

738 Controlling project quantities and costs in the workplace

Level:	6
Value for TQT:	120
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
1 Implement quantities and cost control systems which can provide early warning of problems.	1.1 Implement and monitor one of the following quantities and cost control systems which can provide early warning of problems: <ul style="list-style-type: none"> – operational procedures and meetings – electronic records.
	1.2 Examine factors that determine quantities and cost data.
	1.3 Explain how appropriate project quantities and cost control systems, which will provide early warnings of problems, can be implemented and monitored.
2 Ensure that quantity and cost data is regularly collected, recorded and passed on to the responsible stakeholders, in time for them to be able to use it.	2.1 Gather and collate quantity and cost data in relation to at least four of the following on a frequent basis: <ul style="list-style-type: none"> – people – plant, equipment or machinery – materials and components – sub-contractors – information – work area and facilities – waste management – utility providers – site overheads – records of valuations of work completed.
	2.2 Document and record the findings of quantities and costs data using appropriate formats and pass on to the appropriate stakeholders following organisational timescales.

Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
	<p>2.3 Explain methods that allow for the following quantities and cost data to be collected and recorded for the project against the following resources used:</p> <p>Quantities and Cost Data</p> <ul style="list-style-type: none"> - materials - plant - people - sub-contractors - day works - variations - retention sums - forecasts of expenditure - performance information - project programme and progress <p>Resources</p> <ul style="list-style-type: none"> - people - plant, equipment or machinery - materials and components - sub-contractors - information - work area and facilities - waste management - site overheads - records of valuations of work completed. <p>2.4 Explain how to ensure that data is passed on to the stakeholders in time for them to use it.</p>
<p>3 Ensure that work values, quantities and cost data are prepared.</p>	<p>3.1 Implement and monitor systems that ensures that cost calculations for projects are undertaken and recorded.</p> <p>3.2 Implement and monitor systems that ensures that work values and quantities for projects are undertaken and recorded.</p> <p>3.3 Explain how to ensure the correct work values, quantities and cost data are prepared:</p> <ul style="list-style-type: none"> - materials - plant - people - sub-contractors - day works - variations - retention sums - forecasts of expenditures - performance information - project programme and progress.

Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
4 Ensure that accurate quantities and cost data are prepared and presented in a format which will help the stakeholders responsible to make decisions.	4.1 Determine, prepare and document the results of quantity and cost information for given projects.
	4.2 Present analysed results on quantities and cost data to the stakeholders responsible using relevant formats.
	4.3 Explain how to ensure that the following accurate quantities and cost data is presented in a format which will help those responsible to make the relevant decisions: <ul style="list-style-type: none"> - materials - plant - people - sub-contractors - day works - variations - retention sums - forecasts of expenditures - performance information - project programme and progress.
5 Ensure that variations and trends in quantities and cost data are identified, specified, quantified, costed and recorded.	5.1 Analyse monitoring systems data to identify variations and trends in costs and quantities for given projects.
	5.2 Quantify, specify and record the identified variations or trends in cost data and quantities.
	5.3 Explain how to ensure that variations and trends in the following quantities and cost data are identified, specified, quantified and calculated: <ul style="list-style-type: none"> - materials - plant - people - sub-contractors - day works - variations - retention sums - forecasts of expenditures - performance information - project programme and progress.
	5.4 Give reasons why it is important that trends in cost and quantities and cost data are quantified.

Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
<p>6 Ensure that any variations are investigated, agreed and recorded.</p>	<p>6.1 Carry out investigations on identified variations to allow at least one of the following actions to be implemented:</p> <ul style="list-style-type: none"> - alter progress in accordance with agreed programme - agree new completion dates - initiate contract claim - secure alternative resources - alter planned work schedules - alter method of work.
	<p>6.2 Seek and gain agreement and record at least one of the following actions:</p> <ul style="list-style-type: none"> - alter progress in accordance with agreed programme - agree new completion dates - initiate contract claim - secure alternative resources - alter planned work schedules - alter method of work.
	<p>6.3 Explain how to ensure that variations in cost data are investigated and explain why variations in cost data need to be investigated.</p>
	<p>6.4 Explain how to agree and implement the following corrective actions with stakeholders which will add costs and expenditure to budget:</p> <ul style="list-style-type: none"> - alter progress in accordance with agreed programme - agree new completion dates - secure alternative resources - alter planned work schedules - alter method of work.
	<p>6.5 Give reasons why it is important to agree and implement corrective action with stakeholders, in order to maintain costs and expenditure to budget.</p>
	<p>6.6 Explain how to initiate a contract claim.</p>

Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
7 Identify opportunities for cost efficiencies and recommend them to stakeholders.	7.1 Identify and record cost efficiencies on at least four of the following opportunities: <ul style="list-style-type: none"> - waste reduction - resource management and logistics - applications of new technologies and materials - energy and utility management - recyclable and recoverable materials - alternative sources and types of materials - variations in quality - standardisation - revenue generation - method of work.
	7.2 Recommend opportunities for cost efficiencies, using suitable formats, to stakeholders.
	7.3 Explain how to identify the following opportunities for cost efficiencies: <ul style="list-style-type: none"> - waste reduction - resource management and logistics - applications of new technologies and materials - energy and utility management - recyclable and recoverable materials - alternative sources and types of materials - variations in quality - standardisation - revenue generation - method of work.
	7.4 Explain how to develop and recommend to stakeholders the systems and processes that will assist in the identification of opportunities for cost efficiencies.
	7.5 Explain why it is important to develop and recommend to stakeholders the systems and processes, which identify opportunities for cost efficiencies.
	7.6 Describe methods to best recommend opportunities for cost efficiencies to stakeholders.

Additional information about this unit	
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 Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	20
Assessment Time	10