

## NCC Supervisory Initial Assessment Questionnaire NVQ Level 3 and 4

**\*\*\*\* 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	



There are 3 qualification routes in supervisory management at NVQ Level 3 and 4:

- Construction Site Supervision L4
- Construction Contracting Operations L3
- Occupational Work Supervision L3

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 4 Construction Site Supervision**  
**(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	
700v3	Implementing, maintaining and reviewing systems for health, safety, welfare, wellbeing and environmental protection in the workplace	
701v3	Assessing and agreeing work methods for carrying out site operations in the workplace	
702v3	Planning work activities and resources to meet project requirements in the workplace	
703v3	Coordinating work control in the workplace	
704v3	Controlling work progress against agreed programmes in the workplace	
705v3	Allocating and monitoring the use of plant, equipment or machinery in the workplace	
706v3	Maintaining supplies of materials to meet project requirements in the workplace	
707v2	Implementing communication systems for the project in the workplace	
708v2	Maintaining the dimensional accuracy of work in the workplace	
709v3	Controlling work against agreed quality standards in the workplace	
710v2	Contributing to the control of work quantities and costs in the workplace	

		Yes	No
711v2	Co-ordinating preparation for site operations in the workplace		
713v3	Allocating work and monitoring people's performance in the workplace		
714v3	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		
717v2	Supervising highways maintenance or repair activities in the workplace		
718v3	Handing over property in the workplace		
719v2	Providing customer service 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		
723v2	Supervising demolition activities in the workplace		
724v2	Supervising tunnelling activities in the workplace		
725	Supervising the installation, maintenance, monitoring and removal of temporary works in the workplace		
740v2	Managing your personal development in the workplace		
698	Supervising the pre-installation planning for retrofit works in the workplace		
699	Supervising the installation, commissioning and handover of retrofit works in the workplace		

**QCF (NVQ) Level 3 Construction Contracting Operations**  
**(Estimating, Buying, Planning, Surveying, Site Technical Support, Design Co-ordinator and General)**

Unit	Assessment evidence requirements	Do you carry out this activity in your role? Yes No
C01v2	<p>Do you operate health, safety and welfare systems in the workplace?</p> <p>Do you identify hazards and risks in the workplace?</p>	
C02v2	<p>Do you obtain the information needed to take critical decisions?</p> <p>Do you confirm project requirements?</p> <p>Do you prepare a work schedule?</p>	
C03v2	<p>Do you develop and maintain working relationships with people?</p> <p>Do you optimize your own resources to meet objectives?</p> <p>Do you undertake personal development in the occupational practice area?</p>	
O04v4	<p>Do you prepare to carry out surveys?</p> <p>Do you carry out surveys?</p> <p>Do you present survey data?</p>	
O05v2	<p>Do you confirm a condition survey process?</p> <p>Do you inspect the condition of property?</p> <p>Do you prepare and present condition survey reports and records?</p>	
O06v2	<p>Do you prepare drawings and associated information?</p> <p>Do you prepare schedules?</p>	
O07v2	<p>Do you identify potential tenderers?</p> <p>Do you prepare and issue tender documents?</p> <p>Do you check tenders?</p>	
O08v2	<p>Do you evaluate estimate, bid and tender enquiry documentation?</p> <p>Do you calculate quantities resources and costs within a tender?</p> <p>Do you collate and present tender information?</p>	
O09v2	<p>Do you review construction phase information?</p>	

		Yes	No
	<p>Do you prepare for site operations?</p> <p>Do you implement and control work operations?</p>		
O10v2	<p>Do You control work against contract agreed quality standards?</p> <p>Do you maintain contract compliance with statutory and contractual requirements?</p>		
O11v2	<p>Do you apply dimensional control criteria?</p> <p>Do you maintain the dimensional accuracy of works?</p>		
O12v2	<p>Do you prepare for physical testing?</p> <p>Do you carry out physical testing?</p> <p>Do you present test results?</p>		
O13v2	<p>Do you assess and identify work methods?</p> <p>Do you develop project programming and resourcing?</p> <p>Do you monitor project progress against agreed programmes?</p>		
O14v2	<p>Do you identify and monitor requirements for suppliers?</p> <p>Do you maintain and record supplies of materials?</p> <p>Do you contribute to improvements in supplier performance?</p>		
O15v2	<p>Do you identify and recommend plant and equipment?</p> <p>Do you monitor the performance of plant and equipment supplied?</p>		
O16v2	<p>Do you monitor contract quantities and costs?</p> <p>Do you prepare interim valuations and final accounts?</p> <p>Do you identify and record income and expenditure?</p> <p>Do you prepare information for additional costs for reimbursement for loss and expense?</p>		
O21v2	<p>Do you prepare and present proposal for the provision of products and services?</p> <p>Do you review and finalise proposals for the provision of products and services?</p> <p>Do you obtain and evaluate feedback information?</p>		

O23	Do you operate project information systems in construction?	Yes No
	Do you obtain and evaluate feedback information?	
O24	Do you implement project documentation systems?	
	Do you integrate and evaluate project design information?	

**QCF (NVQ) Level 3 Occupational Work Supervision (Construction)**

Unit	Assessment evidence requirements?	Do you carry out this activity on site?
<b>Mandatory Units</b>		
209v2	Do you confirm work activities and resources for the work?	Yes No
210v2	Do you develop and maintain good working relationships?	
211v2	Do you confirm the occupational method of work?	
212v3	Do you implement and maintain health, safety and welfare?	
213v3	Do you coordinate and organize work operations?	
215v3	Do you monitor progress against work schedules?	
<b>Optional Units (any two from the following)</b>		
214v3	Do you allocate and monitor the use of plant, machinery and equipment or vehicles?	
216v3	Do you confirm work meets contractual, industry and manufacturers standards?	
217v3	Do you implement procedures to support team's performance?	
218v3	Do you coordinate and confirm the dimensional requirements of the work?	