



## 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 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)**

<b>Job Title/Role</b>		<b>From</b>		<b>To</b>	
<b>Employer</b>		<b>Site</b>			

Summary of roles and responsibilities

<b>Job Title/Role</b>		<b>From</b>		<b>To</b>	
<b>Employer</b>		<b>Site</b>			

Summary of roles and responsibilities

<b>Job Title/Role</b>		<b>From</b>		<b>To</b>	
<b>Employer</b>		<b>Site</b>			

Summary of roles and responsibilities

There are three 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, Conservation, Demolition, Tunnelling)**

<b>Unit</b>	<b>Assessment evidence requirements</b>	<b>Do you carry out this activity on site?</b>
210v2	Do you develop and maintain good working relationships?	<input type="checkbox"/> Yes <input type="checkbox"/> No
700v2	Do you maintain systems for health, safety, welfare and environmental protection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
701v2	Do you assess and recommend work methods?	<input type="checkbox"/> Yes <input type="checkbox"/> No
702v2	Plan work activities and resources to meet work requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
703v2	Do you co-ordinate work control?	<input type="checkbox"/> Yes <input type="checkbox"/> No
704v2	Do you control work progress against agreed programmes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
705v2	Do you allocate and monitor the use of plant, equipment or machinery?	<input type="checkbox"/> Yes <input type="checkbox"/> No
706	Do you maintain supplies of materials to meet project requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
707	Do you implement communication requirements for the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
708	Do you maintain the dimensional accuracy of the work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
709v2	Do you control work against agreed quality standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
710	Do you contribute to controlling work quantities and costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
711	Do you co-ordinate preparation for site operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
712	Do you manage your own professional development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
713v2	Do you allocate work and check people's 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
717	Do you supervise highways maintenance or repair activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
718v2	Do you hand over property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
719	Do you provide customer service in construction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
720	Do you plan historical conservation/restoration activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
721	Do you supervise 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
723	Do you supervise demolition activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
724	Do you supervise tunnelling activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## QCF (NVQ) Level 3 Construction Contracting Operations

(Estimating, Planning, Surveying, Site Technical Support, Design Co-ordinator and General)

Unit	Assessment evidence requirements	Do you carry out this activity in your role?
C01v2	Do you operate health, safety and welfare systems in the workplace?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you identify hazards and risks in the workplace?	<input type="checkbox"/> Yes <input type="checkbox"/> No
C02v2	Do you obtain the information needed to take critical decisions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you confirm project requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you prepare a work schedule?	<input type="checkbox"/> Yes <input type="checkbox"/> No
C03v2	Do you develop and maintain working relationships with people?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you optimise your own resources to meet objectives?	<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
O04v4	Do you prepare to carry out surveys?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you carry out surveys?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you present survey data?	<input type="checkbox"/> Yes <input type="checkbox"/> No
O05v2	Do you confirm a condition survey process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you inspect the condition of property?	<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
O06v2	Do you prepare drawings and associated information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you prepare schedules?	<input type="checkbox"/> Yes <input type="checkbox"/> No
O07v2	Do you identify potential tenderers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you prepare and issue tender documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you check tenders?	<input type="checkbox"/> Yes <input type="checkbox"/> No
O08v2	Do you evaluate estimate, bid and tender enquiry documentation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you calculate quantities resources and costs within a tender?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you collate and present tender information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
O09v2	Do you review construction phase information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you prepare for site operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you implement and control work operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
O10v2	Do you control work against contract agreed quality standards?	<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
O11v2	Do you apply dimensional control criteria?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you maintain the dimensional accuracy of works?	<input type="checkbox"/> Yes <input type="checkbox"/> No
O12v2	Do you prepare for physical testing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you carry out physical testing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you present test results?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Unit	Assessment evidence requirements	Do you carry out this activity in your role?
O13v2	Do you assess and identify work methods?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you develop project programming and resourcing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you monitor project progress against agreed programmes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
O14v2	Do you identify and monitor requirements for suppliers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you maintain and record supplies of materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you contribute to improvements in supplier performance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
O15v2	Do you identify and recommend plant and equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you monitor the performance of plant and equipment supplied?	<input type="checkbox"/> Yes <input type="checkbox"/> No
O16v2	Do you monitor contract quantities and costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you prepare interim valuations and final accounts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you identify and record income and expenditure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you prepare information for additional costs for reimbursement for loss and expense?	<input type="checkbox"/> Yes <input type="checkbox"/> No
O21v2	Do you prepare and present proposal for the provision of products and services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you review and finalise proposals for the provision of products and services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you obtain and evaluate feedback information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
O23	Do you operate project information systems in construction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you obtain and evaluate feedback information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
O24	Do you implement project documentation systems?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you integrate and evaluate project design information?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
210v2	Do you develop and maintain good working relationships?	<input type="checkbox"/> Yes <input type="checkbox"/> No
211v2	Do you confirm the occupational method of work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
212v3	Do you implement and maintain health, safety and welfare?	<input type="checkbox"/> Yes <input type="checkbox"/> No
213v3	Do you coordinate and organise work operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
215v3	Do you monitor progress against work schedules?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Optional Units (any two from the following)</b>		
214v3	Do you allocate and monitor the use of plant, machinery and equipment or vehicles?	<input type="checkbox"/> Yes <input type="checkbox"/> No
216v3	Do you confirm work meets contractual, industry and manufacturers standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
217v3	Do you implement procedures to support team's performance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
218v3	Do you coordinate and confirm the dimensional requirements of the work?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Important Information:**

**Candidates must provide evidence that they are qualified to at least Level 2 in their occupational area prior to being registered for this qualification.**