

NCC Management Initial Assessment Questionnaire NVQ Level 6

****** DATA PROTECTION STATEMENT ******
******* PLEASE READ CAREFULLY *******

The information you provide for this profile will be held securely within CITB

This information is used by CITB:

- to help determine which NVQ route and level that is suitable for your role
- confirm your ability to provide your assessor with the required documentary evidence
- form the basis of the initial assessment plan you will agree with your assessor

For those purposes your information may be shared with third parties (including training providers, assessors and employers).

I consent to the use of my information in this manner. Yes No

Learner Details (All fields must be completed to avoid delays in processing applications)

First Name		Home Address	
Surname			
Date of Birth			
NVQ/CSCS/CPCS No			
		Post Code	
		Personal Mobile	
		Work Mobile	
		E-mail	

Employment Status

- Employed**
- Self-Employed** NB: If you are self-employed but working for an employer – tick the sub-contractor option and indicate the employer details below
- Sub-Contractor**

Employer/Main Contractor	
Employer/Main Contractor Address	
Contact Name	
Contact Tel No	
Contact E-mail	

ADDITIONAL INFORMATION (or attach CV in lieu)				
Current Site Address				
Qualifications (GCSE/O Level, A Level, BTEC, NVQ, Degree)				
Title	Date	Level/Grade		
Employment History (Last 5 years)				
Job Title/Role		From		To
Employer		Site		
Summary of roles and responsibilities				
Job Title/Role		From		To
Employer		Site		
Summary of roles and responsibilities				
Job Title/Role		From		To
Employer		Site		
Summary of roles and responsibilities				

QCF (NVQ) Level 6

NVQ Level 6 is defined as: The application of knowledge and skills in a broad range of complex technical or professional work activities with a substantial degree of personal responsibility and autonomy usually managing teams, productivity and resources.

There are 2 qualification routes for NVQ Level 6 in management:

Construction Contracting Operations
Construction Site Management

Within each qualification, there are a number of routes that can be taken depending on your job role in the industry. To enable this, each qualification has a number of mandatory units and a series of optional units to pick from. It is almost certain that you will not be able to answer yes for every activity.

To enable us to correctly identify the qualification and route that is right for you, please complete all the following questions. Only answer 'Yes' if you carry out the activity regularly.

QCF (NVQ) Level 6 Construction Contracting Operations Management (Estimating, Buying, Planning, Surveying and General Route)

Unit	Assessment evidence requirements	Do you carry out this activity in your role? Yes No
C01	<p>Do you maintain health, safety and welfare in the workplace?</p> <p>Do you identify hazards and assess risks in the workplace?</p> <p>Do you identify and implement methods and procedures to reduce risk?</p>	Yes No
C03	<p>Do you chair Meetings?</p> <p>Do you analyse information for decision making?</p>	
C04	<p>Do you develop and maintain working relationships?</p> <p>Do you undertake personal development in the occupational practice area?</p>	
D6	<p>Do you produce a work plan for own area of responsibility?</p> <p>Do you allocate and agree responsibilities with team members?</p> <p>Do you monitor the progress and quality of work in own area of responsibility and provide feedback?</p> <p>Do you review and amend plans of work for own area of responsibility and communicate changes?</p>	
O05	<p>Do you identify investigation requirements?</p>	

		Yes	No
	<p>Do you identify survey requirements?</p> <p>Do you select survey processes and operations?</p> <p>Do you investigate and evaluate project factors?</p>		
O06	<p>Do you recommend and agree a condition survey process?</p> <p>Do you investigate property for condition?</p> <p>Do you prepare and present condition survey reports and records?</p>		
O07	<p>Do you identify, assess and agree project requirements and stakeholder preferences?</p> <p>Do you identify, assess and evaluate resource procurement factors?</p>		
O08	<p>Do you identify and coordinate the methods for preparing initial designs?</p> <p>Do you select materials, components and systems?</p> <p>Do you analyse, select and present detailed design solutions?</p>		
O09	<p>Do you specify production document requirements?</p> <p>Do you prepare prescriptive specifications?</p> <p>Do you control and maintain project information</p>		
O10	<p>Do you develop a schedule of works?</p> <p>Do you develop a procurement programme?</p>		
O11	<p>Do you evaluate and agree the benefits and risks of strategic sourcing?</p> <p>Do you agree and implement alignment of systems?</p> <p>Do you monitor and control supply chain arrangements?</p>		
O12	<p>Do you shortlist tenderers?</p> <p>Do you select documents?</p> <p>Do you obtain tenders?</p> <p>Do you evaluate tenders and appoint contractors?</p>		
O13	<p>Do you evaluate tender enquiry documentation?</p> <p>Do you finalise and submit a tender?</p>		

		Yes	No
O14	<p>Do you evaluate, review and select work methods?</p> <p>Do you evaluate project programming?</p>		
O15	<p>Do you analyse and monitor requirements for supplies?</p> <p>Do you optimise supplier performance?</p>		
O16	<p>Do you control contracts against agreed quality standards and guidance?</p> <p>Do you maintain contract compliance with statutory and contractual requirements?</p>		
O17	<p>Do you optimise contract progress?</p> <p>Do you control contract costs?</p>		
O18	<p>Do you prepare and agree interim valuations and final accounts?</p> <p>Do you prepare and agree compensation events and claims for reimbursements for loss and expense?</p>		

QCF (NVQ) Level 6 Construction Site Management
(Building & Civil Engineering, Highways Maintenance & Repair, Residential Development, Traditional & Heritage Building, Demolition, Tunneling, Retrofit)

Unit	Assessment evidence requirements	Do you carry out this activity on site? Yes No
210v3	Developing and maintain good occupational working relationships in the workplace	
713v3	Allocating work and monitoring people's performance in the workplace	
714v2	Enabling learning opportunities in the workplace	
715v2	Contributing to the identification of a work team in the workplace	
716v2	Planning highways maintenance and repair activities in the workplace	
719v2	Providing customer services in the construction workplace	
720v3	Planning activities to traditional and heritage buildings and structures in the workplace	
721v2	Supervising activities to traditional and heritage buildings and structures in the workplace	
722v2	Planning demolition activities in the workplace	
724v2	Supervising tunnelling activities in the workplace	
726v2	Establishing, implementing and maintaining organisational systems for managing health, safety, welfare and wellbeing in the workplace	
727v2	Establishing, controlling and monitoring environmental factors and sustainability in the workplace	
728v2	Evaluating and confirming work methods in the workplace	
729v2	Planning the preparation of the site for the project in the workplace	
730v2	Monitoring project activities in the workplace	
731v2	Ensuring that work activities and resources meet project work requirements in the workplace	
732v2	Identifying, allocating and planning the deployment and use of plant, equipment or machinery in the workplace	
733v2	Organising, controlling and monitoring supplies of materials in the workplace	

		Yes	No
734v2	Identifying and maintaining communication systems and organisational procedures in the workplace		
735v2	Controlling project progress against agreed quality standards in the workplace		
736v2	Establishing dimensional control criteria in the workplace		
737v2	Controlling project progress against agreed programmes in the workplace		
738v2	Controlling project quantities and costs in the workplace		
739v2	Evaluating feedback and making recommendations in the workplace		
740v2	Managing your personal development in the workplace		
741v2	Planning and scheduling the maintenance activities of property, services or systems in the workplace		
742v2	Managing the project handover in the workplace		
743v2	Planning Tunnelling Activities in the Workplace		
756	Planning the installation of retrofit works in the workplace		
757	Managing installation, commissioning and handover of retrofit works in the workplace		
758	Managing the installation, maintenance, monitoring and removal of temporary works in the workplace		