



Training &
Assessment
Consultants Ltd

Level 3 NVQ Occupational Work Supervision Handbook

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Level 3 NVQ Occupational Work Supervision Overview:

The Level 3 Diploma in Occupational Work Supervision qualification has been developed for achievement in a real workplace environment which means you need to be employed to undertake this qualification.

This qualification is designed for learners who wish to develop the skills and knowledge required for employment in occupational work supervision. Learners will gain knowledge on managing health and safety, work activities and resources, coordinating and organising work operations, confirming occupational methods of work, developing and maintaining working relationships.



Benefits of achieving your Level 3 NVQ:

- Nationally recognised and accredited qualification
- Obtain your DSA CSCS Supervisors Card
- Flexible qualification as you can complete in your own time.
- Help you to gain employment and show competency
- CITB Grants available

What is a e-portfolio?

An e-portfolio is a online portal where the user creates a portfolio of evidence that can be easily managed electronically.

The e-portfolio system enables the assessor to review, communicate and provide feedback to the learner.

As all the evidence collected is available online through the e-portfolio, face-to-face visits are very limited.

How the e-portfolio route can benefit you?

Upload Evidence from anywhere

Users can access their e-portfolio 24/7, on smart phones, tablets and computers.

Quick Feedback

The assessor can view evidence when submitted and provide feedback straight away.

All evidence available in one place

All evidence is saved in one place, rather than having evidence stored on multiple devices and have to remember where its been saved.

Easily communicate with assessor

The e-portfolio system has a built in communication system that notifies the assessor when the learner sends a message.

What is underpinning knowledge?

Underpinning knowledge is devised of skills and knowledge that the candidate can demonstrate on a specific subject or task.

How is underpinning knowledge achieved?

Candidates underpinning knowledge is achieved through the completion of series of questions that have been designed to get a complete understanding of the candidates skills and knowledge. The completed question will provide a clear indication of the candidates skills and knowledge level within that subject.

Example of an underpinning knowledge question:

Each question provided is linked to an overall unit and learning outcome.

Example Question:

Unit:

Maintain health, safety and welfare system in construction contracting operations management

Learning Outcome:

Understand how to maintain health, safety and welfare in the workplace

Question:

Describe what to identify as opportunities for improvements

What is performance criteria?

Performance criteria is designed to provide candidates with the opportunity to demonstrate their skills and experience.

How is performance criteria achieved?

Performance criteria is achieved through evidence collected and submitted relating to the specific criteria.

Types of evidence:

- *Rams*
- *Toolbox Talks*
- *Site Meetings*
- *Briefings*
- *Quality Plan*
- *Programme*
- *Safety Walkaround reports*
- *Emergency plans*
- *Meeting Minutes*
- *Break down for commercials*
- *Plant Sheet*
- *Labour Sheets*
- *Rescue Plan*
- *Induction Records (Attended or Given)*
- *Safety Stand Downs*
- *Construction Phase Plan*
- *Fire plans*
- *Drawings/Technical Specifications*
- *Non-Conforming Products*
- *Company Profile*
- *Email communications with clients/contractors.*
- *Tender documents*
- *COSHH details*
- *Environmental Plans*
- *HS&E Plans*
- *Traffic Management Plan*
- *Site Layout*
- *Quality Assurance Checks/Audits*
- *Plant RAMS e.g. Lift Plan*
- *Delivery Schedule*
- *Supplier Details/Communication*

We recommend that learners collect as much evidence they can, before and throughout their qualification.

Mandatory Units:

The learner will learn key practical skills and knowledge in these mandatory units:

- Monitoring progress of work against schedules in the workplace
- Implementing and maintaining health, safety, environmental and welfare practices in the workplace
- Developing and maintaining good occupational working relationships in the workplace
- Co-ordinating and organising work operations in the workplace
- Confirming work activities and resources for an occupational work area in the workplace
- Confirming the occupational method of work in the workplace.

Optional Units:

The learner will also learn key practical skills and knowledge in two of the following optional units:

- Implementing procedures to support team performance in the workplace
- Co-ordinating and confirming the dimensional control requirements of the work in the workplace
- Confirming work meets contractual, industry and manufacturers' standards in the workplace
- Allocating and monitoring the use of plant, machinery, equipment or vehicles in the workplace.

Monitoring Progress of Work Against Schedules in the Workplace

Unit Aim:

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in monitoring progress of work against schedules in the workplace within the relevant sector of industry.

To view the full unit specification please click [here](#)

Implementing and Maintaining Health, Safety, Environmental and Welfare Practices in the Workplace

Unit Aim:

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in implementing and maintaining health, safety, environmental and welfare practices in the workplace within the relevant sector of industry.

To view the full unit specification please click [here](#)

Developing and Maintaining Good Occupational Working Relationships in the Workplace

Unit Aim:

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence developing and maintaining good working relationships in the workplace within the relevant sector of industry.

To view the full unit specification please click [here](#)

Co-ordinating and Organising Work Operations in the Workplace

Unit Aim:

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in co-ordinating and organising work operations in the workplace within the relevant sector of industry.

To view the full unit specification please click [here](#)

Confirming Work Activities and Resources for an Occupational Work Area in the Workplace

Unit Aim:

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in Confirming Work Activities and Resources for an Occupational Work Area in the Workplace within the relevant sector of industry.

To view the full unit specification please click [here](#)

Confirming the Occupational Method of Work in the Workplace

Unit Aim:

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence developing and maintaining good working relationships in the workplace within the relevant sector of industry.

To view the full unit specification please click [here](#)



What grants are available ?

CITB offer a £600 grant towards all qualifications for those that are CITB registered levy payers, the grant will be accessible once the candidate has completed the qualification.

BOOKING FORMS

To complete your booking for the Level 3 NVQ please complete the following forms, that can be found and completed below.

- Assessment Booking Form
- Candidate Information Form

Once you have completed the forms please email them to [***info@tacltd.org.uk***](mailto:info@tacltd.org.uk) and we will contact you to discuss your booking further.

Alternatively call 0115 985 2455 or email us for more information and prices.



ASSESSMENT BOOKING FORM

OFFICE USE ONLY		
Jl		
INV		
ACT		
Fol/Ex		

Section 1- Assessment Booking Information

Please Reserve Places on the following course at Per Person

Assessment Level 3 NVQ Diploma in Occupational Work Supervision

Date

- | | |
|---------------------------------|---------------------------------|
| <input type="text"/> Delegate 1 | <input type="text"/> Delegate 2 |
| <input type="text"/> Delegate 3 | <input type="text"/> Delegate 4 |
| <input type="text"/> Delegate 5 | <input type="text"/> Delegate 6 |
| <input type="text"/> Delegate 7 | <input type="text"/> Delegate 8 |

Section 2- Course Payment

Order Number Account Number

Payment of Course (Please tick relevant box)

- Cheque (Please make cheques payable to TAC Ltd)
- Cash
- BACS

Invoice Details / Company Details (if invoice address different, please contact TAC)

Company/Name

1st Line Address

2nd Line Address

City County

Postcode Email

Tel. Fax

Section 3- Declaration

I agree to the terms and conditions overleaf and accept the following:
Please complete:

For delegates to attend the above course at the following price
Per Delegate = Total Payment (ex VAT)

Name Date

Signature

Position Held

TRAINING AND ASSESSMENT CONSULTANTS TERMS AND CONDITIONS

Cancellation & Postponement

The company reserves the right to charge a cancellation fee in respect of courses already confirmed. If the cancellation is received in writing less than 2 weeks from commencement date a fee of 50% of the total course fee will be charged. If cancellation is received less than 1 week from commencement date the whole fee will be charged.

If for any reason beyond their control, Training & Assessment Consultants Ltd cancels a course without notice, Training & Assessment Consultants Ltd will not be held liable for any costs incurred by the clients as result of such cancellation.

INVOICES

Payment is required no later than 7 days before the commencement of the course.

Please confirm by fax that these terms are acceptable. Should you require any further information please do not hesitate to phone.

ADDITIONAL REQUIREMENTS

Should candidates have any special requirements, please advise us in advance

INSURANCE

Whilst your operative is attending our premises and carrying out either classroom or practical based assessments and/or training they will be covered by your own public and employer liability insurance

**PLEASE RETURN THIS BOOKING BY FAX / EMAIL / POST
(see details below)**

Training and Assessment Consultants Ltd
Unit 3, Brand Street, Nottingham, NG2 3GW
Tel: 0115 985 2455 **Fax:** 0115 985 0341
Email: Info@tacltd.org.uk **Web:** www.tacltd.org.uk

CANDIDATE REGISTRATION FORM

Ensure all fields marked with * are completed



Personal

Title* Gender*
Forename(s)*
Surname*
National Insurance#* Date of Birth*
Ethnicity*
Disability*

Contact

Home Address*
Postcode* Mobile* Home Tel.
Email*

Employer

Name*
Home Address*
Postcode* Tel* Fax

Qualification

Qualification or Unit Title*
Qualification or Unit Code*
Delivery Method*(Please tick) EWPA OSAT Apprentice
Planned Start Date*
Planned End Date*
Assessor Internal Verifier

Centre Information (to be completed by centre staff only)

Centre Learner Reference ULN
PO Number REG Date
Run ID Learner ID

The Training & Assessment Consultants Ltd (TAC, registered office number 5328288) will use your personal data. Your personal data is information which identifies and relates to you including your contact details and photographic image and includes information we obtain directly from you or from third parties, or as a result of our relationship with you in our capacity as a Training provider and in providing goods and services to you. We may use your personal data for the purposes connected with our role as a training provider and in providing goods and services to you. We may disclose your personal data to third parties, and organisations who provide services to us, for the purposes outlined above, but we will not otherwise pass your personal data to third parties for marketing purposes.

The information you supply will be used by Training & Assessment Consultants to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. For more information please go to:

<https://www.gov.uk/government/publications/lrs-organisation-portal>

Learner Declaration:

I agree for my personal data to be used by TAC for the above purpose.

Learner Signature

Date

Assessor Declaration:

I confirm that the above learner has been profiled for the qualification.

Assessor Signature

Date

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Level 3 complete What's next ?

Level 6 NVQ
Diploma Construction
Contracting
Operations
Management

This qualification enables you, the learner, to demonstrate and recognise your skills, knowledge and understanding and to demonstrate your competence in a real workplace environment so you can work as a specialist in general construction contracting operations management within the construction industry.