



NCC Senior Management Initial Assessment Questionnaire NVQ Level 7

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 is suitable for your role
- to confirm your ability to provide your assessor with the required documentary evidence
- to 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 (SSSTS, SMSTS, A Level, BTEC, NVQ, Degree)

| Title | Date | Level/Grade |
|-------|------|-------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Employment History (Last five 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

NOCN CSkills Awards Level 7 NVQ Diploma in Construction Senior Management

NVQ Level 7 is defined as: The application of knowledge and skills in a significant range of fundamental principles in wide and often unpredictable contexts. Has a very substantial personal autonomy and responsibility for the work of others. Has personal accountability for analysis, diagnosis, design, planning, execution and evaluation and allocation of substantial resources.

The qualification requires the completion of 6 mandatory units and 5 optional units.

To enable us to ensure that this is the right qualification for you, please complete all the following questions. You may not be able to answer yes for every activity. Only answer 'Yes' if you carry out the activity regularly.

| Unit | Assessment evidence requirements | Do you carry out this activity? | |
|-----------------------------|---|---------------------------------|-----------|
| Mandatory components | | | |
| 01v2 | Manage project processes in construction management: Do you: <ul style="list-style-type: none"> • manage project risks and opportunities • develop systems for managing health, safety and welfare • manage project team activities • implement project systems • utilise project feedback information | <u>Yes</u> | <u>No</u> |
| 02v2 | Manage teams in construction management: Do you: <ul style="list-style-type: none"> • formulate a project team • manage working relationships | <u>Yes</u> | <u>No</u> |
| 03v2 | Provide advice, judgement and service ethically in construction management: Do you: <ul style="list-style-type: none"> • provide advice on technical construction issues • resolve complex multifaceted construction problems | <u>Yes</u> | <u>No</u> |
| 04v2 | Develop self and others in construction management: Do you: <ul style="list-style-type: none"> • undertake continuing personal development • manage the continued personal development of others | <u>Yes</u> | <u>No</u> |
| 05v2 | Control projects in construction management: Do you: <ul style="list-style-type: none"> • control project quality • control legal and contractual project compliance • control project progress • control project value and costs | <u>Yes</u> | <u>No</u> |
| 06v2 | Plan a construction organisation's workforce: Do you: <ul style="list-style-type: none"> • plan workforce requirements • manage workforce plans | <u>Yes</u> | <u>No</u> |

| Optional Group (minimum 5 units) | | |
|---|---|----------------------|
| 07v2 | <p>Prepare and agree a project brief and outline programme in construction management: Do you:</p> <ul style="list-style-type: none"> • formulate a draft project brief • develop a project outline programme • determine project stakeholder requirements | <u>Yes</u> <u>No</u> |
| 08v2 | <p>Direct the management of design development and processes in construction management: Do you:</p> <ul style="list-style-type: none"> • determine hazards and risks in the design development process • reduce risks in design solutions • manage the design process | <u>Yes</u> <u>No</u> |
| 09v2 | <p>Sustainability and environmental impact of developments in construction management: Do you:</p> <ul style="list-style-type: none"> • appraise the environmental impact of development proposals • establish sustainability requirements • establish sustainable resources | <u>Yes</u> <u>No</u> |
| 10v2 | <p>Evaluate sustainable resources and requirements for the whole life cycle of a construction project: Do you:</p> <ul style="list-style-type: none"> • evaluate project whole life costs and carbon footprint • formulate solutions for the conservation of energy | <u>Yes</u> <u>No</u> |
| 11v2 | <p>Establish project procurement arrangements in construction management: Do you:</p> <ul style="list-style-type: none"> • formulate procurement strategies • approve project suppliers • justify a form of contract | <u>Yes</u> <u>No</u> |
| 12v2 | <p>Implement, monitor and control strategic procurement systems in construction management: Do you:</p> <ul style="list-style-type: none"> • formulate and implement procurement systems • monitor and control arrangements for strategic sourcing | <u>Yes</u> <u>No</u> |
| 13v2 | <p>Manage tendering processes in construction management: Do you:</p> <ul style="list-style-type: none"> • evaluate pre-qualification of tenderers • obtain bids and tenders • analyse successful bids and tenders | <u>Yes</u> <u>No</u> |
| 14v2 | <p>Manage the preparation and submission of estimates, bids and tenders in construction management: Do you:</p> <ul style="list-style-type: none"> • evaluate, estimate, bid and tender enquiry documentation • evaluate the resource requirements and costs within an estimate, bid and tender • formulate an estimate, bid and tender offer | <u>Yes</u> <u>No</u> |

| | | |
|--------------------|--|----------------------------------|
| <p>15v2</p> | <p>Ensure that contracts are prepared, negotiated and agreed in construction management: Do you:</p> <ul style="list-style-type: none"> • formulate forms of contract • negotiate and agree contracts | <p><u>Yes</u> <u>No</u></p> |
| <p>16v2</p> | <p>Control budgets and contract payment entitlement in construction management: Do you:</p> <ul style="list-style-type: none"> • manage budgets • evaluate entitlement for payment | <p><u>Yes</u> <u>No</u></p> |
| <p>17v2</p> | <p>Evaluate and progress the resolution of contractual disputes in construction management: Do you:</p> <ul style="list-style-type: none"> • evaluate implications for the resolution of disputes • negotiate the resolution of disputes. | <p><u>Yes</u> <u>No</u></p> |
| <p>18v2</p> | <p>Manage marketing and customer service in construction management: Do you:</p> <ul style="list-style-type: none"> • develop new products and services • formulate and implement a marketing strategy • manage client and customer satisfaction | <p><u>Yes</u> <u>No</u></p> |
| <p>19v2</p> | <p>Manage the handover of the construction project in the workplace: Do you:</p> <ul style="list-style-type: none"> • formulate a project handover programme. • manage the completion of outstanding work • manage handover inspections and tests • manage the handover of project responsibilities and documentation | <p><u>Yes</u> <u>No</u></p> |