

# NVQ Qualification Services

## About the NVQs for Construction Site and Works Supervisors

### 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. However, 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. That experience is assessed on two criteria, knowledge and performance. Below you will find more information on the NVQ process and details of our recommended NVQ access course.

### 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 Construction Site and Works Supervision?

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 Gold Supervisors CSCS card?

You will need a Level 3 or a Level 4 depending on your role and responsibilities. An understanding of which supervisory level of NVQ you should be applying for can be confirmed by reviewing Appendices A3 and A4 at the end of this document. A3 pertains to Occupation Works Supervisors (OWS) ie. those who are supervising one trade. A4 pertains to construction site supervisors, those who are supervising construction sites and are supervising more than on trade.

### How long does it take?

A level 3 NVQ will take a minimum of two to six weeks with a maximum of one year. A NVQ level 4 will take a minimum of one month 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 will be 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 Qualifications and Certificates. 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 3 Occupation Works Super @ £1300 plus VAT (CSCS Gold card approved)

NVQ Level 4 Construction Site Supervisor @ £1500 plus VAT (CSCS Gold 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 Gold CSCS Card?**

Yes, with a Level 3 or 4 you will be pre-approved to apply for a CSCS Gold Card but you will also need to undertake the CSCS Supervisors Safety Touch Screen test.

#### **Do you provide any NVQ Mentoring or Training?**

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 for Construction Supervisory and Management NVQ preparation and have found the content, presentation learning style and information to have been most valuable and good preparation for their NVQ's.

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 3?**

See **Appendix A3** at the end of this document for details of mandatory and optional units.

#### **What's involved for the NVQ Level 4?**

See **Appendix A4** 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 A3

Examples of the units to be undertaken for the Occupation Works Supervisor NVQ 3 include:

Learners must complete all units in the mandatory section and a minimum of two units in the optional section.

### **Mandatory Units:**

#### **Unit 1: Confirming work activities and resources for an occupational work area in the workplace**

*Useful evidence:* Work allocation sheets, Team meetings, Site inspections, work programs, spreadsheets, E-mails regarding materials, Material requisitions, material schedule

#### **Unit 2: 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 3: Confirming the occupational method of work in the workplace**

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

#### **Unit 4: Implementing and maintaining 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, signed COSHH briefings and assessments.

#### **Unit 5: Co-ordinating and organising work operations in the Workplace**

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

### **Optional Units**

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

#### **Unit 6: Allocating and monitoring the use of plant and equipment in the workplace**

*Useful evidence:* Plant allocations, Plant reports, Plant Inspections, PAT test records, PPE log, RAMS.

#### **Unit 7: Monitoring progress of work against schedules in the Workplace**

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

#### **Unit 8: Confirming work meets quality standards in the workplace**

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

#### **Unit 9: Implementing procedures to support the team's performance in the workplace**

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

#### **Unit 10: Co-ordinating and confirming dimensional control requirements of the work in the workplace**

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

**Unit 11: Contributing to the circulation of construction related project information in the workplace**

*Useful evidence:* meeting minutes, correspondence, emails, reports, records of briefings

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

RivaSure

## APPENDIX A4

Examples of the units to be undertaken for a Site Supervisor NVQ 4 include:

### **Mandatory Units:**

#### **Unit 1: Maintaining Systems for Health, Safety, Welfare and Environmental Protection 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 2: Assessing and Recommending Work Methods for Carrying Out Site Operations in the Workplace**

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

#### **Unit 3: Planning Activities and Resources to Meet Work Requirements in the Workplace**

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

#### **Unit 4: Co-ordinating and Organising the Control of Work in the Workplace**

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

#### **Unit 5: Controlling Work Progress Against Agreed Programmes in the Workplace**

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

#### **Unit 6: Allocating and Monitoring the Use of Plant, Equipment or Machinery in the Workplace**

*Useful evidence:* Plant allocations, Plant reports, Plant Inspections, Plant log, PPE register.

#### **Unit 7: 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 8: Maintaining Supplies of Materials to Meet Project Requirements in the Workplace**

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

#### **Unit 9: Implementing Communication Systems for Construction Projects in the Workplace**

*Useful evidence:* meeting minutes, correspondence, emails, reports

#### **Unit 10: Maintaining the Dimensional Accuracy of Work in the Workplace**

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

#### **Unit 11: Controlling Work Against Agreed Standards in the Workplace**

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

#### **Unit 12: Contributing to the Control of Work 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 13: Co-ordinating Preparation Work for Site or Lifting Operations in the Workplace**

*Useful evidence:* lifting plans, permit to work, RAMS

**Unit 14: Allocating Work and Checking People's Performance in the Workplace**

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

**Optional Units:**

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

**Unit 15: Managing Personal Professional Development in the Workplace**

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

**Unit 16: 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

**Option site supervisory specialist routes include:**

**Unit 17: Planning Highways Maintenance or Repair Activities in the Workplace**

**Unit 18: Supervising Highways Maintenance or Repair Activities in the Workplace**

**Unit 19: Contributing to the Identification of Work Teams in the Workplace**

**Unit 20: Providing and Monitoring Construction-related Customer Service in the Workplace**

**Unit 21: Handing Over Property to Recipients Following Construction or Maintenance Related Activities in the Workplace**

**Unit 22: Planning Historical Conservation/ Restoration Activities in the Workplace**

**Unit 23: Supervising Historical Conservation/ Restoration Activities in the Workplace**

**Unit 24: Planning Demolition Activities in the Workplace**

**Unit 25: Supervising Demolition Activities in the Workplace**

**Unit 26: Supervising Tunnelling Activities in the Workplace**

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