QUALIFICATION HANDBOOK

SVQ in Controlling Lifting Operations: Planning Lifts (Construction) at SCQF Level 8

Qualification reference number: **GN5Y 48**

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Document control and history	
Document status:	External
Owner:	Accountable Officer
Version and date:	Version 3 – December 2018
Summary of revisions to previous version:	COSVR210 unit revised from SCQF Level 8 to Level 6

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1. Introduction

1.1 This qualification has been developed to seek to ensure that those that plan lifting operations in a construction setting meet minimum requirements of technical competence and health and safety.

1.2 These requirements have been specified in the National Occupational Standards (NOS) developed by the Sector Skills Council (SSC) Construction Skills in liaison with employers and industry/ sector representatives. This qualification is based upon those NOS and incorporates the Qualification Structure approved by SQA Accreditation.

1.3 Successful completion of this qualification will allow candidates to show they have sufficient knowledge, understanding and skills to demonstrate competence in relation to controlling construction planning operations.

1.4 This Handbook provides the information required to assist approved centres in delivering the qualification and preparing candidates for assessment. This includes some template forms that may be used / adapted by centres. Note that you are able to create your own, or use existing forms for this purpose. Alternatively, QFI makes its E-Portfolio system available to its approved centres.

This document should be read in conjunction with QFI's policies and the Centre Handbook.

2. Qualification objective(s)

2.1 The qualification is suitable for apprentices / those already in employment that wish to develop their knowledge and skills in planning lifting operations in a construction setting.

2.2 In order to do this, the qualification covers technical and health and safety standards, and supports roles relating to planning lifting operations.

3. Progression

3.1 This qualification is primarily designed to allow candidates to progress to employment in roles relating to planning lifting operations. These roles may be in addition to other construction related roles. Successful completion of this qualification may therefore lead to additional employment opportunities relating to planning lifting operations.

3.2 Candidates achieving this qualification may also wish to progress to higher level qualifications those aimed at supervisory/ management roles e.g.

- Level 4 Award in Management and Leadership

3.3 Candidates may also choose to undertake qualifications in more generic subjects such as a health and safety in the workplace, e.g.

- Award in Health and Safety in a Construction Environment at SCQF level 4

4. Entry requirements

4.1 Candidates must be at least 18 years of age to be able to undertake this qualification.

4.2 Those that will be driving construction vehicles as part of their chosen pathway/ additional units must hold a full driving licence.

4.3 There are no other specific entry requirements, though the National Careers Service does recommend physical fitness.

4.4 Candidates taking this qualification must be made fully aware of what this entails. Centres must be satisfied that candidates have the experience and skills and will have sufficient assessment opportunities within their job role to provide evidence of competence for this qualification. Where this may not be the immediate case, candidates should check with their employer whether they are able to go out with departmental or immediate job role boundaries to gain the necessary assessment opportunities.

4.5 A sample induction checklist is included at Appendix 1.

5. Qualification structure

5.1 The structure for this qualification is set by the Sector Skills Council Construction Skills and approved by SQA Accreditation.

5.2 To achieve this qualification candidates must achieve:

- 7 mandatory units

Mandatory Units

All candidates must complete the following units:

SSC code	Title of mandatory unit (must complete all seven units)	SCQF level	SCQF credits
VR210	Develop and maintain good working relationships	6	8
VR529	Plan lifting activities	8	22
VR530	Plan and establish health, safety, welfare and environmental systems for lifting operations	7	17
VR702	Plan work activities and resources to meet work requirements	7	12
VR728	Evaluate and select work methods	9	11
VR729	Plan the preparation of the site for the project	9	11

| VR732 | Identify, allocate and plan the deployment and use of plant, equipment or machinery | 8 | 9 |

All units are included in Appendix 2 of to this document.

6. Assessment

6.1 Roles and responsibilities

There are a number of people involved in the assessment process and the role of each needs to be clearly understood by each.

- Candidates – must familiarise themselves with the content of the units that they are taking and how these are to be assessed. They should co-operate with the assessment process, looking for opportunities to evidence the elements and gathering evidence where this arises. Candidates must take on board feedback from their assessor and work with their assessor to develop realistic plans for assessment. An Assessment Plan and Review template is included at Appendix 3.

- Assessors - must familiarise themselves with the content of the units that they are assessing and how these are to be assessed. They must assist candidates in identifying assessment opportunities, gathering, and presenting evidence. Assessors must assess all elements and record these assessments. Templates for recording elements, and for unit achievement, are at Appendix 4. Assessors must feedback and work with candidates to identify any gaps and develop realistic plans for assessment. They must also work with the Internal Verifier and External Verifier to ensure a common standard of assessment.

- Internal Verifiers – sometimes known as Internal Quality Assurers (IQAs), their role is to ensure that the assessment process is appropriate, consistent, fair and transparent; that assessors receive on-going support and that they are assessing to a common standard; and that awards are valid, reliable and consistent. IVs must develop a strategy that includes standardisation activities such as reviewing samples of evidence from each assessor, and countersigning the decisions of unqualified assessors.

- External Verifiers - sometimes known as External Quality Assurers (EQAs), are appointed by QFI and are independent of the centre. Their role is to check that internal processes are in place to ensure robust, consistent assessment. This includes sampling assessment evidence.

6.2 SCQF level 8 descriptors

The following are descriptions of what a candidate should be able to do or demonstrate at SCQF level 8. These are for guidance only – it is not expected that every point will be covered.

Knowledge and understanding

Demonstrate and/or work with: A knowledge of the scope, defining features, and main areas of the subject/discipline/sector; Specialist knowledge in some areas; A discerning understanding of a defined range of core theories, concepts, principles and terminology; Awareness and understanding of some major current issues and specialisms; Awareness and understanding of research and equivalent scholarly/academic processes.

Applied knowledge, skills and understanding

Apply knowledge, skills and understanding: In using a range of professional skills, techniques, practices and/or materials associated with the subject/discipline/sector, a few of which are advanced and/or complex; In carrying out routine lines of enquiry, development or investigation into professional level problems and issues; To adapt routine practices within accepted standards.

Generic cognitive skills

Undertake critical analysis, evaluation and/or synthesis of ideas, concepts, information and issues that are within the common understandings in a subject/discipline/sector; Use a range of approaches to formulate and critically evaluate evidence-based solutions/responses to defined and/or routine problems and issues

Communication, ICT and numeracy skills

Use a wide range of routine skills and some advanced and specialised skills associated with a subject/discipline/sector, for example: Convey complex information to a range of audiences and for a range of purposes; Use a range of standard ICT applications to process and obtain data; Use and evaluate numerical and graphical data to measure progress and achieve goals/targets.

Autonomy, accountability and working with others

Exercise autonomy and initiative in some activities at a professional level in practice or in a subject/discipline/sector; Exercise managerial responsibility for the work of others within a defined structure; Manage resources within defined areas of work; Take the lead on planning in familiar or defined contexts; Practise in ways that show awareness of own and others' roles, responsibilities and contributions when carrying out and evaluating tasks; Work, under guidance, with others to acquire an understanding of current professional practice; Manage, under guidance, ethical and professional issues in accordance with current professional and/or ethical codes or practices.

6.3 The assessment process

Assessment for this qualification, and for individual units that comprise the qualification, must take place in accordance with '*Construction Skills Consolidated Assessment Strategy for Construction and the Built Environment: Craft, Supervisory, Technical, Managerial and Professional National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs)*' (published December 2016, approved by ACG February 2017).

This document translates the requirements of the assessment strategy and gives guidance to ensure that centres meet these.

Centres delivering the qualification must ensure that assessors and Internal Verifiers are aware of the assessment strategy and how to access this. External Verifiers may check this requirement during monitoring visits to centres.

Assessment involves the following key stages: planning; producing evidence; assessing evidence; recording. Each of these is considered in more detail below.

6.3.1. Planning

The assessor must create an Assessment Plan with each candidate that he/ she will be assessing. The Assessment Plan will need to be reviewed as the candidate progresses through the units. A template for assessment planning and review is at Appendix 3 of this document.

A wide range of assessment methods exist that can be used to assess knowledge and skills. Methods of assessment that are commonly used for assessing competence based qualifications such as N/SVQs include the following:

- Product evidence – this relates to the outcome of the candidate's work, and the actual product that is generated as a result of their work.
- Direct observation – where an assessor (or credible witness) will directly observe the candidate undertaking certain tasks/ creating products that occur as part of their role. Observations must be referenced to the elements covered
- Question/ answer – these will often supplement the methods above, for example the assessor may ask the candidate a number of questions whilst they are undertaking a task. Questioning is a useful way to establish knowledge and to generate evidence of this
- Witness testimony – credible witnesses may be identified who can for example testify that the candidate can successfully undertake certain tasks
- Personal statement – declaration made by the candidate that should be referenced to elements

Centres should ensure that their Assessors use the methods above to assess candidates for this qualification.

Template assessment documents including an Assessor Report can be found at Appendix 3.

6.3.2 Producing evidence

The methods of assessment must generate evidence to demonstrate the candidates' competence. Evidence produced in the workplace is central to Construction Skills Consolidated Assessment Strategy. Workplace evidence is vital to ensuring that the candidate is competent to industry standards and a suitable way of recording this must be used.

The following indicates the type of evidence generated by the methods on the section above:

- Product evidence –Photographic or video evidence is often used to record this, or it may also be recorded via the method below. Labelled photographs and/or videos that clearly show the candidate are sources of evidence for this purpose.
- Direct observation –observations must be recorded via an Assessor or other report (e.g. witness statement)
- Question/ answer –both the questions and the candidate's responses to these must be recorded either in writing or via some audio or visual device (e.g. part of a video recording).
- Witness testimony – this may be written, audio or visual recordings
- Personal statement – the declaration made by the candidate must be recorded

All of the above must be referenced to the evidence that they cover. Templates that may be used for recording evidence are at Appendix 3.

Feedback should be given to the candidate on an on-going basis and where there are any gaps or shortfalls in evidence then these should be incorporated into the Assessment Plan.

Assessment must meet the requirements of the performance criteria, knowledge and understanding documented for each unit of assessment. Methods of assessment must ensure coverage of all elements, scope and range, and generate sufficient evidence to demonstrate competence. A holistic approach towards the collection of evidence is encouraged. The focus should be on assessing activities generated by the whole work experience rather than focusing on specific tasks. This would show how evidence requirements could be met across the qualification to make the most efficient use of evidence.

Direct evidence produced through normal performance in the workplace is the primary source for meeting these requirements. This includes naturally occurring evidence, direct observation of activities and witness testimony as relevant, all of which must be recorded. Workplace evidence must be supported by the required evidence of knowledge and understanding. This evidence may be identified by:

- questioning the candidate
- recognised industry education and training programme assessment or professional interview assessment that has been matched to NOS requirements
- performance evidence/ completed work

All of which must be recorded and made available for verification purposes.
Workplace evidence of skills cannot be simulated for this qualification.

6.3.3 Assessing evidence

Evidence must be assessed against the units/ elements to establish whether the candidate is competent with regards to their performance and knowledge. In order to achieve the qualification candidates must achieve a 'pass'. The evidence must show that the candidate consistently (i.e. on more than one occasion) meets all of the elements across the scope/range of each unit.

If there is insufficient evidence to make this judgement then plans must be made as to how the candidate can produce further evidence in order to demonstrate competence.

Assessors must check that the evidence produced is sufficient in volume, relevant and current. They must also be confident that the evidence has been generated by the candidate. Assessors and candidates normally sign documentation to declare that the evidence produced is that of the candidate and no other.

6.3.4 Recording evidence

Evidence (or reference to where certain evidence is located) is normally kept in a portfolio. This may be paper-based or electronic. All evidence contained within the portfolio must be clearly referenced to the units and elements. Candidates' progress can therefore be tracked. Note that certain pieces of evidence can be recorded across more than a single element. Tracking is important to show where this is that case.

It is helpful to give each piece of evidence a number so that this can be mapped across elements. See the template forms at Appendix 4. Assessment decisions made against the evidence must also be recorded so that an IV or an EV can see these. All evidence must be kept for internal and external verification.

7. Assessors

7.1 The occupational competence of assessors is defined in '*Construction Skills Consolidated Assessment Strategy for Construction and the Built Environment: Craft, Supervisory, Technical, Managerial and Professional National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs)*' (published December 2016, approved by ACG February 2017).

7.2 The roles and responsibilities of assessors is outlined in the section above. Assessors must competent to perform their role and either hold the qualifications needed to carry out assessment – or achieve within 18 months of commencing their role:

- D32 or D33
- A1
- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement
- an appropriate Assessor qualification as identified by SQA Accreditation

Assessors must also:

- have a sound, in-depth knowledge of, and uphold the integrity of, the relevant NOS and Assessment Strategy to enable them to carry out assessment to the standards specified
- have the occupational expertise (craft/ trade specific) before commencing their role so they have up to date experience, knowledge and understanding of the particular aspects of work they are assessing
- only assess in their acknowledged area of occupational competence
- maintain the currency of this for the duration of their role
- know QFI's requirements for recording assessment decisions and maintaining assessment records

7.3 Holders of A1 and D32/33 must assess to the current National Occupational Standards (NOS) for Learning and Development.

7.4 Assessors must be registered with QFI. The Centre Handbook provides details.

7.5 The assessment decisions of unqualified assessors must be countersigned by the IV.

8. Internal verification

8.1 Centres' internal assessment processes and practices must be effective and support the integrity and consistency of the qualification. This is achieved through the internal quality assurance that is undertaken by the approved centre, and the external quality assurance that is undertaken by QFI. Centres must operate explicit, written internal quality assurance procedures to ensure:

- the accuracy and consistency of assessment decisions between assessors operating at the centre
- that assessors are consistent in their interpretation and application of the qualifications or unit(s) learning outcomes

8.2 Centres must appoint IVs who will be responsible for:

- regular sampling evidence of assessment decisions made by all assessors across all aspects of assessment for the qualification. Sampling must include direct observation of assessment practice
- maintaining up-to-date records of IV and sampling activity (what was evidence was sampled or assessors / IV observed where there is more than one) and ensuring that these are available for external quality assurance
- establishing procedures to ensure that all assessors interpret the learning outcomes in the same way

- monitoring and supporting the work of assessors
- facilitating appropriate staff development and training for assessors
- providing feedback to the EV on the effectiveness of assessment
- ensuring that any corrective action required by QFI is carried out within agreed timescales.

8.3 Centres must ensure that the decisions of unqualified IVs are checked, authenticated and countersigned by an IV who is appropriately qualified and occupationally expert. QFI will monitor a centre's compliance with these requirements through monitoring visits and certification claims.

8.4 The IV is also responsible and accountable for arranging the checking and countersigning process. IVs may verify only evidence that they did not assess themselves. Further guidance on internal quality assurance/verification is provided in the Centre Handbook. Appendix 5 of this document indicates suggested content for an IV strategy, and a template for sampling assessment evidence.

9. Internal verifiers

9.1 The occupational competence of IVs is defined in '*Construction Skills Consolidated Assessment Strategy for Construction and the Built Environment: Craft, Supervisory, Technical, Managerial and Professional National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs)'* (published December 2016, approved by ACG February 2017).

9.2 The roles and responsibilities of IVs is outlined above. IVs must competent to perform their role and either hold the qualifications needed to carry out internal verification – or achieve within 18 months of commencing their role:

- D34
- V1
- Level 4 Award in the Internal Quality Assurance of the Assessment Process and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Process and Practice
- an appropriate Internal Verifier qualification as identified by SQA Accreditation

9.3 It is strongly recommended that IVs also hold assessor qualifications (see section above).

9.4 Holders of V1/D34 must quality assure to the current National Occupational Standards (NOS) for Learning and Development.

9.5 IVs must be registered with QFI. The Centre Handbook provides details

10. External verification

10.1 External verification of this qualification ensures that the requirements are met for the '*Construction Skills Consolidated Assessment Strategy for Construction and the Built Environment: Craft, Supervisory, Technical, Managerial and Professional National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs)'* (published December 2016, approved by ACG February 2017).

10.2 Centre visits will normally take place on an annual basis, though these could be more frequent if deemed necessary as a result of QFI's risk assessments. The Centre Handbook provides further details on external verification including to prepare for centre visits.

QFI's appointed External Verifiers meet the requirements of the assessment strategy.

11. Certification

11.1 Note that there is a lapsing period of two years for this qualification. This means that when the qualification expires, is withdrawn or replaced by a revised version, candidates registered have two years from the expiry date in which to complete the qualification. This will allow sufficient time for candidate's to compete and allow for currency of evidence.

12. Equality and diversity

12.1 This qualification must be assessed in English.

12.2 Assessment must be inclusive and where appropriate reasonable adjustments made to ensure equality of access in line with QFI's Equality and Diversity Policy. Full details are included in the QFI Centre Handbook**.**

12.3 Special consideration is not normally given for competence based qualifications as it is necessary for candidates to demonstrate that they have the necessary skills and knowledge to achieve the qualification and operate safely in the workplace.

12.4 Equality data will be collected at the point of registration. This is for monitoring purposes only and will include age, gender, ethnicity, and disability.

13. Fees

13.1 The current fees for this qualification, and for individual units, are included in the QFI Fees and Invoicing document. This document also details what is/ is not included in fees.

13.2 Fees may be broken down to a reasonable level upon request to QFI.

APPENDIX 1 - CANDIDATE TEMPLATE DOCUMENTS

Sample Form
Induction checklist

This document indicates what may be covered as part of a candidate's induction. This list is not exhaustive.

	Tick
Qualification information: • Units • Structure • Summary of assessment • Awarding body	
Roles and responsibilities: • Candidate • Assessor • Internal Verifier • External Verifier	
Training and assessment process: • Planning • Collection of evidence (including methods) • Review of evidence • Feedback on evidence • Verification of evidence • Certification	
Policies: • Complaints • Appeals • Malpractice • Data protection • Health and safety • Equality (including reasonable adjustments/ additional support)	
Forms: • Enrolment • Other	
I confirmation that I have received this induction and the associated documents: Candidate name: ………………………………………………………………………………….. Candidate signature: ………………………………………………………………………… Date: ………………………………………………………………………………………………	

APPENDIX 2

UNITS

COSVR210
Develop and maintain good working relationships

Overview

This standard, in the context of your occupation and work environment, is about

1 interpreting information
2 adopting safe and healthy working practices
3 working with, informing and supporting people
4 developing and maintaining good occupational working relationships

Performance criteria

You must be able to:

P1 develop, maintain and encourage working relationships to promote goodwill and trust
P2 inform relevant people about work activities in an appropriate level of detail and with an appropriate degree of urgency
P3 offer advice and help to relevant people about work activities and encourage questions, requests for clarification and comments
P4 clarify the proposals with the relevant people and discuss alternative suggestions
P5 resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect

Knowledge and understanding

You need to know and understand:

Performance Criteria 1: Working relationships
K1 how to maintain and encourage working relationships to promote goodwill and trust with relevant people
K2 how to develop working relationships to promote goodwill and trust
K3 how to apply the principles of equality and diversity
Performance Criteria 2: Inform people
K4 how to inform relevant people about work activities in an appropriate level of detail and with an appropriate degree of urgency
Performance Criteria 3: Offer advice
K5 how to encourage questions, requests for clarification and comments
K6 how to offer advice and help to people about work activities
Performance Criteria 4: Deal with alternative proposals
K7 how to clarify alternative proposals with the relevant people
K8 how to suggest alternative proposals
Performance Criteria 5: Resolve conflicts
K9 how to resolve differences of opinion in ways which minimise offence and maintain goodwill, trust and respect

Additional information
Scope/ range relating to performance criteria
Performance Criteria 1
1 record(s) of information on advice provided about occupational work activities and/or associated occupations

2 apply the principles of equality and diversity
Performance Criteria 2
3 record(s) of information and advice given about carrying out the work activities 3.1 appropriate timescales
3.2 health and safety requirements 3.3 co-ordination of work procedures
Performance Criteria 3
4 record(s) of information and advice given about methods of occupational work activities to achieve the required outcome
Performance Criteria 4
5 outline notes of discussions relating to the occupational work activity and/or other occupations involved
Performance Criteria 5
6 outline notes of agreed activities that satisfy those involved, to meet the required outcome of the proposed method of work

Scope/ range relating to knowledge and understanding
Equality and diversity
1 show consideration for the needs of individuals by applying the principles of equality and diversity
Goodwill and trust
2 keeping promises and undertakings
3 honest relationships
4 constructive relationships
5 co-operation and dialogue
Inform/Offer advice
6 orally
7 in writing
8 using drawings/sketches
People
9 colleagues
10 employers
11 customers
12 contractors
13 suppliers of products and services
14 those affected by the work/project
Work activities
15 progress
16 results
17 achievements
18 occupational problems
19 occupational opportunities
20 health and safety requirements
21 co-ordinated work
Working relationships
22 formal
23 informal

Floorcovering Occupations (Construction); Formwork (Construction); Heritage Skills (Construction); Interior Systems (Construction); Building Maintenance Multi trade Repair and Refurbishment Operations; Mastic Asphalting (Construction); Plastering (Construction); Roofing Occupations (Construction); Specialist Installation Occupations (Construction); Stonemasonry (Construction); Sub-structure Work Occupations (Construction); Trowel Occupations (Construction); Wall and Floor Tiling (Construction); Wood Machining (Construction/Sawmilling Extrusion/Furniture); Wood Occupations (Construction)
Key words: Discussions; Advice; Outcomes; Goodwill; Trust; Equality; Diversity

COSVR529
Plan lifting activities

Overview

This standard is about
1   identifying work methods
2   structuring work methods
3   recording work methods
4   identifying, agreeing and scheduling lifting requirements with decision-makers

Performance criteria

You must be able to:

P1 confirm the work requirements against the sourced information

P2 identify and review influencing factors and guidance sources about the work environment and resources

P3 structure work methods by assessing and accounting for all the influencing factors

P4 amend work methods to take account of changing circumstances whilst maintaining the requirements of the lifting activity

P5 communicate amended work methods to people involved in the lifting operation

P6 prepare plans, and record work methods and schedules in written and visual formats, and negotiate and agree them with decision-makers

Knowledge and understanding

You need to know and understand:

Performance Criteria 1
Confirm work requirements
K1 how to confirm work requirements for lifting activities against information sources
K2 who to consult to confirm work requirements

Performance Criteria 2
Identify and review factors and guidance materials
K3 how to identify and review influencing factors
K4 how to identify and review guidance material
K5 why you need to review influencing factors against guidance material

Performance Criteria 3
Structure work methods
K6 how to assess and account for influencing factors
K7 how to prioritise lifting activities
K8 why you need to prioritise lifting activities

Performance Criteria 4
Amend work methods

K9 how to take account of changing circumstances
K10 how to amend work methods when reviewing influencing factors

Performance Criteria 5
Communicate amended work methods
K11 how to communicate amended work methods to people involved in the lifting activity

Performance Criteria 6
Prepare plans and record work methods and schedules
K12 how to prepare plans and record work methods and schedules for lifting activities
K13 how to negotiate and agree work methods and schedules with decision-makers

Additional information
Scope/ range related to performance criteria

Performance Criteria 1
1 records of confirming at least one of the lifting activities from six of the information sources listed
1.1 lifting activities: cranes; lift trucks; excavators; hoists access equipment
1.2 information sources: survey reports; design; contractual; statutory consents; risk assessments; method statements; programmes; records about the competence of people; sub-contractor; health, safety and environmental plans; utilities; work permits; local authorities; highways authorities; clients

Performance Criteria 2
2 records of consideration for at least four of the following influencing factors
2.1 organisational requirements
2.2 contractual requirements
2.3 statutory requirements
2.4 resource allocation
2.5 working requirements
2.6 environmental considerations
2.7 weather conditions
3 records of consultation for at least three of the following guidance/information sources
3.1 operators' manuals
3.2 plant, equipment and machinery data
3.3 maintenance schedules and manuals
3.4 practice guides and specifications
3.5 current legislation and official guidance
3.6 clients
3.7 consultants
3.8 sub-contractors
3.9 specialists

Performance Criteria 3
4 records of arranging and planning work methods with consideration for influencing factors

Performance Criteria 4
5 records of amended working methods taking account of at least two of the following changed circumstances
5.1 susceptibility to damage
5.2 safety requirements
5.3 compromised operational effectiveness
5.4 weather conditions

5.5 use, or change of use
5.6 current legislation
5.7 resources
5.8 plant, machinery and equipment
5.9 workforce
5.10 security threats
5.11 external factors

Performance Criteria 5
6 records of communicating amended work methods

Performance Criteria 6
7 records of organising plans, work methods and schedules for lifting activities

Additional information
Scope/ range related to knowledge and understanding

Changing circumstances
1 susceptibility to damage
2 safety requirements
3 compromised operational effectiveness
4 weather conditions
5 use or change of use
6 current legislation
7 resources
8 workforce
9 plant, machinery or equipment
10 security threats
Communicate
11 discussions
12 sketches
13 briefings
Influencing factors
14 client requirements
15 organisational requirements
16 contractual requirements
17 statutory requirements
18 resource allocation
19 working requirements
20 environmental considerations
21 weather conditions
22 health, safety and welfare requirements

Information sources
23 survey reports
24 design
25 contractual
26 clients
27 sub-contractors
28 consultants
29 specialists

30 statutory consents
31 risk assessments and method statements
32 programmes
33 records about the competence of people
34 sub-contractor arrangements
35 health, safety and environmental plans
36 service disconnection certificates
37 work permits
38 utilities
39 local authority
40 highway authority
Guidance materials
41 operators' manuals
42 plant, machinery or equipment data
43 maintenance schedules and manuals
44 practice guides and specifications
45 current legislation and official guidance
Lifting activities
46 cranes
47 lift trucks
48 excavators
49 hoists
50 access equipment
People
51 workforce
52 clients
53 other personnel on site
54 members of the public
55 occupiers
56 site visitors
57 people affected by on-site operations

COSVR530

Plan and establish health, safety, welfare and environmental systems for lifting operations

Overview
This standard is about
1 evaluating, developing and implementing the conditions for a safe and healthy environment
2 ensuring all necessary equipment, resources and procedures for a safe and healthy environment have been identified

3 ensuring personnel in the lifting operation are competent and aware of their health and safety responsibilities
4 identifying environmental factors and sustainability requirements in lifting operations

Performance criteria
You must be able to:
P1 identify and recommend actions for improving the health, safety and welfare of people affected by the lifting operation
P2 promote a culture of health, safety, welfare and environmental awareness
P3 establish procedures that ensure workforce responsibilities and competencies, and are fully inducted to the lifting operation
P4 ensure the identification of health, safety, welfare and environmental protection equipment and resources in order to comply with current legislation
P5 implement systems, which meet organisational and statutory requirements, and that identifies hazards, reduces risks, reports accidents and emergencies and prevents recurrence
P6 review health, safety, welfare and environmental protection systems on previous lifting activities in accordance with organisational and statutory requirements
P7 assess the significance of environmental factors as they affect the lifting operation, and take appropriate action

Knowledge and understanding
You need to know and understand:

Performance Criteria 1
Operational improvements
K1 how to identify ways to improve health, safety and welfare for people on site
K2 how to recommend actions for improvement of health, safety and welfare systems

Performance Criteria 2
Encourage awareness
K3 how to promote a culture of health, safety, welfare and environmental awareness on site

Performance Criteria 3
Workforce and visitors
K4 how to ensure the workforce and visitors have site inductions
K5 how to specify the competence of people within lifting activities
K6 why you need to ensure that the workforce and visitors have inductions, and the people under your control are competent

Performance Criteria 4
Protection equipment and resources
K7 how to identify and communicate health, safety, welfare and environmental protection equipment and resources which meet project, organisational and statutory requirements

Performance Criteria 5
Implementing systems
K8 how to implement a system which meets organisational and statutory requirements for identifying hazards and reducing risks
K9 how to implement a system which meets organisational and statutory requirements for reporting accidents and emergencies, and operates to prevent recurrence
K10 why you need to implement a system to identify hazards, reduce risks and report accidents

Performance Criteria 6
Reviewing lifting activities
K11 how to review lifting activities that do not comply with organisational and statutory requirements

Performance Criteria 7
Environmental factors
K12 how to assess the significance of environmental factors affecting the lifting operation, and how to take appropriate action
K13 why you need to assess the significance of environmental factors affecting the lifting operation

Additional information
Scope/ range related to performance criteria

Performance Criteria 1
1 records of recommendations made that could improve health, safety or welfare of people during the work
Performance Criteria 2
2 records of the initiatives taken to promote health, safety, welfare and environmental considerations during the work
Performance Criteria 3
3 records of allocating the required health, safety and welfare responsibilities and identifying the competences of the workforce
4 records of planning safety, welfare and first-aid inductions and briefings prior to the lifting operation
Performance Criteria 4
5 records of identification on at least five of the following health, safety, welfare and environmental protection equipment or resources
5.1 protective clothing
5.2 protective equipment
5.3 first aid facilities and arrangements
5.4 welfare facilities
5.5 storage and security of materials and equipment
5.6 accident and incident reporting system
5.7 fire fighting equipment
5.8 provision of health, safety and welfare training
Performance Criteria 5
6 records of the system implemented to identify hazards and reduce risks
7 records of the system implemented to report accidents and emergencies and prevent recurrence
Performance Criteria 6
8 records of reviewing lifting activities
Performance Criteria 7
9 records of consideration for at least three of the following environmental factors
9.1 ecological
9.2 nature conservation
9.3 noise
9.4 emissions to land, air and water
9.5 economic and social
9.6 traffic and people management
9.7 waste management and recycling

Additional information
Scope/ range related to knowledge and understanding

Environmental factors

1 ecological
2 nature conservation
3 noise
4 emissions to land, air and water
5 economic and social
6 traffic and people management
7 waste management and recycling

Inductions

8 health and safety responsibilities
9 welfare facilities
10 environmental responsibilities
11 health, safety, welfare and environmental protection equipment and resources
12 risk control procedures
13 first aid arrangements
14 health, safety and environmental plans
15 emergency drills

Lifting activities

16 cranes
17 lift trucks
18 excavators
19 hoists
20 access equipment

Organisational and statutory requirements

21 lifting activity-specific health, safety, welfare and environmental legislation
22 recognised industry codes of practice
23 organisational procedures

People

24 workforce
25 other personnel on site
26 members of the public
27 occupiers
28 site visitors
29 people affected by site operations

Protection equipment and resources

30 protective clothing
31 protective equipment
32 first aid facilities and arrangements
33 welfare facilities
34 storage and security materials and equipment
35 accident and incident reporting systems
36 fire fighting equipment
37 health, safety and welfare training

COSVR702

Plan work activities and resources to meet work requirements

Overview

This standard is about

1	planning the appropriate sequence, timing and resources
2	ensuring programmed operations meet project requirements

Performance criteria

You must be able to:

P1 organise activities to make the most efficient use of the resources available

P2 evaluate alternative methods, resources and systems to select the best solution to meet programmes and schedules

P3 obtain clarification or advice from various sources where the resources needed are not available

P4 analyse the activities against project data and the requirements of external factors

P5 update existing programmes and schedules of planned activities and suggest them to decision-makers

P6 implement a system to monitor and record the works against programmes and schedules and use the results to improve future production and planning

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Organise activities

K1	how to organise activities to make best use of resources

K2	why you need to organise activities to make best use of resources

Performance Criteria 2

Evaluate alternative methods

K3 how to evaluate alternative resources, methods and systems

K4 how to use evaluated information to select the best solution to meet programmes and schedules

Performance Criteria 3

Obtain clarification or advice

K5 how to identify potential sources for clarification or advice

K6 how to obtain clarification or advice where resources needed are not available

Performance Criteria 4

Analyse activities

K7 how to identify resources and related information

K8 how to identify external factors

K9 how to analyse activities against project data and the requirements of external factors

K10 how to analyse activities against resources and related information

Performance Criteria 5

Update programmes and schedules

K11 how to update existing programmes and schedules

K12 how to suggest updates to existing programmes and schedules to decision makers

Performance Criteria 6

Monitor, review and record

K13 what systems are available for monitoring and recording the works programmes and schedules

K14 how to implement a system for monitoring and recording the works against programmes and schedules

K15 why it is necessary to monitor and record the works against programmes and schedules

K16 how to review recorded results of works against programmes and schedules to improve future production and planning

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

1   records showing activities organised whilst making the most efficient use of at least four of the following resources

1.1   people

1.2   plant, equipment or machinery

1.3   materials and components

1.4   sub-contractors

1.5   information

1.6   work area and facilities

1.7   waste management

1.8   utility providers

Performance Criteria 2

2   records of evaluated alternative methods, resources and systems showing selection of the best solution available

Performance Criteria 3

3   records of clarification or advice from at least three of the following sources

3.1   client, customer or their representative

3.2   consultants

3.3   project team

3.4   practice research

3.5   technical publications

3.6   trade literature

3.7   other team members

Performance Criteria 4

4   records of analysis of the activities using a production study, a works study or production analysis against at least three of the following external factors

4.1   other related programmes

4.2   supply lead times

4.3   contingencies

4.4   special working conditions

4.5   weather conditions

4.6   statutory limitations

4.7   site conditions

4.8   availability of resources

Performance Criteria 5

5   records of updating at least two of the following programmes of schedules

5.1   bar charts

5.2   critical analysis

5.3   action lists

5.4   method statements

Performance Criteria 6

6   records of a system implemented to monitor and record the works against the programme and schedule

7   review the results and identify and record areas of future improvements to production and planning

Additional information
Scope/ range related to knowledge and understanding

Clarification or advice
1   client, customer or their representative
2   consultants
3   project team
4   practice research
5   technical publications
6   trade literature
7   other team members
External factors
8   other related programmes
9   supply lead times
10   contingencies
11   special working conditions
12   weather conditions
13   statutory limitations
14   site conditions
15   availability of resources
Programmes and schedules
16   bar charts
17   critical activities
18   action lists
19   method statements
Project data
20   contract conditions
21   bills of quantities or methods of measurements
22   specifications
23   drawings
24   health, safety and environmental plans
25   programmes
26   organisational requirements
27   instructions and variations
Resources
28   people
29   plant, equipment or machinery
30   materials and components
31   sub-contractors
32   information
33   work area and facilities
34   waste management
35   utility providers

COSVR728

Evaluate and select work methods

Overview

This standard is about

1   assessing and evaluating information
2   identifying safe and healthy work methods
3   identifying how materials and resources will be used
4   preparing, producing and agreeing method statements and/or risk assessments

Performance criteria

You must be able to:

P1 assess and evaluate project data in order to identify work methods

P2 obtain additional information from other sources in cases where the available project data is insufficient

P3 identify work methods which will make the best use of resources and materials and which meet project and current legislation requirements

P4 evaluate identified work methods against technical, environmental and project criteria and select the best one

P5 ensure method statements are accurate, clear and concise and acceptable to all the people involved

P6 recommend and promote the selected work method

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Assess an evaluate data

K1   how to assess and evaluate available project data

K2   how to identify construction work methods from the assessment and evaluation of project data

K3   why you need to assess and evaluate available project data

Performance Criteria 2

Obtain additional information

K4   how to obtain additional information from other sources in cases where the available project data is insufficient

Performance Criteria 3

Identify work methods

K5   how to identify work methods from possible information sources which will make the best use of resources and materials

K6   how to identify work methods which meet the project and the requirements of current legislation

Performance Criteria 4

Evaluate and select work methods

K7   how to evaluate identified work methods against relevant technical, environmental and project criteria to select the best method

Performance Criteria 5

Confirm method statements

K8   how to ensure the method statement and/or risk assessments derived from the selected work methods are accurate, clear and concise

K9   how to ensure the method statement and/or risk assessments are acceptable to all the people responsible

K10   why you need to ensure the selected work methods, method statement and/or risk assessments are acceptable to all the people responsible

Performance Criteria 6

Recommend work methods

K11   how to recommend work methods to the people responsible

K12   how to promote the selected work methods to the people responsible

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

1   records showing assessment and evaluation of at least five of the following types of project data

1.1   conditions of contract

1.2   bills of quantities or methods of measurement

1.3   specifications

1.4   drawings

1.5   health, safety and environmental plans

1.6   programmes and schedules

1.7   organisational requirements

1.8   instructions and variations

1.9   information on materials

1.10   survey reports

1.11   design data

1.12   statutory consents

1.13   sub-contractor arrangements and attendance

1.14   method statements and/or risk assessments

1.15   safe systems of work

Performance Criteria 2

2   records of consultation with at least two of the following other sources

2.1   the client, customer or their representative

2.2   contractors

2.3   sub-contractors

2.4   suppliers

2.5   regulatory authorities

2.6   technical and trade literature

2.7   those affected by the project

Performance Criteria 3

3   records of identified work methods from at least two of the following information sources

3.1   current legislation, codes of practice and official guidance

3.2   investigative research

3.3   organisational procedures

3.4   technical and trade literature

Performance Criteria 4

4   records of evaluation showing consideration of at least six of the following technical, environmental or project criteria

4.1   materials performance and availability

4.2   health and safety

4.3   fire protection

4.4   access

4.5   plant, equipment or machinery performance and availability

4.6   traffic management

4.7   environmental issues
4.8   cost benefit
4.9   current legislation, codes of practice and official guidance
4.10   customer and user needs
4.11   contract requirements in terms of time and quantity
4.12   waste management
4.13   sustainability
5   records of the work method(s) selected
Performance Criteria 5
6   records of method statements and/or risk assessments checked and agreed
Performance Criteria 6
7   records of presentation of the selected work method to, and acceptance by, at least two of the
following people responsible
7.1   the client, customer or their representative
7.2   contractors
7.3   consultants
7.4   sub-contractors
7.5   suppliers
7.6   workforce
7.7   internal management

Additional information
Scope/ range related to knowledge and understanding

Information sources
1   current legislation, codes of practice and official guidance
2   investigative research
3   organisational procedures
4   technical and trade literature
Other sources
5   the client, customer or their representative
6   contractors
7   sub-contractors
8   suppliers
9   regulatory authorities
10   technical and trade literature
11   people affected by the project
People responsible
12   client, customer or their representative
13   contractors
14   consultants
15   sub-contractors
16   suppliers
17   workforce
18   internal management
Project data
19   conditions of contract
20   bills of quantities or methods of measurement
21   specifications
22   drawings
23   health, safety and environmental plans

24   organisational requirements
25   instructions and variations
26   materials
27   programmes and schedules
28   survey reports
29   design data
30   statutory consents
31   sub-contractor arrangements and attendance
32   method statement and/or risk assessments
33   safe systems of work

Technical, environmental and project criteria

34   materials performance and availability
35   health and safety
36   fire protection
37   access
38   plant, equipment or machinery performance and availability
39   traffic management
40   environmental issues
41   cost benefits
42   current legislation, codes of practice and official guidance
43   customer and user needs
44   contract requirements in terms of time and quantity
45   waste management
46   sustainability

Work methods

47   sequencing and integration
48   organisation of resources
49   techniques
50   use of temporary works
51   prefabrication
52   preparatory systems
53   adoption of new materials
54   application of new skills

COSVR729

Plan the preparation of the site for the project

Overview

This standard is about

1   pre-start and ongoing planning
2   implementation of arrangements for the project at the place of work
3   ensuring safe, healthy and secure site operations

Performance criteria

You must be able to:

P1 assemble and review information used in the preparation of the project plan, clarify information which is not clear and update it for production planning purposes

P2 identify factors for consideration, record them and pass them on to people who may be affected

P3 identify access and egress points for the site and works which are safe, convenient and minimise disruption

P4 organise the resources required for the preparation of site operations

P5 give accurate details about the proposed work to the utility and emergency services

P6 make arrangements for adequate site safety, welfare, environmental protection and security

P7 plan the site layout for operational purposes and pass information about the plans to the people on the site

P8 ensure notices to provide information that complies with current legislation, to people are placed and maintained

---

Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Assemble and review information

K1   how to assemble information used in the preparation of the project plan

K2   how to clarify information that is not clear

K3   how to keep information up to date

K4   why you need to assemble and clarify information and keep it up to date

Performance Criteria 2

Identify factors

K5   how to identify and record relevant factors for consideration when planning

K6   how to pass on records of factors considered to people who will be affected

K7   why you need to pass considered and recorded factors to people who will be affected

Performance Criteria 3

Identify access/egress points

K8   how to identify access and egress points for the site and works which are the most convenient for works traffic and which minimise disruption

K9   how to prepare a traffic management plan

Performance Criteria 4

Organise resources

K10   how to organise resources for site preparation

K11   how to assign resources for site preparation

K12   how to utilise the resources used in site preparation into project work or tasks

Performance Criteria 5

Passing information

K13   how to give details about proposed work to utility and emergency services

K14   how to give details on site access, layout, evacuation and hazards to utility and emergency services

Performance Criteria 6

Site safety and security

K15   how to ensure adequate site safety for proposed work

K16   how to make consideration of relevant factors when arranging site safety, welfare, environmental protection and security

K17   how to ensure adequate site security

K18   how to ensure arrangements for health, safety and welfare are reviewed as work progresses

---

Additional information

Scope/ range related to performance criteria

Performance Criteria 1

1   records of maintaining, verifying and updating the project plan with at least four of the following types of information

1.1   survey reports

1.2   design information

1.3   contractual information

1.4   statutory consents

1.5   contracts pre-planning information

1.6   health, safety and environmental plans

1.7   risk assessments and method statements

1.8   programmes and schedules

1.9   about competent people

1.10   sub-contractor arrangements and attendance

Performance Criteria 2

2   records of distributing information for at least four of the following considered factors

2.1   occupiers

2.2   near neighbours

2.3   public access

2.4   site conditions

2.5   environment considerations

2.6   vehicular access

2.7   security and trespass

2.8   public utilities

2.9   heritage status

2.10   sustainability

Performance Criteria 3

3   plan for traffic management showing chosen and agreed site and works access and egress points

Performance Criteria 4

4   records showing at least four of the following resources assigned for the preparation of the site

4.1   people

4.2   plant, equipment or machinery

4.3   materials and components

4.4   sub-contractors

4.5   information

4.6   work area and facilities

4.7   waste management

4.8   utility providers

Performance Criteria 5

5   records of information regarding site access, layout, evacuation and hazards passed to utility and emergency services

Performance Criteria 6

6   records of site safety and welfare arrangements identified before work starts and reviewed as work progresses

7   records of environmental protection procedures

8   records of the site security arrangements

Performance Criteria 7

9   records of site layout or plan

10   plans showing resources and materials delivery, storage and waste collection locations

11   arrangements for recycling

12   records of information passed to the people working on site

Performance Criteria 8

13	records showing types and locations of notices
14	maintenance schedule for notices

Additional information
Scope/ range related to knowledge and understanding

Access and egress points
1	current legislation
2	local traffic
3	access and egress control
4	security
5	parking
6	visitors
7	site induction
8	occupiers
9	near neighbours
10	traffic management

Factors
11	occupiers
12	near neighbours
13	public access
14	site conditions
15	environment considerations
16	vehicular access
17	security and trespass
18	public utilities
19	heritage status
20	sustainability

Information
21	survey reports
22	design
23	contractual
24	statutory consents
25	contracts pre-planning information
26	health, safety and environmental plans
27	risk assessments and method statements
28	programmes
29	about competent people
30	sub-contractor arrangements and attendance

Proposed work
31	new build
32	infrastructure
33	demolition
34	extension
35	alteration
36	refurbishment
37	temporary works
38	installation
39	conservation

Resources
40	people

41	plant, equipment or machinery
42	materials and components
43	sub-contractors
44	information
45	work area and facilities
46	waste management
47	utility providers

Site layout

48	storage
49	temporary accommodation
50	work areas
51	plant
52	temporary services
53	access and egress
54	security
55	continuing use by occupiers
56	waste management
57	pollution control
58	provision for prefabricated components and systems
59	existing fabric

COSVR732

Identify, allocate and plan the deployment and use of plant, equipment or machinery

Overview

This standard is about

1   specifying the plant, equipment or machinery for operation requirements
2   planning for and ensuring the safe use of plant, equipment or machinery
3   providing opportunities for improvements in the use of plant, equipment or machinery to be suggested

Performance criteria

You must be able to:

P1 ensure that the specification of the selected plant, equipment or machinery meets the needs of the project before deployment

P2 ensure that the plant, equipment or machinery to be deployed complies with current legislation and will be set up, operated and maintained by competent people

P3 implement a system to update the deployment and allocation of plant, equipment or machinery, and operators, as the project progresses or changes occur

P4 identify hazards and assess risks arising from the use of plant, equipment or machinery and implement measures that protect people and the environment

P5 ensure that plant, equipment or machinery operations are planned, appropriately supervised and conducted in accordance with current legislation

P6 ensure the appropriate storage, servicing and maintenance of plant, equipment or machinery to meet operational and statutory requirements

P7 identify learning needs for supervisors, operators and users of plant, equipment or machinery that will or could support the project or future projects

P8 encourage those involved or affected by plant, equipment or machinery operations to suggest improvements in safe operations

P9 ensure that plant, equipment or machinery which is no longer needed is returned or removed

Knowledge and understanding
You need to know and understand:

Performance Criteria 1
Specification

K1 how to ensure the specification of the plant, equipment or machinery meets the needs of the project before deployment

K2 why you need to ensure the specification meets the needs of the project

Performance Criteria 2
Compliance with current legislation

K3 how to ensure plant, equipment or machinery complies with current legislation

K4 how to check the competence of those that will set up, operate or maintain plant, equipment or machinery

K5 why you need to ensure compliance and check competence

Performance Criteria 3
System implementation

K6 how to implement a system that will update the deployment and allocation of plant, equipment or machinery as the project progresses

K7 how to implement a system to update the deployment and allocation of plant, equipment or machinery as changes occur

K8 why you need a system to update the deployment and allocation of plant, equipment or machinery

K9 how to recommend alternative plant, equipment or machinery to decision-makers

Performance Criteria 4
Identify hazards and assess risks

K10 how to identify hazards and assess risks arising from the use of plant, equipment or machinery

K11 how to implement measures that protect people and the environment

Performance Criteria 5
Planning, supervision and use

K12 how to ensure plant, equipment or machinery operations are supervised and conducted in accordance with current legislation

K13 how to write and approve method statements for the use of plant, equipment or machinery

K14 how to maintain records for the competence of supervisors, operators and users

K15 how to pass information about the use of plant, equipment or machinery to people

Performance Criteria 6
Storage, service and maintenance

K16 how to ensure plant, equipment or machinery is stored, serviced and maintained in accordance with operational and statutory requirements

K17 why you need to ensure plant, equipment or machinery is stored, serviced and maintained in accordance with operational and statutory requirements

Performance Criteria 7
Learning needs

K18 how to identify learning needs for supervisors, operators and users of plant, equipment or machinery

K19 how to compare identified learning needs with the needs of the project and future projects

K20 how to obtain information on ranges of learning activities

K21 how to arrange development for supervisors, operators and users of plant, equipment or machinery
Performance Criteria 8
Suggestions for improvements
K22 how to encourage those involved or affected by plant, equipment or machinery operations to suggest improvements in safe operations
K23 why you need to encourage those involved or affected by plant, equipment or machinery operations to suggest improvements in safe operations
Performance Criteria 9
Return or remove
K24 how to return or remove plant, equipment or machinery which is no longer needed
K25 why you need to return or remove plant, equipment or machinery which is no longer needed

Additional information
Scope/ range related to performance criteria

Performance Criteria 1
1 records of the specifications for plant, machinery or equipment considered prior to selection
Performance Criteria 2
2 records of pre-use checks, inspections, thorough examinations and tests conducted on plant, equipment or machinery
3 records of checks conducted on the competence of the people that will set up, operate and maintain plant, equipment or machinery
Performance Criteria 3
4 records of a system that tracks the deployment, allocation and use of plant, equipment or machinery
5 records of the recommendations on the use of alternative types of plant, equipment or machinery made to decision-makers
Performance Criteria 4
6 protection of the workforce, the general public, visitors and the environment by the application of information relating to at least three of the following
6.1   methods of work
6.2   risk assessment
6.3   safe use and storage of tools
6.4   safe use and storage of materials
6.5   traffic management
Performance Criteria 5
7 records of method statement(s) written or approved for plant, equipment or machinery operations
8 records of the roles and responsibilities allocated to plant, equipment or machinery supervisors, operators and users
9 records of the information passed to people
Performance Criteria 6
10 records of arrangements for storage, servicing and maintenance of plant, equipment or machinery
11 records of checks made for serviceability and maintenance of plant, equipment or machinery as appropriate to at least three of the following operational or statutory requirements
11.1   health, safety and welfare of the workforce and others
11.2   operational efficiency
11.3   security of resources
11.4   obligations to third parties
11.5   regulatory authorities
11.6   contractual commitments
Performance Criteria 7

12 records of learning needs identified, and information obtained, for at least two of the following learning activities

12.1 formal
12.2 informal
12.3 coached
12.4 mentored
12.5 vocationally qualifying

Performance Criteria 8

13 records of opportunities, given to at least four of the following, to suggest improvements in safe operations

13.1 supervisors
13.2 operators
13.3 users
13.4 other members of the workforce
13.5 members of the public
13.6 occupiers
13.7 neighbours
13.8 visitors
13.9 organisational representatives
13.10 hire firm(s), companies or agents

Performance Criteria 9

14 records of plant, equipment or machinery returned or removed, or specified to be removed

Additional information
Scope/ range related to knowledge and understanding

Learning activities
1   formal
2   informal
3   coached
4   mentored
5   vocationally qualifying

Operational and statutory requirements
6   health, safety and welfare of the workforce and others
7   operational efficiency
8   security of resources
9   obligations to third parties
10   regulatory authorities
11   contractual commitments

People
12   workforce
13   other personnel on site
14   members of the public
15   occupiers
16   site visitors
17   people affected by on-site operations

Plant, equipment or machinery
18   static
19   mobile
20   accessories
21   consumables
22   health and safety equipment

23	specialised hand tools
24	standard plant, equipment or machinery
25	non-standard plant, equipment or machinery

Measures

26	methods of work
27	risk assessment
28	safe use of tools
29	safe use of materials
30	traffic management
31	emergency plans

Those involved or affected

32	supervisors
33	operators
34	users
35	other members of the workforce
36	members of the public
37	occupiers
38	neighbours
39	visitors
40	organisational representatives
41	hire firm(s), companies or agents

APPENDIX 3 - ASSESSMENT TEMPLATE DOCUMENTS

3A: Sample Form
Assessment plan and review

Candidate name:	
Employer/location:	Date:
Qualification: Unit(s): Elements:	
Assessor:	
Period of Review: (should not normally exceed 12 weeks)	Proposed Date for next review:

Part 1 – **Activities / Tasks / Learning / Training** undertaken since last review:

Part 2a – '**Progress to date'** specifying units/elements/modules achieved to date (the progress recorded **must** tie in with the associated '**Summary of Achievement Record'**):

Part 2b – Identified **barriers** to progress (please detail here any issues relating to the programme delivery, which have impacted negatively on progress e.g. attendance times, learning difficulties, suitability of training/learning materials, physical barriers to participation, health issues, attitude etc):

*

Part 2c – Solutions proposed to address the above barriers:

Part 3 – Agreed '**assessment planning**' & action required for the next review (proposed methods of evidence collection must be recorded & proposed assessment methods must be selected): **N.B.** Methods of evidence collection may include: either hard copy records or electronic records such as audio recordings, scanned documents, photographs etc.	Element: Proposed Assessment Methods/Sources of Evidence:							
	CrossRef	RPL	OBS	Questioning	PS	WR	D	WT

Key: Assessment Methods/Sources of Evidence

CrossRef = Cross Referencing **RPL**= Recognition of Prior Learning

OBS = Observation   **PS** = Personal Statement

WR = Work Record   **D** = Discussion

WT= Witness Testimony

Part 4 – Additional comments / issues (e.g. health & safety issues):
Part 5 – Candidate comments/feedback/evaluation:
Part 6 – Employer comments on progression and achievement noted in **Part 2a**:
Part 7 – Assessor Feedback/Assessment Judgements/Decisions/Outcome

Candidate Signature: .... Date: ....   Assessor Signature: .... Date: ....   Employer Signature (where present): .... Date: ....   Employer Name and position: ....

3B: Sample Form
Assessor report

Qualification:
Candidate:
Assessor:
Date:
Unit/ element:
Location/ circumstance:

Details of observation/ question/ answers/ discussion	Ref
Details of observation/ question/ answers/ discussion	Ref
Details of observation/ question/ answers/ discussion	Ref

Assessors comments (state whether candidate is competent)	
Assessor signature	
Candidate signature	

3C: Sample Form
Witness testimony

Qualification: …………………………………………………………………………………….

Unit: …………………………………………………………………………………………….

Element(s): ……………………………………….…………………………………………

Candidate Name: …………………………………………………………………………..

Witness Name: ……………………..………………………………………………………

Witness Contact Details: ………………………………………………………………

…………………………………………………………………………………………………….

Describe your construction and any assessment qualifications/ experience:

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

Describe your relationship with the candidate:

……………………………………………………………………………………………………

……………………………………………………………………………………………………

Date of evidence: ………………………………………………………………………

Testimony and comment on candidate's performance

……………………………………………………………………………………………………

....

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....

Witness Signature & Date: …………………………………………………………………………………

Candidate Signature & Date: ………………………..…………………………………………………

Assessor Signature & Date: …………………………………………………………………..…

3D: Sample Form
Candidate personal statement

Qualification:

Candidate name:

Element(s)	Date	Statement / evidence

Candidate's signature:		
Assessor's signature: Date:		

APPENDIX 4 - ASSESSOR TEMPLATE DOCUMENTS

4A: Sample Form

Element achievement record

Candidate name:
Qualification:
Unit title: Element(s):
Assessor:

Evidence ref:	Evidence description *	Location **	Performance criteria						Knowledge and understanding				

4B: Sample Form
Unit progress record

Qualification:

Unit title:

I confirm that the candidate has been assessed as competent for this unit

Assessor name	Assessor signature	Date

I confirm that I have been assessed as competent and that the evidence produced is from work that is all mine

Candidate name	Candidate signature	Date

I confirm that I have internally verified this unit and confirm that the candidate is competent (this section must be completed where the assessor is unqualified)

IV name	IV signature	Date

APPENDIX 5 - INTERNAL VERIFIER TEMPLATE DOCUMENTS

5A: Sample Internal verification Strategy

This document indicates what may be covered as part of an internal verifier's strategy. An effective internal verification strategy ensures:

- A forum for discussion of borderline cases
- Assessor networking and sharing of good practice
- Valid, reliable and consistent training and/or assessment
- Recorded assessment decisions which are appropriate, consistent, fair, transparent and equitable
- Clarity for candidates about assessment requirements
- Effective preparation and presentation for external verification
- Reduction in level of direct external verification scrutiny

To underpin the IV/ verification process a plan of internal activity should be developed indicating
- what will happen
- when it will happen
- who will be involved

New instructors/assessors must:
a) be supplied with assessment and materials
b) clearly understand assessment requirements and procedures

All assessors must:

a) know the name of the person who will manage the IV process and the name of the IV
b) know how IV/ verification will happen, when it will happen and who will be involved
c) be informed about issues raised through previous internal and external quality assurance

On Course Monitoring

The IV should:
a) Sample assessments to ensure that:
   - feedback to candidates is clear and constructive
   - teaching and assessment activities are standard and appropriate
   - assessment decisions are fair and consistent
   - teaching and assessment records are clear
b) Undertake standardisation activities
c) Ensure candidates understand assessment requirements
d) Provide advice and support for Assessors and share good practice
e) Identify good assessment practice
f) Record internal verification activities and findings, list action points and report to instructors/assessors and the EV
g) Liaise with the EV as necessary

End of Course Checking

The IV should:
a) monitor progress against previous action points
b) ensure assessment records are complete and accurate
c) ensure evidence of achievement is appropriate and standardised
d) record internal verification activities and findings, list action points, and report these to assessors and the EV

Guidance on Sampling and Record Keeping

What do IVs/IVs sample and why?

IVs are responsible for monitoring the quality of assessment, hence the need for them to sample assessment practices and decisions. It is not usually possible or necessary to verify every aspect of assessment at each internal verification. A properly selected representative sample should identify any issues with assessment practices and decisions.

Selecting a sample

To select a representative sample, IVs must take account of factors which may impact on the quality of assessment. These factors are used to define a sampling

strategy that determines the size of the sample and enables judgements to be made.

Key factors to consider are:

- Sites of delivery
- Number and experience of Assessors
- Number of courses/assessments
- Previous IV actions/recommendations
- Assessment methods
- Special arrangements
- EV recommendations
- Borderline cases
- Anything else that you think might impact on assessment decisions

The sample should include an element of random selection by the IV. It is not necessary to sample across every aspect of the programme at each event but the plan should seek to cover everything over a period of time, e.g. 3 years.

Which records should be kept?

Records of internal quality assurance/ verification must be kept and made available to the EV during monitoring visits. These should demonstrate that the internal verification procedures have been carried out. IVs should record two sets of information:

1. The sample taken by the IV
2. The comments and feedback to the Assessor following the sampling exercise, showing any recommendations or action required and how this was resolved.

There is a sample form shown below that you may use or adapt to suit your own requirement.

5B: Sample Form
Internal verification - sampling assessment decisions

Unit/qualification:

Location:
Assessor name:

Candidate Name	Sampling element[1]	Was the assessment method appropriate?	Is there sufficient evidence that outcomes have been met?	Is the evidence appropriate for the level?	Comments

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[1] *Was this a learning outcome across candidates, or a whole unit or one method of assessment?*

Comments

Signed: **(IV)**   **Date:**

Signed: **(Assessor)**   **Date:**

5C: Sample Form
Internal verification – observation of assessors

Internal Verifier's Name: ………………………………………………………….……...

Assessor's Name: ……………………………………………………………………...

Candidate's Name: ………………………....………………………………………...

Qualification Title: ……………………………...……………………………………

Unit Assessed: …………………………................……………………………………

Element Assessed: ………………………………………….……………………………

Date of Observation: …………………………………………………………….....

Location of Assessment: ………………………....………………………………

Prior to the assessment had the Assessor:	Yes	No	Comments:
Developed a written Assessment Plan for the candidate			
Checked that the facilities, resources and information required for the assessment were available and ready for use			
Briefed the candidate on how the assessment would take place and what would be assessed			
During the assessment did the Assessor:	**Yes**	**No**	**Comments:**
Conduct the assessment unobtrusively without interfering with the candidate's performance			
Encourage the candidate to satisfy the specified Assessment Criteria			
Ask questions clearly in an encouraging tone and manner without leading the candidate			
Ensure that sufficient questions were asked and that they were justifiable and relevant to the Unit assessed			

During the assessment did the Assessor (continued):	Yes	No	Comments:

Ensure that the atmosphere created during the assessment was pleasant and conducive			
Clarify and resolve any concerns that the candidate had during the assessment			
Clearly inform the candidate of the assessment decision i.e. 'achieved' or 'requires further practice'			
After the assessment did the Assessor:	**Yes**	**No**	**Comments:**
Provide feedback that was clear, constructive, met the candidate's needs and was appropriate to his/her level of confidence			
Encourage the candidate to comment on the assessment decision and how he/she was assessed			
Complete the Unit assessment documentation and ensure it was fully signed and dated			

Overall feedback to Assessor:

Assessor's comments on the IV's feedback:

Assessor's Signature: …………………………………………….…......…....…..………......

Date:……………………………………………………..…………………………………………

Internal Verifier's Signature: ……………………………...…..…………..….…………......

Date:………………………………………………………..…………………………………