

NOCN_Cskills Awards Level 3 NVQ Diploma in Occupational Work Supervision (Construction)

Reference : 603/3658/4

Total Qualification Time (TQT) : 890

Award Code : QUA903

Minimum Age : 18

Level : Level 3

Registration Start Date : 1/1/2019

Qualification Overview

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

This NOCN_Cskills Awards Level 3 NVQ Diploma in Occupational Work Supervision (Construction) qualification enables the learner, to demonstrate and recognise their skills, knowledge and understanding and to demonstrate their competence in a real workplace environment within the construction industry.

The learner will be assessed against a set of performance and knowledge statements which have been derived from National Occupational Standards for your occupational area -(Recommended Qualification Structure for Occupational Work Supervision (Construction) Level 3).

The learner will be assessed by an occupationally competent and qualified assessor whose job is to work with the learner and help the learner complete their qualification.

This qualification supports the learner to attain enabling, fundamental and transferable practical skills with associated underpinning knowledge.

PLEASE NOTE:

For the attention of the Training Providers/Centres and Learners.

Occupational representatives of the construction industry demand that qualifications derived from this RQS must be endorsed with the Occupational area in which the candidate is being assessed. Please see corresponding document at Suites of National Occupational Standards – Occupational work supervision -CITB or on the NOCN website -downloads section of the qualification.

Awarding Organisations must ensure that candidates provide evidence to demonstrate relevant verifiable experience and competence in their occupational area (for example: qualification to NVQ Level 2 or SCQF Level 6 or professional discussion or portfolio evidence of previous experience or witness testimonials or Curriculum vitae) prior to being registered for the Occupational Work Supervision qualification.

The above evidence will be subject for review by our usual monitoring processes we have in place at NOCN.

The training Provider must tick the relevant trade (1 unit) in the Occupational Work Supervision Endorsement Group, associated to the learner within the structure, in Quartz web.

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

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

The learner will learn key practical skills and knowledge in TWO of these optional units:

- Co-ordinating and confirming the dimensional control requirements of the work in the workplace
- Implementing procedures to support team performance in the workplace
- Confirming work meets contractual, industry and manufacturers' standards in the workplace



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-Allocating and monitoring the use of plant, machinery, equipment or vehicles in the workplace.

NOCN_Cskills Awards Level 3 NVQ Diploma in Occupational Work Supervision (Construction)

Total Qualification Time (TQT) for this qualification: 890

Minimum Guided Learning Hours (GLH) for this qualification: 287

Topics Covered In This Qualification

Refer to the Product Overview

Entry Requirements

Learners must provide evidence that they are qualified to at least Level 2 in their occupational area prior to being registered for the NOCN_Cskills Awards Level 3 NVQ Diploma in Occupational Work Supervision (Construction) qualification.

Progression

On completion of the NOCN_Cskills Awards Level 3 NVQ Diploma in Occupational Work Supervision (Construction) qualification the learner will have obtained the skills, knowledge and understanding and demonstrated competence to progress on to a higher level qualification in the same or similar occupational area or enable entry into supervisory and management positions within the workplace. Industry will accept the qualification on its own as entry to a job role.

Qualification Structure

The qualification structure below specifies the combination of units that need to be achieved/passed for the learner to be awarded this qualification.

Qualification title: NOCN_Cskills Awards Level 3 NVQ Diploma in Occupational Work Supervision (Construction)

Total Qualification Time (TQT) for this qualification: 890

An estimate of the total time it could reasonably be expected for a learner to achieve a qualification. TQT includes guided learning hours (GLH) plus an estimate of the time a learner is likely to spend in preparation, study or other learning activities as directed by but not under the immediate guidance of a lecturer, supervisor, or tutor.

Minimum Guided Learning Hours (GLH) for this qualification: 287

The time a learner spends in activities under the immediate guidance or supervision of a lecturer, supervisor, or tutor. This includes assessment if under supervision.

To achieve/pass this qualification a minimum of 9 units need to be attained. This comprises the 6 units from the Mandatory Group plus 2 units from the Optional Unit Group of which the learner must achieve/pass and must tick the relevant trade (1 unit) in the Occupational Work Supervision Endorsement Group, associated to the learner within the structure.

Units

Qualification Structure : To achieve this qualification a minimum of 9 units need to be attained. This comprises the 6 units from the Mandatory Group plus 2 units from the Optional Unit Group and also please endorse the trade relevant to the learner's experience, to this qualification, (Occupational Work Supervision (OWS) Endorsement group) as 1 unit.

Mandatory Group - Occupational Work Supervision (OWS) Endorsement : Please endorse the trade relevant to the learner's experience, to this qualification, (Occupational Work Supervision (OWS) Endorsement group) as 1 unit.

| Title | Reference | Credit Value | Level |
|---|------------|--------------|---------|
| Occupational Work Supervision (OWS) Endorsement | O/001/0054 | 0 | Level 3 |

Mandatory Group : The learner must achieve the 6 units in this group.

| Title | Reference | Credit Value | Level |
|---|------------|--------------|---------|
| Monitoring progress of work against schedules in the workplace | Y/617/2581 | 10 | Level 3 |
| Implementing and maintaining health, safety, environmental and welfare practices in the workplace | H/617/2583 | 14 | Level 3 |
| Developing and Maintaining Good Occupational Working Relationships in the Workplace | Y/617/9062 | 8 | Level 3 |
| Co-ordinating and organising work operations in the workplace | D/617/2582 | 14 | Level 3 |
| Confirming Work Activities and Resources for an Occupational Work Area in the Workplace | A/503/2772 | 10 | Level 3 |
| Confirming the Occupational Method of Work in the Workplace | R/503/2924 | 11 | Level 3 |

Optional Group : Learners must achieve 2 units from this group.

| Title | Reference | Credit Value | Level |
|--|------------|--------------|---------|
| Implementing procedures to support team performance in the workplace | Y/617/2578 | 13 | Level 3 |
| Co-ordinating and confirming the dimensional control requirements of the work in the workplace | R/617/2577 | 9 | Level 3 |
| Confirming work meets contractual, industry and manufacturers' standards in the workplace | D/617/2579 | 16 | Level 3 |
| Allocating and monitoring the use of plant, machinery, equipment or vehicles in the workplace | R/617/2580 | 20 | Level 3 |

Qualification Assessment & Grading

The learner will be assessed against a set of performance and knowledge statements which have been derived from National Occupational Standards for the chosen occupational area (Recommended Qualification Structure for Occupational Work Supervision (Construction) Level 3). The learner will be assessed by an occupationally competent and qualified assessor whose job is to work with the learner and help the learner complete the qualification. The learner will be required to produce a Portfolio of Evidence showing how they have met the performance and knowledge criteria for each unit required within the qualification, as directed by their assessor. The learner must pass each mandatory unit and two optional units within this qualification and must tick the relevant trade in the Occupational Work Supervision Endorsement Group within the structure. Occupational expertise requirements for assessors and verifiers are set out in Section 4 of the 'ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment' - for clarity please refer to the hyperlink <https://www.citb.co.uk/qualifications-standards/qualification-framework/>

Fair & Equitable Assessment

Assessments designed by centres must be accessible and inclusive and the assessment methodology must be appropriate for individual assessment, giving due consideration to any assessment requirements attached to individual components.

Learners with Particular Requirements

If you are a NOCN Recognised Centre and have learners with particular requirements, please see the NOCN Reasonable Adjustments Policy and Procedure found on the NOCN website at www.nocn.org.uk.

This policy gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the assessment criteria.

The NOCN Centre Recognition process requires the centre to hold policy statements on Equal Opportunities, Diversity and Disability Discrimination which will be reviewed by NOCN. Please contact assurance@nocn.org.uk for further details.

Recognition of Prior Learning

Recognising Prior Learning is an assessment process that recognises learning that has its origins in a learner's experience and/or previous formal and informal learning contexts. This includes knowledge and skills gained within school, college, university and outside formal learning situations such as through life, employment, apprenticeships and other work experiences.

NOCN is committed to the Recognition of Prior Learning (RPL) and has developed a policy and procedures to inform and support Centres, which is available on the NOCN website.

Centre Requirements

In order to gain and retain NOCN qualification approval status, centres must continue to meet the required standards of NOCN regarding internal management and systems, delivery staff, resources and equipment, assessment and training, internal quality assurance and external assessment arrangements. Each requirement is detailed as one of NOCN's Approval Criteria.

For a full list of NOCN Approval Criteria, as well as further guidance and support in meeting that criteria, please refer to the NOCN Quality Assurance Manual, available on the NOCN website under the 'Help & Support' section.

Centre Staff Requirements

As part of the requirement to deliver this qualification, the Centre staff involved with the delivery, assessment and quality assurance of the qualification must have a demonstrable level of expertise. NOCN expects that all Tutors/Trainers, Assessors and Internal Quality Assurers are able to demonstrate that they have the relevant occupational knowledge and experience to perform their role.

Tutor/Trainer and Assessor Requirements

A Tutor/Trainer includes anyone within your Centre who is facilitating the training to learners in any environment e.g. tutor, trainer, teacher, coach, facilitator.

A Tutor is not required for NOCN_Cskills Awards NVQ qualifications, but is required for construction training diplomas. All construction qualifications require an Assessor. For training diplomas, an individual can perform both roles of Tutor/Trainer and Assessor, where they meet the individual requirements for both. Tutors/Trainers and Assessors are not able to perform the role of the Internal Quality Assurer for cohorts where they have delivered training or assessment.

All Tutors/Trainers and Assessors must:

- Hold verifiable knowledge of the occupational standards at or above the level being taught.
- Hold a recognised teaching/training or assessor qualification (dependent on their role), examples of what NOCN will accept are detailed within the Quality Assurance Manual.
- Keep up to date with industry best practice for the duration of their role.
- Maintain a record of Continuous Personal Development (CPD).
- Hold an up to date CV.

Any specific assessment/training requirements are detailed under the Assessment guidance and/or in the requirements section of each unit.

Internal Quality Assurer Requirements

All construction qualifications must be internally quality assured by an appropriately qualified and experienced IQA. Each Centre must have a quality system which ensures that decisions made by assessors are appropriate, consistent, fair and transparent, and that they do not discriminate any learner. The quality system must ensure the quality of the award, ensuring validity, reliability and consistency.

Further guidance regarding the requirements of a Centre's quality system is detailed within the Quality Assurance Manual.

All Internal Quality Assurers must:

- Hold verifiable knowledge of the occupational standards at or above the level they are quality assuring.
- Hold a recognised internal quality assurance qualification (for NVQs only), examples of what NOCN will accept are detailed within the Quality Assurance Manual.
- Understand the content, structure, assessments and training/testing requirements of the units they are quality assuring.
- Keep up to date with industry best practice for the duration of their role.
- Maintain a record of Continuous Personal Development (CPD).
- Hold an up to date CV.

Resources and Equipment

For training diplomas, centres must have the resource available for the assessment and training requirements as set out by the relevant health and safety acts. There should be adequate provision of physical resources to support the learning and meet the requirements of the qualification/training.

Please refer to the specific resources and equipment specification for each individual training diploma.

External Quality Assurance

Once recognised as a Centre, NOCN will allocate an External Quality Assurer. The External Quality Assurer will have ongoing responsibility for monitoring the Centre's compliance with the requirements of centre recognised status.

The External Quality Assurer will make regular visits to all Centres. During these visits he/she will:

Monitor the Centre's compliance with the Centre Recognition agreement by reviewing course documentation, meeting managers, tutors, internal quality assurers, learners and administrative staff. Verify recommendations for achievement submitted by the Centre via Quartzweb if the Centre does not hold DCS.

Refer to the NOCN Quality Assurance Manual for further information on the External Quality Assurance process.

Offering This Qualification

Existing Centres



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If your centre is already recognised to offer NOCN qualifications and would like more information about this qualification, please contact: business-enquiries@nocn.org.uk.

Use Horizon to add this qualification to your centre.

New Centres

If you are interested in offering this qualification, but are not yet a NOCN Approved Centre please see Become a Registered Centre on our website www.nocn.org.uk and complete the New Business Enquiry Form.