

# NVQ Qualification Services

## About the NVQs for Construction Site Managers

### Introduction

The NVQ process solves the problem of giving qualifications to experienced personnel. Prior to the scheme, attending a study programme (a taught course) was the route to gaining a qualification. The taught route requires time away from the work place and does not take into account experience. The NVQ process does take into account work experience and contrary to a taught course, a qualification is awarded by an assessment of a candidate's experience and that experience is assessed on two criteria, knowledge and performance. Below you will find more information on the NVQ process and details on how achieving your Management NVQ can lead to professional recognition and Chartered membership with the CIOB.

### What is an NVQ

An NVQ is the process by which an experienced person is given, via an assessment route, the qualification for the job they are doing and have been doing for a minimum of three years.

NVQ stands for National Vocational Qualification and is also known as the Qualifications and Credit Framework (QCF). The NVQ / QCF, is a system for recognising skills and qualifications in a vocational setting. It does this by awarding credits for qualifications and units (small steps of learning), with each unit holding a credit value.

### What level of NVQ is required for management?

There are various levels of NVQ which include:

- Level 3 for Occupational Works Supervisors.
- Level 4 for Construction Site Supervisors.
- Level 6 for Standard Construction Managers.
- Level 7 for Senior Construction Managers.

### What level NVQ do I need to gain a black managers CSCS card?

You will need a Level 6 or a Level 7 depending on your role and responsibilities. An understanding of which management level of NVQ you should be applying for can be confirmed by reviewing Appendices A6 and A7 at the end of this document.

### How long does it take?

A level 6 NVQ will take a minimum of six to eight weeks with a maximum of one year.

A level 7 a minimum of three months with a maximum of one year (All dependant upon ability, time and commitment).

### What is the process?

The majority of the NVQ will be carried out online and consists of completing a knowledge questionnaire which is broken down into units. When a candidate has completed a unit questionnaire, they are asked to submit evidence to substantiate their answers. For instance on the H&S unit, to support their answers a candidate could submit a H&S audit of their site, copies of an induction and tool box talk and copies of their H&S Quals and Certs. This information will then be assessed by their assessor and following the assessor's guidance, they will then be asked to continue with the next unit.

### Is there a payment plan?

Yes. 50% of the cost once accepted onto the course with the second 50% on completion.

Payment is either by debit card/credit card, bank transfer or cheque. Please note there are no additional fees as all costs including any site visits are included in the price quoted.

**What is the actual cost?**

NVQ Level 6 Construction Site Manager @ £1500 plus VAT (CSCS Black card approved)

NVQ Level 7 Senior Construction Site manager @ £2000 plus VAT (CSCS Black card approved)

**Is there any funding available?**

Please also be aware that there are CITB refunds available to companies enrolled on the CITB levy scheme.

**Will I get a Black Card?**

Yes, with a Level 6 or 7 you will be pre-approved to apply for a CSCS Black Card.

**What about MCIQB membership?**

A Level 7 NVQ allows you to apply for a fast track MCIQB. Details on CIOB Membership and application process can be found at <http://www.ciob.org/>

**Do you provide any NVQ or CIOB Mentoring?**

Attainment of these qualifications provides a pathway for membership to the Chartered Institute of Building (CIOB) and CSCS Black Card. At RivaSure we offer a mentoring scheme to assist candidates wishing on completion of their NVQ 7 & 6 to apply to the CIOB through the CIOB's Professional Review Industry Route (level 6) and the fast track review (level 7). Please feel free to get in touch to discuss further. Second, if undertaking an NVQ seems daunting and you have been away from academic studies, please feel free to discuss enrolling on the RivaSure Construction Management and Management of H&S GAP course. Many candidates have used this course as an NVQ 6 access course and have found it to be good preparation for their NVQ studies.

Other than providing NVQ's in the QCF framework, we at RivaSure are also able to mentor candidates who have already embarked on their NVQ's with other providers. We provide an online interactive knowledge questionnaire assistance, providing the necessary support and guidance to assist eligible candidates to complete their knowledge questionnaires to the required standard. If you wish to discuss current prices and if you have any further questions with regards to this service, please feel free to get in touch and we will be pleased to respond to your inquiry.

**Will my employer be informed?**

As you are the Candidate, we do not speak to your employer unless you want us to. It is your NVQ and any work produced by you will only be assessed and viewed by your assessor and if required, by inspectors from the Awarding Body for audit purposes.

Should you require any further information or would like to enrol please feel free to contact our offices on: 01304 806133 we will be happy to help.

**So what's involved for the NVQ Level 6?**

See **Appendix A6** at the end of this document for details of mandatory and optional units.

**What's involved for the NVQ Level 7?**

See **Appendix A7** at the end of this document for details of mandatory and optional units.

**What's The Next Step?**

If you are interested and you would like to be put in touch with an assessor, the next step for you is complete our **Contacts Form** and forward your CV using our link below:

<http://rivasureskills.co.uk/ed/gap1/request-for-information/>

If you are not yet ready to fill out the contacts form in full, please just leave you name, telephone number and details of how we may assist you. You will receive an automated email within 10 minutes to confirm we have received your message. Please check your email inbox (and spam).

## APPENDIX A6

*Examples of the units to be undertaken for a Management NVQ 6 include:*

### **Mandatory Units:**

**Unit 1: Developing and Maintaining Good Occupational Working Relationships in the Workplace.**

*Useful evidence:* CPD, CV, Training courses, Team meetings, Emails, tool box talks, work allocation sheets.

**Unit 2: Allocating Work and Checking People's Performance in the Workplace.**

*Useful evidence:* Work allocation sheets, Team meetings, Site inspections, work programs, spreadsheets

**Unit 3: Establishing, Implementing and Maintaining Systems for Managing Health, Safety and Welfare in the Workplace.**

*Useful evidence:* Induction paperwork – RAMs – site inspections, tool box talks – Health and Safety briefs, scaffold checks, plant check sheets, RIDDOR reports.

**Unit 4: Evaluating and Selecting Work Methods to Meet Project or Operational Requirements in the Workplace.**

*Useful evidence:* specification, method statements, tool box talks, permits to work

**Unit 5: Monitoring Construction Related Project Activities in the Workplace.**

*Useful evidence:* Permits to work, meeting minutes, H&S reports

**Unit 6: Controlling Project Progress against Agreed Quality Standards in the Workplace.**

*Useful evidence:* Meeting minutes, QA plans, snagging sheets, meeting minutes, hand over procedures

**Unit 7: Controlling Project Progress against Agreed Programmes in the Workplace.**

*Useful evidence:* Progress and site meeting minutes, micro programmes, works programmes.

**Unit 8: Managing Personal Development in a Construction-related Workplace.**

*Useful evidence:* Personnel learning and development plans, personnel reviews

### **Optional units:**

*The selection of optional units is to be discussed and agreed with candidate's assessor on enrolment.*

**Unit 9: Identifying and Enabling Learning Opportunities for Given Work Teams in the Workplace.**

*Useful evidence:* Labour allocation planning meetings, personnel development plans, emails, team meetings minutes

**Unit 10: Contributing to the Identification of Work Teams in the Workplace.**

*Useful evidence:* labour planning and labour return sheets / requests. Job specification, construction phase plan

**Unit 11: Establishing, Controlling and Monitoring Environmental Factors and Sustainability in the Workplace.**

*Useful evidence:* SWMP's, COSHH assessments, H&S audits, documented association with controlling bodies or groups.

**Unit 12: Planning the Preparation of the Site for the Project or Operation in the Workplace.**

*Useful evidence:* Construction phase plan, site safety plan, emails, correspondence with co H&S advisor.

**Unit 13: Ensuring that Work Activities and Resources Meet Project Work Requirements in the Workplace.**

*Useful evidence:* Charts, E-mails regarding materials, Material requisitions, Storage, H&S Environmental Information, Theft,

**Unit 14: Identifying, Allocating and Planning the Deployment and Use of Plant, Equipment or Machinery in the Workplace.**

*Useful evidence:* Plant allocations, Plant reports, Plant Inspections.

**Unit 15: Organising, Controlling and Monitoring Supplies of Materials in the Workplace.**

*Useful evidence:* E-mails regarding materials, Material requisitions, material schedules,

**Unit 16: Establishing and Monitoring Communication Systems and Organisational Procedures in the Workplace.**

*Useful evidence:* meeting minutes, correspondence, emails

**Unit 17: Establishing Project Dimensional Control Criteria in the Workplace.**

*Useful evidence:* RFI's, drawing registers, calibration certs.

**Unit 18: Controlling Project Quantities and Costs in the Workplace.**

*Useful evidence:* Method Statements, Bar charts, Meetings, Cost Control Systems, Site Inspections, Monitoring Documents, Progress Charts, Works Programs.

**Unit 19: Evaluating Feedback Information and Recommending Improvements in the Workplace.**

*Useful evidence:* H&S audit, accident reports and actions, responses to feedback given at inductions, tool box talks and RAMS briefings.

*Units are subject to change by the awarding body.*

## APPENDIX A7

Examples of the units to be undertaken for a Management NVQ 6 include:

### **Mandatory Units:**

#### **Unit 1: Manage teams in construction.**

*Useful Evidence:* Information/documentation on Building a Project Team, Identifying Team Resources, Staff Appraisals, Reviews, Meetings, Job Description and Person Specification, Information/documentation Recruitment, Vacancies, Allocation of Work, Monitoring Progress, Briefings

#### **Unit 2: Lead and participate in meetings in construction management.**

*Useful Evidence:* Information and/or copies Objectives of Meeting, Minutes, Participants, How to manage the time of the Meeting, Decisions and Action Points are Recorded, Circulation of Agenda in Advance

#### **Unit 3: Provide ethical advice, judgement and service in construction management.**

*Useful Evidence:* Documents on Technical Information/Recommendations, Documentation identifying – making judgments, decisions, giving advice, conflicts of interest

#### **Unit 4: Develop self and others in construction management.**

*Useful Evidence:* Copies of Personal Development Plans – aims and objectives, identifying work based learning opportunities for self and others, examples of mentoring/coaching

### **Optional Units:**

*Learners must select units from two of the three groups B1, B2 and B3. The selection of optional units is to be discussed and agreed with candidate's assessor on enrolment.*

#### **B1 - Optional Group for Project Development.**

#### **Unit 5: Prepare and agree a project brief and development programme in construction.**

*Useful Evidence:* Copy of Project Brief to include costings, construction, design, services, Drawings, Development Programme for project

#### **Unit 6: Manage design development and processes in construction**

*Useful Evidence:* Health, Safety and Welfare Regulations, Risk Assessments, Identification, Assessment and Removal of Hazards

#### **Unit 7: Assess and evaluate the environmental impact of developments in construction management.**

*Useful Evidence:* Information on sustainable resources and environmental issues, Information on how design, function and performance impact on the environment, Minutes of meetings regarding environmental and ecological factors, Reviews and quality systems.

#### **Unit 8: Evaluate sustainable resources and requirements in construction management.**

*Useful Evidence:* Documentation highlighting sustainability – policies, responsibilities, best practice, minutes of meetings, reviews

#### **Unit 9: Manage marketing and customer service in construction organisations.**

*Useful Evidence:* Marketing and Promotional Strategies, Information gathering systems – new business, target audiences, Customer and Client Feedback, Customer Service Strategies

### **B2 - Optional Group for Procurement Contracts and Budgets.**

**Unit 10: Establish project procurement arrangements in construction management.**

*Useful Evidence:* Information on procurement strategies, purchasing guidelines, nominated suppliers

**Unit 11: Implement strategic sourcing partnerships in construction management.**

*Useful Evidence:* Information showing how systems are agreed with partners, Contractual Agreements, Management Systems, Performance Monitoring

**Unit 12: Manage procurement processes in construction management.**

*Useful Evidence:* Information identifying Tender Documents, selection of criteria for tenderers, procurement documents issued to tenderers, queries, variations, adjustments and corrections

**Unit 13: Prepare and submit estimates, bids and tenders in construction management.**

*Useful Evidence:* Documentation details regarding tenders, bids and estimates

**Unit 14: Ensure that contracts are prepared, negotiated and concluded in construction management.**

*Useful Evidence:* Standard Forms of Contract

**Unit 15: Control organisational and project income and expenditure in construction management.**

*Useful Evidence:* Budgets, Financial Plans, Documentation regarding – contingencies, claims and variations

### **B3 - Option Group for Project Control.**

**Unit 16: Manage project risks and opportunities in construction.**

*Useful Evidence:* Records of Potential Risks and Risk Management

**Unit 17: Manage project processes in construction.**

*Useful Evidence:* Records identifying Health & Safety Improvements, Health & Safety Checks and Policies, Team Meetings, Feedback Sessions, People role and responsibilities, Organisational Structure

**Unit 18: Manage project evaluation and feedback in construction.**

*Useful Evidence:* Records of Feedback, assessments reviews and recommendations

**Unit 19: Control project outcomes in construction.**

*Useful Evidence:* Documents providing information about systems for inspecting, controlling and recording the quality of work against quality standards, monitoring systems, minutes of meetings, Documentation regarding Statutory and Legal Information

**Unit 20: Evaluate and progress the resolution of disputes in construction management.**

*Useful Evidence:* Documentation on Disputes –processes, reactions, proposals, settling

**Unit 21: Manage project completion in construction.**

*Useful Evidence:* Documentation concerning Handover, services and maintenance with regard to project completion

*Units are subject to change by the awarding body.*