

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
O01v1	<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>	
O02v1	<p>Do you allocate work to teams and individuals?</p> <p>Do you agree work plans with teams and individuals?</p> <p>Do you assess the performance of teams and individuals and provide feedback?</p>	
O03v1	<p>Do you organise and prepare meetings?</p> <p>Do you lead meetings?</p> <p>Do you take decisions and process actions?</p>	
O04v1	<p>Do you develop and maintain working relationships?</p> <p>Do you practice in an ethical manner?</p>	
740v2	<p>Do you define your aims and objectives for undertaking personal objectives?</p>	

	<p>Do you contact sources of support and guidance to identify recognised standards for you to manage your personal development?</p> <p>Do you prepare a development plan for identifying development needs?</p> <p>Do you undertake development activities?</p> <p>Do you obtain feedback from people who can judge your performance?</p>	
O05v1	<p>Do you identify investigation requirements?</p> <p>Do you identify survey requirements?</p> <p>Do you select survey processes and operations?</p> <p>Do you investigate and evaluate specific project factors?</p>	
O06v1	<p>Do you recommend and agree a condition survey process?</p> <p>Do you survey property for condition?</p> <p>Do you prepare and present condition survey reports and records?</p>	
O07v1	<p>Do you identify, assess and agree project requirements and stakeholder preferences?</p> <p>Do you identify, assess and evaluate resource procurement factors?</p>	
O08v1	<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>	
O09v1	<p>Do you specify production document requirements?</p> <p>Do you monitor and control the preparation of prescriptive specifications?</p> <p>Do you control and maintain project information?</p>	
O10v1	<p>Do you develop a programme of works?</p> <p>Do you develop a procurement programme?</p>	
O11v1	<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>	

O12v1	<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>	
O13v1	<p>Do you evaluate tender enquiry documentation?</p> <p>Do you finalise and submit a tender?</p>	
O14v1	<p>Do you evaluate and select work methods?</p> <p>Do you develop a programme of works?</p>	
O15v1	<p>Do you analyse supply requirements, develop and monitor a procurement plan?</p> <p>Do you optimise supplier and service provider performance?</p>	
O16v1	<p>Do you control contract work against agreed quality standards and guidance?</p> <p>Do you maintain contract and statutory compliance?</p>	
O17v1	<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 process entitlements for reimbursement 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	
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	