



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 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	
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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

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 two 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?
C01	Do you maintain health, safety and welfare in the workplace?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you identify hazards and assess risks in the workplace?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you identify and implement methods and procedures to reduce risk?	<input type="checkbox"/> Yes <input type="checkbox"/> No
C03	Do you chair meetings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you analyse information for decision making?	<input type="checkbox"/> Yes <input type="checkbox"/> No
C04	Do you develop and maintain working relationships?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you undertake personal development in the occupational practice area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
D6	Do you produce a work plan for own area of responsibility?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you allocate and agree responsibilities with team members?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you monitor the progress and quality of work in own area of responsibility and provide feedback?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you review and amend plans of work for own area of responsibility and communicate changes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
O05	Do you identify investigation requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you identify survey requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you select survey processes and operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you investigate and evaluate project factors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
O06	Do you recommend and agree a condition survey process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you investigate property for condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you prepare and present condition survey reports and records?	<input type="checkbox"/> Yes <input type="checkbox"/> No
O07	Do you identify, assess and agree project requirements and stakeholder preferences?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you identify, assess and evaluate resource procurement factors?	<input type="checkbox"/> Yes <input type="checkbox"/> No

O08	Do you identify and coordinate the methods for preparing initial designs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you select materials, components and systems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you analyse, select and present detailed design solutions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
O09	Do you specify production document requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you prepare prescriptive specifications?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you control and maintain project information	<input type="checkbox"/> Yes	<input type="checkbox"/> No
O10	Do you develop a schedule of works?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you develop a procurement programme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
O11	Do you evaluate and agree the benefits and risks of strategic sourcing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you agree and implement alignment of systems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you monitor and control supply chain arrangements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
O12	Do you shortlist tenderers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you select documents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you obtain tenders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you evaluate tenders and appoint contractors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
O13	Do you evaluate tender enquiry documentation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you finalise and submit a tender?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
O14	Do you evaluate, review and select work methods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you evaluate project programming?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
O15	Do you analyse and monitor requirements for supplies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you optimise supplier performance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
O16	Do you control contracts against agreed quality standards and guidance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you maintain contract compliance with statutory and contractual requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
O17	Do you optimise contract progress?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you control contract costs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
O18	Do you prepare and agree interim valuations and final accounts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Do you prepare and agree compensation events and claims for reimbursements for loss and expense?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

QCF (NVQ) Level 6 Construction Site Management

(Building & Civil Engineering, Highways Maintenance & Repair, Residential Development, Conservation, Demolition)

Unit	Assessment evidence requirements	Do you carry out this activity on site?
210v2	Do you develop and maintain good working relationships?	<input type="checkbox"/> Yes <input type="checkbox"/> No
713v2	Do you allocate work and check peoples' performance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
714v2	Do you enable learning opportunities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
715	Do you contribute to the identification of a work team?	<input type="checkbox"/> Yes <input type="checkbox"/> No
716	Do you plan highways maintenance or repair activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
719	Do you provide customer service in construction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
720v2	Do you plan historical conservation/restoration activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
722	Do you plan demolition activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
726	Do you establish, implement and maintain systems for managing health, safety and welfare?	<input type="checkbox"/> Yes <input type="checkbox"/> No
727	Do you establish, control and monitor environmental factors and sustainability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
728	Do you evaluate and select work methods?	<input type="checkbox"/> Yes <input type="checkbox"/> No
729	Do you plan the preparation of the site for the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
730	Do you monitor project activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
731	Do you ensure that work activities and resources meet project work requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
732	Do you identify, allocate and plan the deployment and use of plant, equipment or machinery?	<input type="checkbox"/> Yes <input type="checkbox"/> No
733	Do you organise, control and monitor the supplies of materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No
734	Do you establish and monitor communication systems and organisational procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
735	Do you control project progress against agreed quality standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
736	Do you establish dimensional control criteria?	<input type="checkbox"/> Yes <input type="checkbox"/> No
737	Do you control project progress against agreed programmes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
738	Do you control project quantities and costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
739	Do you evaluate feedback information and recommend improvements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
740	Do you manage your personal development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
741	Do you plan and schedule the maintenance or remedial activities of property systems or services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
742	Do you manage project handover?	<input type="checkbox"/> Yes <input type="checkbox"/> No
743	Do you plan tunnelling activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No