Unit 360 Contributing to the circulation of construction related project information in the workplace

7 credits

Level: 3
UAN: **H/503/2748**

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Identify and implement the organisational and communication needs that are required for the project.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 **apply and use an organisational approved system for a project that allows effective communication**							
1.2 **apply and use an approved organisational system that meets the needs of a project**							
1.3 describe different methods of communicating information							
1.4 explain how to identify the organisational and communication needs for a project, in relation to:							
a. contract administration							
b. health, safety and welfare							
c. team interfaces							
d. integration of data.							

2. Implement the agreed methods of communicating, reporting, recording and retrieving information.							
You must be able to**:**	*PER	SO	OQ	WQ	WT	PS	PD
2.1 **apply and use an organisational system to report information on a project**							
2.2 **retrieve project information following organisational procedures**							
2.3 describe different ways of reporting, recording and retrieving information							
2.4 describe different ways of monitoring communication, reporting, recording and retrieving information							
2.5 explain different ways of implementing communication, reporting, recording and retrieving information.							

3. Identify any breakdowns in communication and take action to restore effective communication.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 **determine breakdowns of communication in various projects**							
3.2 **apply methods that restore communication and which follows the approved process**							
3.3 describe different ways of identifying breakdowns in communication							
3.4 describe the possible actions that can restore effective communications for a range of breakdown causes.							

4. Implement agreed systems for recording and providing feedback on the ways in which resources are allocated and used.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 **record, following approved procedures, how resources are allocated and used on a range of projects**							
4.2 **give feedback to relevant people, following approved procedures, that identifies how resources are allocated and used**							
4.3 explain ways of implementing agreed systems that records and provides feedback on the ways in which the following resources are allocated and used:							
a. people							
b. tools							
c. plant and/or ancillary equipment							
d. materials and components							
e. current project information.							

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Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	