

# Maintaining Supplies of Materials to Meet Project Requirements in the Workplace

**Reference :** D/600/7518

**Level :** Level 3

**Credit Value :** 8

**Guided Learning Hours :** 20

**Aim :** The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in maintaining supplies of materials to meet project requirements in the workplace within the relevant sector of industry.

Learning Outcomes		Assessment Criteria
The Learner Will		The Learner Can
1	Supervise the storage and use of materials and components so that material handling and movement is efficient and wastage minimised.	1.1 - Implement systems that allow the safe and efficient storage and usage of the following materials and components: - raw materials - manufactured materials - components - prefabricated systems 1.2 - Ensure that materials and components are handled and moved safely and efficiently, and that wastage is minimised. 1.3 - Explain possible methods and procedures for supervising storage area and facilities for material supplies to be effective for the project. 1.4 - Describe how to minimise material and component handling, movement and wastage.
2	Calculate and keep accurate records of deliveries and stock position and pass the information on to decision makers.	2.1 - Maintain stock control records with calculations and pass on to decision makers using either manual or electronic means. 2.2 - Describe different methods and techniques for calculating and keeping accurate records of deliveries and stock position. 2.3 - Give reasons why accurate records of deliveries, calculations and stock position should be made, and the implications if this is not done.
3	Identify and record problems with supply, discuss the information with material suppliers and pass on to decision makers.	3.1 - Establish and document at least four of the following problems with supply: - price - quantity - quality - availability - schedule of delivery - life expectancy - storage and handling facilities - environmental issues - sustainability - health, safety and welfare issues - transportation - deterioration or damage - loss and theft - payment terms - cash flow - contract variations 3.2 - Describe different possible ways of identifying problems with supplies. 3.3 - Explain methods and techniques of discussing material supply problems with suppliers. 3.4 - Describe ways of passing on information about supply problems to decision makers.
4	Check stock records regularly and calculate what replacement stock will be needed.	4.1 - Examine stock record and calculations used to identify stock replacement.

		<p>4.2 - Explain and give examples of how to calculate stock turnover for a project.          4.3 - Describe how to check organisational stock records in order to calculate replacement stock.</p>
5	<p>Identify opportunities for improving the use of stock and stock turnover and recommend improvements to decision makers.</p>	<p>5.1 - Make recommendations to decision makers that could improve the use of stock and stock turnover.          5.2 - Explain possible ways and means of identifying opportunities for improving the use of stock and stock turnover.          5.3 - Describe methods and techniques to recommend improvements to decision makers.</p>

**Assessment guidance and/or requirements** : This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. 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. Workplace evidence of skills cannot be simulated.