



## 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)**

<b>Current Site Address</b>	
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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 7

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 11 mandatory units and 5 optional units chosen from the overarching group.

There are two pathways in this qualification:

Pathway 1: Production

Pathway 2: Commercial

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.

### QCF (NVQ) Level 7 Construction Senior Management

Assessment evidence requirements	Do you carry out this activity?										
<b>Pathway determinate units</b>											
<b>Pathway 1 – Production: Control projects in construction management:</b> Do you: <ul style="list-style-type: none"> <li>• Control projects against agreed quality standards</li> <li>• Ensure project compliance with legal and contractual requirements</li> <li>• Control project progress against agreed programme</li> <li>• Control project value and costs</li> </ul>	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
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<b>Pathway 2 – Control budgets and contract entitlement in construction management:</b> Do you: <ul style="list-style-type: none"> <li>• Allocate budgets</li> <li>• Prepare and agree entitlement for reimbursement for loss and expense</li> </ul>	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
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<input type="checkbox"/> Yes	<input type="checkbox"/> No										
<b>Mandatory units for both pathways</b>											
<b>Develop self and others:</b> Do you: <ul style="list-style-type: none"> <li>• Manage your own resources and undertake continuing personal development in the occupational practice area.</li> <li>• Enable people to learn and benefit from your experience.</li> </ul>	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
<input type="checkbox"/> Yes	<input type="checkbox"/> No										
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<b>Examine staff turnover issues in own area of responsibility:</b> Do you: <ul style="list-style-type: none"> <li>• Examine reasons for staff turnover</li> <li>• Compare staff turnover rates across organisations</li> <li>• Understand how to turn staff turnover into opportunities rather than threats</li> </ul>	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
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<b>Lead and manage meetings:</b> Do you: <ul style="list-style-type: none"> <li>• Prepare for meetings</li> <li>• Manage meeting procedures</li> <li>• Chair meetings</li> <li>• Undertake post meeting tasks</li> </ul>	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
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<b>Manage project processes in construction management:</b> Do you: <ul style="list-style-type: none"> <li>• Manage project risks and opportunities</li> <li>• Develop and maintain systems for managing health, safety and welfare</li> <li>• Establish and manage project team activities</li> <li>• Implement project organisation and communication systems</li> <li>• Obtain and evaluate project feedback information and make improvements</li> </ul>	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<input type="checkbox"/> Yes	<input type="checkbox"/> No										

<p><b>Manage teams in construction management:</b></p> <p>Do you:</p> <ul style="list-style-type: none"> <li>Select and form project teams</li> <li>Develop and maintain working relationships</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Participate in meetings:</b></p> <p>Do you:</p> <ul style="list-style-type: none"> <li>Prepare for meetings</li> <li>Participate in meetings</li> <li>Communicate information to relevant stakeholders</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Plan, allocate and monitor work in own area of responsibility:</b></p> <p>Do you:</p> <ul style="list-style-type: none"> <li>Produce a work plan for own area of responsibility</li> <li>Allocate and agree responsibilities with team members</li> <li>Monitor the progress and quality of work in own area of responsibility and provide feedback</li> <li>Review and amend plans of work for own area of responsibility and communicate changes</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Plan, allocate and monitor work of a team:</b></p> <p>Do you:</p> <ul style="list-style-type: none"> <li>Plan work for a team</li> <li>Allocate work across a team</li> <li>Manage team members to achieve team objectives</li> <li>Monitor and evaluate the performance of team members</li> <li>Improve the performance of a team</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Provide advice, judgement and service ethically in construction management:</b></p> <p>Do you:</p> <ul style="list-style-type: none"> <li>Exchange information and present advice on technical issues</li> <li>Resolve complex indeterminate situations</li> <li>Practice within an ethical framework</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Recruit staff in own area of responsibility:</b></p> <p>Do you:</p> <ul style="list-style-type: none"> <li>Review human resource requirements to meet business objectives</li> <li>Ensure that recruitment and selection processes meet legal, regulatory, ethical and social requirements</li> <li>Participate in the recruitment and selection process</li> <li>Evaluate the recruitment and selection process and identify improvements for the future</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Overarching Group – learners must achieve 5 units from the following optional unit groups</b></p>	
<p><b>Optional Group A – Learners must achieve a minimum of 2 units from this group.</b></p>	
<p><b>Assess and evaluate the sustainability and environmental impact of developments in construction management:</b></p> <p>Do you:</p> <ul style="list-style-type: none"> <li>Assess the environmental impact of development proposals</li> <li>Evaluate and present sustainable requirements</li> <li>Identify and evaluate sustainable resources</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Direct the management of design development and processes in construction management:</b></p> <p>Do you:</p> <ul style="list-style-type: none"> <li>Identify and assess hazards, and identify risks</li> <li>Make design choices to reduce health and safety risks</li> <li>Manage the design process</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Evaluate and progress the resolution of contractual disputes in construction management:</b></p> <p>Do you:</p> <ul style="list-style-type: none"> <li>Evaluate potential implications for the resolution of disputes</li> <li>Negotiate and progress the resolution of disputes</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

