The qualification also supports progression to further learning at Level 5 and beyond.

1.1. Entry Requirements

There are no formal entry requirements for learners undertaking this qualification. However, a level 3 qualification in a related construction area or significant construction site experience is recommended.

The qualification is aligned to the Knowledge, Skills and Behaviours of the Level 4 Construction Site Supervisor Apprenticeship Standard and has been designed to provide the on programme learning in preparation for the End Point Assessment so any learner registered as a Construction Site Supervisor Apprentice would be a valid candidate.

Any learner who is not enrolled on an apprenticeship programme must be in a position to demonstrate the requirements of the qualification and have access to the required assessment opportunities and relevant resources. Please refer to specific assessment requirements on individual components for more information.

Centres should undertake initial assessment activities with learners to ensure this is an appropriate qualification for them, and they can achieve the level they will be studying before enrolling them on a programme of learning.

This qualification is available to learners aged 18 years or over.

1.2. Progression

Achievement of this qualification confirms the learner has gained the knowledge and skills required to:

- Progress directly into employment as a Construction Site Supervisor.
- Progress into further learning at a higher level, for example an NVQ.



2. Qualification Details

2.1 Qualification Structure

The NOCN_Cskills Awards Level 4 Construction Site Supervisor Diploma is a 120-credit qualification with a Total Qualification Time (TQT) of 1200, including 398 Guided Learning Hours (GLH). The learner must achieve all 120 credits from the Mandatory Components section below.

Component Title	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Supervising Health, Safety and Welfare in Construction	M	4	J/618/8646	18	56	Multiple choice examination
Supervising Sustainability in Construction	M	4	L/618/8647	12	36	Multiple choice examination
Supervising Construction Technology	M	4	A/618/8644	20	75	Multiple choice examination
Supervising and Managing a Construction Project	M	4	T/618/8643	19	64	Professional discussion
Supervising the Organisation of a Construction Site	M	4	R/618/8648	19	64	Presentation project
Supervising the Quality of Construction Work	M	4	Y/618/8649	19	64	Assignment project
Supervising Costs in Construction	M	4	F/618/8645	13	39	Assignment project

2.2 Total Qualification Time (TQT)

Through consultation with users, TQT has been agreed by considering the total number of learning hours required for the average learner to achieve this qualification.

TQT is split into two areas:

Area	Example of activities
<p>1. Guided Learning Hours (GLH):</p> <ul style="list-style-type: none"> • learning activity under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training • includes the activity of being assessed if the assessment takes place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training 	<ul style="list-style-type: none"> • Classroom-based learning supervised by a teacher • Work-based learning supervised by a teacher • Live webinar or telephone tutorial with a teacher in real time • E-learning supervised by a teacher in real time • All forms of assessment which take place under the immediate guidance or supervision of an appropriate provider of training • Exam time
<p>2. Other Learning Hours (OLH):</p> <ul style="list-style-type: none"> • an estimate of the number of hours a learner will spend, as directed by (but not under the immediate guidance or supervision of) a lecturer, supervisor, tutor or other appropriate provider of education or training, including: <ul style="list-style-type: none"> ○ preparatory work ○ self-study ○ any other form of education or training, including assessment 	<ul style="list-style-type: none"> • Independent and unsupervised research/learning • Unsupervised compilation of a portfolio of work experience • Unsupervised e-learning • Unsupervised e-assessment • Unsupervised coursework • Watching a pre-recorded podcast or webinar • Unsupervised work-based learning

2.3 Assessment and Grading

The qualification is a combination of externally set and internally assessed and externally set and externally assessed units.

External Assessment (externally set and internally assessed)

Learners will be required to complete the assessments created by NOCN for the following units:

- Supervising and Managing a Construction Project (Professional Discussion)
- Supervising Costs in Construction (Assignment Project)
- Supervising the Organisation of a Construction Site (Presentation Project)
- Supervising the Quality of Construction Work (Assignment Project).



Centres must use the assessment material created by NOCN that is hosted on the vLearn platform.

The learner's completed assessment is to be assessed internally by appropriate centre staff.

The assessment decisions are to be recorded on the assessment documents. Assessment guidance is provided by NOCN to aid assessors with grading the learners' work. This includes grading descriptors that must be used to grade the learner's work.

Each unit is graded **Distinction / Merit / Pass / Fail**. The assessment decisions are quality assured internally within centres and then externally quality assured by the NOCN assurance team.

The learner's result for each element, listed above, must be entered into Quatzweb by the training provider using the following numerical grades listed below.

Code	Grade	Grade begins at (marks)
N/A	Not Achieved	0
P	Pass	1
M	Merit	5
D	Distinction	10

External Assessment (externally set and externally assessed)

Learners will be required to complete an NOCN_Cskills Awards end of unit knowledge test, accessed via the Test Platform, for the following units:

- Supervising Health, Safety and Welfare in Construction
- Supervising Sustainability in Construction
- Supervising Construction Technology.

The knowledge assessments are designed to be taken on a computer using the NOCN Test Platform, however, paper testing is also available in some circumstances.

The tests are externally set and marked and consist of multiple-choice questions covering the Learning Outcomes and associated requirements for the units.

The tests are graded at **Distinction / Merit / Pass / Fail**.

More details on each unit's assessment can be found in the Assessment section of each unit.

For further information on the NOCN_Cskills Awards Assessment Platform and NOCN_Cskills Awards Invigilation Policy for Training Qualifications, please contact our Customer Services team:

- Telephone: 0300 999 117
- Email: nocn@nocn.org.uk

The results for these assessments are automatically recorded into the NOCN Quartz system using the following marks and grades.

Code	Grade	Grade begins at (marks)
N/A	Not Achieved	0
P	Pass	1
M	Merit	5
D	Distinction	10



Overall Grading for the Qualification:

Once all the assessments and knowledge tests have been completed, an overall mark will be determined by how many marks the learner has achieved, as per the table below.

PLEASE NOTE: In order to achieve an overall Distinction, the learner needs to achieve a Distinction in all the units.

Code	Grade	Grade begins at (marks)
N/A	Not Achieved	0
P	Pass	7
M	Merit	35
D	Distinction	70

2.4 Fair and Equitable Assessment

Assessment is designed to be accessible and inclusive, and the assessment methodology must be appropriate for individual assessment, giving due consideration to any assessment requirements attached to individual components.

2.5 Learners with Particular Requirements

If you are a NOCN Recognised Centre and have learners with particular requirements, please see the **NOCN Reasonable Adjustments Policy and Procedure** found on the NOCN website at www.nocn.org.uk

This policy gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the assessment criteria.

The NOCN Centre Recognition process requires the centre to hold policy statements on Equal Opportunities, Diversity and Disability Discrimination which will be reviewed by NOCN. Please contact assurance@nocn.org.uk for further details.

2.6 Recognised Prior Learning

Recognising Prior Learning is an assessment process that recognises learning that has its origins in a learner's experience and/or previous formal and informal learning contexts. This includes knowledge and skills gained within school, college, university, and outside formal learning situations such as through life, employment, apprenticeships, and other work experiences.

NOCN is committed to the Recognition of Prior Learning (RPL) and has developed a policy and procedures to inform and support centres. This is available on the NOCN website at www.nocn.org.uk

2.7 Assessment and Evidence for the Components

Assessment materials are only available to centres approved to deliver these qualifications.

All current assessment materials are available from NOCN's vLearn platform. Existing centres have access to vLearn, new centres must contact their NOCN Business Development Manager. Centres must use current live assessment material, always download the most up-to-date version before a learner starts their assessment.



2.8 Project Assessments: Assignments / Professional Discussion / Presentation

The table below shows the units that are assessed by assignment, professional discussion, and presentation:

Component / Unit Title	Assessment Method
Supervising and Managing a Construction Project	Professional Discussion
Supervising Costs in Construction	Assignment Project
Supervising the Organisation of a Construction Site	Presentation Project
Supervising the Quality of Construction Work	Assignment Project

Assessors must justify their decisions using the marking guidance in the assessment briefs once a learner has completed all elements of the assessment. The assessor must use the assessment record provided within each assignment brief to record their decision.

The overall grade for an assessment is calculated as shown below:

- Pass: the learner has demonstrated / evidenced all the Pass criteria given in the marking guidance
- Merit: the learner has demonstrated / evidenced all the Merit criteria (and all the Pass criteria)
- Distinction: the learner has demonstrated / evidenced all the distinction criteria (and all the Pass and Merit criteria).

A 'Pass' is the minimum level of appropriate performance and cannot be awarded to a learner who has simply completed an assignment. Students who do not satisfy the Pass criteria should be reported as a Fail.

2.9 Authenticity of student work

An assessor must assess only the learner's work that is authentic, i.e., the learner's own independent work. Prior to the assessment of a learner's work, the learner must authenticate their work by completing a declaration. The learner must sign the declaration to confirm that:

- all evidence submitted for that assignment is the student's own
- the learner understands that false declaration is a form of malpractice.

Assessors must ensure that the learner's work is their own by supervising them during the assessment period. However, assessors must ensure that they do not provide direct input, instructions or specific feedback that may compromise authenticity. If, during assessment, an assessor suspects that there is work that is not authentic they must then take appropriate action, using the centre's policies for malpractice. Further guidance can be obtained from NOCN's Assurance Team.

2.10 Late submission / completion of assessments

Centres must have a policy regarding the late submission / completion of assessments that should be applied fairly to learners, who should be aware of the policy. It is important that clear deadlines are issued, but learners can be permitted extensions in extenuating circumstances.

However, to maintain the fairness of assessments and to avoid advantaging or disadvantaging learners, there is a need to minimise the opportunity for learners to learn from others. Centres must use apply their own policies to ensure comparability of assessment.

Centres may apply a penalty to assignments that are submitted beyond the published deadline, in line with their own policies, but when a late submission is permitted it should be assessed in the same way as any other. The same assessment criteria should be used, and feedback given in line with guidance given to all other submissions, with appropriate feedback and the cap applied at the end of the assessment process.

2.11 Making assessment decisions

Each assessment, and its component elements, receive individual grading in line with the guidance given in the assessment brief. The individual elements contribute to the overall grade for the unit as follows:

- To achieve a distinction for a **unit assessment**, all elements of the assessment must be graded as distinctions.
- To achieve a merit for a **unit assessment**, all elements of the assessment must be graded as, at least, merits.
- To achieve a pass for a **unit assessment**, all elements of the assessment must be graded as, at least, pass.

Assessors make judgements and decisions on assessments using the guidance provided in the assessment brief. The learner's work can be judged using all the relevant criteria at the same time. The assessor needs to make a decision against each criterion that evidence is present and sufficiently comprehensive. The assessment decisions are quality assured through internal and external quality assurance principles and the use of assessment boards in centres.

NOCN expects all centres to hold assessment boards for this qualification for standardisation and moderation purposes and to make recommendations on:

- The outcome, task and unit grades achieved by learners including standardisation and moderation.
- Identification of cases of plagiarism and cheating.
- Any extenuating circumstances.
- Referral and resubmissions for learner's work.

The Assessment Boards should include the centre's assessors and internal quality assurers, who have the following responsibilities:

- Assessors make the primary assessment decisions based on the provided guidance given in the assessment briefs.
- Internal Quality Assurers (IQAs) oversee all assessment activity. They check that assessment decisions are valid. Often, IQAs are also assessors, but they cannot verify their own decisions.



The assessment boards should be held at a minimum of once per year and minutes, reports and decisions recorded as part of the quality control process.

2.12 Assessment process

The Assessment Board is the summative stage of the assessment process and centres need to plan the delivery and assessment of the qualification to ensure timely decisions can be made. The centre needs to include the following considerations in their planning of the assessment process:

- The time required for teaching and carrying out assessments.
- A schedule of deadlines for submission of assessments.
- Assessment time for assessor to grade learner's work.
- Training and standardisation for the assessors.
- Creating a sampling plan for assessors that covers all assessments, assessors, and a range of students.
- Who the internal quality assurers will be for the assessments, and when this process needs to be completed.
- Planned dates for learners to complete the external assessments.
- How to schedule resubmissions.

2.13 Issuing assessment decisions and feedback

The final assessment decision should be issued to the learner once the assessment team has completed the assessment process. The result and feedback must be recorded in the relevant section of the assessment brief. The feedback to the learner must:

- Include the final decision and how it has been reached by indicating how or where criteria have been met or not met.
- Not provide feedback on how to improve evidence but can suggest how to improve in the future.

2.14 Resubmission opportunities

Resubmission is permitted for each of the internally marked unit assessments:

- Supervising and Managing a Construction Project
- Supervising Costs in Construction
- Supervising the Organisation of a Construction Site
- Supervising the Quality of Construction Work.

However, only one resubmission is permitted per unit and the resubmission is capped so that a result can only be raised by a single grade:

- A referral can be resubmitted, but the maximum achievement is capped at a pass.
- A pass can be resubmitted, but the maximum achievement is capped at a merit.



2.15 Repeating Units

If, after resubmission, a learner's work is still judged to be below the minimum pass criteria the learner, at the discretion of the centre, may repeat the unit. In this case the learner must study the entire unit again. A unit can only be repeated once, and the repeated unit achievement is capped at pass only.



3. Centre Information

3.1. Required Resources for Delivering the Qualifications

As part of the requirement to deliver these qualifications there is an expectation that staff undertaking roles as part of the delivery and assessment of the qualification have a demonstrable level of expertise.

NOCN expects that Tutors and Assessors are able to demonstrate the following competencies:

3.1.1 Tutor Requirements

Be subject matter experts, hold or be registered as working towards, a recognised education and training qualification, have experience of delivering training within this subject area. The minimum expectation is that the level of competence of the Tutor should be at the same level as the training that is to be delivered.

3.1.2 Assessor Requirements

Be technically competent, have experience of carrying out assessment activities and hold, or be registered as working towards, a recognised assessing qualification. The minimum expectation is that the level of competence of the Assessor should be at the same level as the qualification being assessed.

3.1.3 Internal Quality Assurer Requirements

Each centre must have internal quality assurance policies and procedures in place to ensure that decisions made by Assessors are appropriate, consistent, fair, and transparent, and that they do not discriminate against any learner. The policies and procedures must be sufficient to secure the quality of the award, ensuring validity, reliability, and consistency.

NOCN expects that an Internal Quality Assurer is able to demonstrate the following competencies, they should:

- Have an understanding of the subject area, have experience in carrying out internal quality assurance activities and hold, or be registered as working towards, a recognised Internal Quality Assurance qualification. The minimum expectation is that the level of competence should be at the same level as the qualification being quality assured.

NOCN supports and recognises Centres' internal quality assurance systems which support the above; any system should include standardisation and sharing of good practice.

Centre staff may undertake more than one role, e.g., tutor, assessor, or internal quality assurer, but they **cannot** carry out any quality assurance on work that they have previously assessed.



3.1.4. Continuing Professional Development (CPD)

Centres are expected to support their staff, ensuring that their subject knowledge remains current and that their members of staff are up to date with regards to best practice in delivery, assessment, and quality assurance.

3.1.5. External Quality Assurance

Once recognised as a Centre, NOCN will allocate an External Quality Assurer. The External Quality Assurer will have ongoing responsibility for monitoring the Centre's compliance with the requirements of the centre's recognised status.

The External Quality Assurer will make regular visits to all Centres. During these visits they will:

- Monitor the Centre's compliance with the Centre Recognition agreement by reviewing course documentation, meeting managers, tutors, internal quality assurers, learners, and administrative staff.
- Verify recommendations for achievement submitted by the centre via Quartzweb.

Refer to the **NOCN Quality Assurance User Guide** for further information on the External Quality Assurance process.

3.2 Offering the Qualifications

Existing Centres

If you are already recognised to offer NOCN qualifications and would like more information about offering these qualifications, please contact: business-enquiries@nocn.org.uk.

Use Horizon to add the qualifications to your centre.

New Centres

If you are interested in offering these qualifications, but are not yet a NOCN Approved Centre and would like more information about becoming a NOCN centre and offering the qualifications please see **Become a Registered Centre** on our website <https://www.nocn.org.uk/customers/nocn-centres/> and click Become a Centre.



4. Component Information

Within the Level 4 Construction Site Supervisor Diploma qualification, the qualification consists of Mandatory components. The qualification structure (see section 2) sets out the rules for achieving the qualification.

To achieve this qualification a learner must provide evidence of learning and achievement against all the assessment requirements within each of the components.

A copy of all Mandatory components can be downloaded via the NOCN website.

- [NOCN Cskills Awards Level 4 Construction Site Supervisor Diploma](#)





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