

# 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:

<ul> <li>to confirm your ab</li> </ul>	ility to prov	ide your asses	l is suitable for your sor with the required an you will agree wit	documentary evidence		
For those purposes you assessors and employ		ion may be sh	ared with third partie	es (including training providers,		
I consent to the use of	f my informa	ation in this ma	anner. 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 NE and indicate the er			out working for an emp	loyer – tick the sub-contractor option		
Sub-Contractor						
Employer/Main Contrac	tor					
Employer/Main Contract	tor Address					
Contact Name						
Contact Tel No						
Contact E-mail						

## **ADDITIONAL INFORMATION (or attach CV in lieu)**

Current Site Add	ress					
	Qualifications	(SSSTS, SMSTS, A	A Leve	I, BTEC, NVQ, Deg	ree)	
т	itle	Dat	te		Level/Grade	
	En	nployment History	(Last 1	five years)	T	1
Job Title/Role			From		То	
Employer			Site			
Summary of roles	and responsibilities					
Job Title/Role			From		То	
Employer			Site		10	
	and responsibilities		Ono			
Carrinary or rolled						
Job Title/Role			From		То	
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?			
Pathway determinate units				
Pathway 1 – Production: Control projects in construction management:				
Do you:	No.			
Control projects against agreed quality standards	Yes No			
Ensure project compliance with legal and contractual requirements	Yes No			
Control project progress against agreed programme	Yes No			
Control project value and costs	Yes No			
Pathway 2 – Control budgets and contract entitlement in construction management:				
Do you:				
Allocate budgets	Yes No			
Prepare and agree entitlement for reimbursement for loss and expense	☐ Yes ☐ No			
Mandatory units for both pathways				
Develop self and others:				
Do you:				
Manage your own resources and undertake continuing personal development in the occupational practice area.	Yes No			
Enable people to learn and benefit from your experience.	Yes No			
Examine staff turnover issues in own area of responsibility:				
Do you:				
Examine reasons for staff turnover	Yes No			
Compare staff turnover rates across organisations	Yes No			
Understand how to turn staff turnover into opportunities rather than threats	Yes No			
Lead and manage meetings:				
Do you:	Yes No			
Prepare for meetings	Yes No			
Manage meeting procedures				
Chair meetings	Yes No			
Undertake post meeting tasks	☐ Yes ☐ No			
Manage project processes in construction management:				
Do you:	Yes No			
Manage project risks and opportunities	Yes No			
Develop and maintain systems for managing health, safety and welfare	Yes No			
Establish and manage project team activities     Implement project organisation and communication systems	Yes No			
<ul> <li>Implement project organisation and communication systems</li> <li>Obtain and evaluate project feedback information and make improvements</li> </ul>				
Obtain and evaluate project reedback information and make improvements	│			

Manage teams in construction management:		
Do you:		
Select and form project teams	Yes	☐ No
Develop and maintain working relationships	☐ Yes	☐ No
Participate in meetings:		
Do you:		
Prepare for meetings	Yes Yes	∐ No
Participate in meetings	Yes	☐ No
Communicate information to relevant stakeholders	☐ Yes	☐ No
Plan, allocate and monitor work in own area of responsibility:		
Do you:		
Produce a work plan for own area of responsibility		
Allocate and agree responsibilities with team members	Yes	☐ No
Monitor the progress and quality of work in own area of responsibility and provide	Yes	☐ No
feedback	Yes	☐ No
Review and amend plans of work for own area of responsibility and communicate		
changes	☐ Yes	☐ No
Plan, allocate and monitor work of a team:		
Do you:	Yes	☐ No
Plan work for a team	Yes	☐ No
Allocate work across a team		
Manage team members to achieve team objectives	Yes	∐ No
Monitor and evaluate the performance of team members	Yes Yes	☐ No
Improve the performance of a team	Yes	☐ No
Provide advice, judgement and service ethically in construction management:		
Do you:		$\Box$ .
Exchange information and present advice on technical issues	Yes Yes	∐ No
Resolve complex indeterminate situations	Yes	☐ No
Practice within an ethical framework	☐ Yes	☐ No
Recruit staff in own area of responsibility:		
Do you:		
Review human resource requirements to meet business objectives	Yes	☐ No
Ensure that recruitment and selection processes meet legal, regulatory, ethical and	Yes	☐ No
social requirements		
Participate in the recruitment and selection process	Yes Yes	∐ No
Evaluate the recruitment and selection process and identify improvements for the future	☐ Yes	☐ No
Overarching Group –		
learners must achieve 5 units from the following optional un	it groups	
Optional Group A – Learners must achieve a minimum of 2 units from		ın
Assess and evaluate the sustainability and environmental impact of		- P -
developments in construction management:		
Do you:		
Assess the environmental impact of development proposals	Yes Yes	∐ No
Evaluate and present sustainable requirements	Yes	☐ No
Identify and evaluate sustainable resources	☐ Yes	☐ No
Direct the management of design development and processes in construction		
management:		
Do you:	Yes	☐ No
Identify and assess hazards, and identify risks	Yes	
Make design choices to reduce health and safety risks		□ No
Manage the design process	Yes	☐ No
Evaluate and progress the resolution of contractual disputes in construction		
management:		
Do you:	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	NI -
Evaluate potential implications for the resolution of disputes	Yes	□ No
Negotiate and progress the resolution of disputes	☐ Yes	☐ No

Implement, monitor and control strategic procurement systems in construction management:		
Do you:		
Agree and implement systems with suppliers and services	Yes	☐ No
Monitor and control arrangements for strategic sourcing	Yes	☐ No
Manage the preparation and submission of estimates, bids and tenders in construction management:		
Do you:		
Evaluate estimate, bid and tender enquiry documentation	Yes	∐ No
Assess the resource requirements and costs within an estimate, bid and tender	Yes Yes	∐ No
Finalise and submit an estimate, bid and tender offer	☐ Yes	□ No
Prepare and agree a project brief and outline programme in construction management:		
Do you:		
Prepare proposals for a project brief	Yes	☐ No
Develop a project outline programme which meets the requirements of the brief	Yes	☐ No
Identify, assess and agree project requirements and stakeholder preferences	Yes	☐ No
Optional Group B – Learners may achieve units from this gr	oup.	
Ensure that contracts are prepared, negotiated and agreed in construction		
management:		
Do you:  • Ensure that forms of contract are prepared	Yes	□ No
Ensure that the contract are prepared     Ensure that the contract is negotiated and agreed		∐ No
	☐ Yes	□ No
Establish project procurement arrangements in construction management:  Do you:		
Select and agree procurement strategies	Yes	☐ No
Establish project team arrangements	Yes	☐ No
Recommend and agree a form of contract	Yes	☐ No
Evaluate sustainable resources and requirements for the whole life cycle of a		
construction project:		
Do you:	Yes	□ No
<ul> <li>Evaluate project whole life and low carbon costs</li> <li>Assess and provide for the conservation of energy use</li> </ul>	Yes	□ No
Implement procurement processes in construction management:	163	
Do you:		
Evaluate pre-qualification of tenderers	Yes	☐ No
Obtain bids and tenders	Yes	☐ No
Analyse and select successful bids and tenders and negotiate changes	☐ Yes	☐ No
Manage marketing and customer service in construction management:		
Do you:		
Identify and resource the development of new products and services to meet     market needs	☐ Yes	☐ No
Develop and implement a marketing strategy	Yes	☐ No
Develop and maintain a policy to maximise client and customer satisfaction	Yes	☐ No
Managing the handover of the construction project in the workplace:		
Do you:		
Confirm project requirements and consult with stakeholders and develop and agree a handover programme	Yes	☐ No
Check that project requirements have been met, or record outstanding work in order to agree and arrange a satisfactory completion	Yes	☐ No
Carry out handover inspections and appropriate tests ensuring they are witnessed by stakeholders and certificated in accordance with current legislation	Yes	∐ No
Record stakeholder concerns during inspection and agree any required actions	Yes Yes	∐ No
Ensure that stakeholders' respective responsibilities are accepted and adopted	Yes	☐ No
Assemble and hand over appropriate documentation in accordance with the project	Yes	☐ No