

<b>Level:</b>	4
<b>TQT value:</b>	130
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
1 Organise work activities to make the most efficient use of the available resources.	1.1 Organise work activities which make the most efficient use of at least four of the following resources and record the outcomes: <ul style="list-style-type: none"> <li>– people</li> <li>– plant</li> <li>– equipment or machinery</li> <li>– materials and components</li> <li>– sub-contractors</li> <li>– information</li> <li>– work area and facilities</li> <li>– waste management</li> <li>– utility providers.</li> </ul>
	1.2 Explain how to organise and record work activities to make the most efficient use of the following resources: <ul style="list-style-type: none"> <li>– people</li> <li>– plant</li> <li>– equipment or machinery</li> <li>– materials and components</li> <li>– sub-contractors</li> <li>– information</li> <li>– work area and facilities</li> <li>– waste management</li> <li>– utility providers.</li> </ul>
	1.3 Give reasons why work activities need to be organised to make the best use of resources.
	1.4 Explain the potential risks of works impacting on the cultural significance of the historic environment.
	1.5 Explain the specific requirements for buildings and structures of traditional (pre 1919) construction or of architectural, historical or archaeological significance.

<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
2 Recommend alternative methods, resources and systems to meet programmes and schedules.	2.1 Assess and identify a variety of effective solutions for alternative work methods, resources and systems to meet a range of programmes, and schedules.
	2.2 Recommend alternative methods, resources and systems to meet programmes and schedules.
	2.3 Explain how to recommend the evaluated resources, methods and systems to meet programmes and schedules to stakeholders.
3 Obtain clarification or advice from various sources where the resources required are not available.	3.1 Obtain advice or clarification to determine required resources from the following: <ul style="list-style-type: none"> <li>– stakeholders</li> <li>– trade and technical guidance</li> </ul>
	3.2 Explain methods of finding potential sources for clarification and advice for a range of work programmes.
	3.3 Outline the types of information that could be gained from various information sources.
	3.4 Explain how to obtain advice from stakeholders or trade and technical guidance when required resources are not available.
4 Examine work activities against project data or operational data and the requirements of external factors.	4.1 Examine a range of work activities against project data and the requirements of at least three of the following external factors and record the findings: <ul style="list-style-type: none"> <li>– other related programmes</li> <li>– supply lead times</li> <li>– contingencies</li> <li>– special working conditions</li> <li>– weather conditions</li> <li>– statutory limitations</li> <li>– site conditions</li> <li>– availability of resources.</li> </ul>
	4.2 Explain how to identify the following external factors: <ul style="list-style-type: none"> <li>– other related programmes</li> <li>– supply lead times</li> <li>– contingencies</li> <li>– special working conditions</li> <li>– weather conditions</li> <li>– statutory limitations</li> <li>– site conditions</li> <li>– availability of resources.</li> </ul>
	4.3 Describe ways in which external factors can affect a programme, operation or schedule.

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	<p>4.4 Explain how to examine work activities against the following project data and requirements of external factors:</p> <ul style="list-style-type: none"> <li>- contract conditions</li> <li>- bills of quantities or methods of measurements</li> <li>- specifications and schedules of work</li> <li>- drawings</li> <li>- survey reports</li> <li>- health, safety and environmental plans</li> <li>- programmes</li> <li>- organisational requirements</li> <li>- instructions and variations.</li> </ul> <p>4.5 Explain the different methods of examining work activities against resources and related information.</p>
<p>5 Update existing programmes and schedules of planned activities and inform stakeholders.</p>	<p>5.1 Update at least two of the following programmes and schedules of planned activities:</p> <ul style="list-style-type: none"> <li>– programmes and schedules</li> <li>– critical analysis</li> <li>– action lists</li> <li>– method statements</li> <li>– risk assessments.</li> </ul> <p>5.2 Inform stakeholders of updates that should be made on works programmes and schedules.</p> <p>5.3 Explain different methods of updating the following programmes and schedules:</p> <ul style="list-style-type: none"> <li>– programmes</li> <li>– critical analysis</li> <li>– action lists</li> <li>– method statements</li> <li>– risk assessments.</li> </ul> <p>5.4 Describe the possible effects on the project if programmes and schedules are not updated when factors change.</p> <p>5.5 Describe ways of recommending updates to existing programmes and schedules to stakeholders.</p>

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<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>
<b>6</b> Implement systems to monitor and record works against programmes and schedules.	<b>6.1</b> Implement a system to monitor and record works being undertaken against programmes and schedules.
	<b>6.2</b> Review and record results of monitoring programmes against given programmes and schedules.
	<b>6.3</b> Explain different systems which are available for monitoring and recording works against programmes and schedules and how to implement them.
	<b>6.4</b> Give reasons why it is necessary to monitor and record the results of works against programmes and schedules.

<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	50
Assessment Time	10