## **Qualification Specification**

# **Qualification Title:**

# GQA Level 3 NVQ Diploma in Construction Contracting Operations Qualification Number: 610/3202/5

### Who is this qualification for?

The Level 3 NVQ Diploma in Construction Contracting Operations will develop knowledge and skills in areas such as: developing and maintaining working relationships, preparing and processing invitations to tender, preparing programmes and schedules of work, operating project information systems, and operating health, safety and welfare systems in construction. Learners can specialise in several different areas of Construction Contracting Operations.

The qualification is at Level 3, although some units may be at different levels. The qualification has been developed in a way to allow employees from companies of all sizes and specialisms equal opportunity to complete.

There is a suite of other construction specific qualifications in a wide range of occupations available through GQA.

#### **Entry requirements**

There are no formal entry requirements for learners undertaking this qualification, however individuals must be carrying out a role that will enable them to show they have the required competence and knowledge to meet the qualification aims

#### **Qualification support**

This qualification has been designed and developed by GQA Qualifications with industry support.

#### **Regulatory information**

Countries offered in:	England, N. Ireland
Qualification type:	Occupational qualification
Subject/sector areas	Construction
Qualification operational start date:	25/09/2023
Applicable age ranges (years):	18+

#### **Further information**

Further information about this qualification can be obtained from: www.gqaqualifications.com/qualifications

You can also contact GQA Qualifications directly at: GQA Qualifications Ltd, Unit 1, 12 O'clock Court, Sheffield S4 7WW. Tel 01142 720033, email to info@gqaqualifications.com

#### **Qualification achievement**

It is not expected that all workers will complete exactly the same tasks, so the qualification has been designed to allow flexibility and in turn, as wide an uptake as possible. Individuals must complete the 4 mandatory units and the required units from the selected Pathway(s)

The minimum credit value of the qualification is 90 credits.

Qualifications are now required to indicate the total qualification time (TQT), this is to show the typical time it will take someone to attain the required skills and knowledge to meet the qualification criteria. The TQT for this qualification is 900 hours.

Qualifications are also required to indicate the number of hours of teaching someone would normally need to receive in order to achieve the qualification. These are referred to as Guided Learning Hours (GLH). The minimum GLH for this qualification is 300

The unit of assessment sets out learning outcomes which describe what learners need to be able to do and understand. The learning outcomes are defined by assessment criteria which are used to assess competence, expressed as skills achieved and learned knowledge and understanding, to achieve the units. GQA Qualifications will issue a certificate complete with the learner's name, the qualification and unit title and the credits achieved.

Qualification Title:		GQA	Level 3 NVQ Diploma in Constructi	on Con	racting Operat	ions (Cons	truction)
Qualification Number (QAN):			/3202/5				
Total Credits: 90		90	Total Qualification Time (TQT)	900	Guided Le Hours (GLH)	arning 30	0
Reg No	Internal Ref		Title			Level	Credit
R/650/8302	COSCCOC01		te Health, Safety and Welfare uction	System	ns in	3	12
T/650/8303	COSCCOC02	Prepar Constr	e Programmes and Schedules uction	of Wo	rk in	3	16

#### **Qualification Structure**

COSCCOC03	Operate Project Information Systems in Construction	3	10
COSCCOC23	Develop and Maintain Working Relationships and Personal Development in Construction	3	12
F	Pathway 1 – Estimating Pathway Mandatory Units		
COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
COSCCOO08	Prepare Estimates, Bids and Tenders in Construction	3	16
		achiev	ed
COSCCOO14 v3	Monitor, Maintain and Improve Supplies of Materials in Construction	3	15
COSCCOO15 v2	Recommend and Monitor Supplies of Plant and Equipment in Construction	3	15
COSCCOO04	Prepare for, Collect, Analyse and Present Survey Data in Construction	3	17
COSCCOO05	Record the Condition of Property in Construction	3	17
COSCCOO24	Integrate and Control Project Design Information in Construction	3	15
cosccooo6	Prepare Drawings and Schedules in Construction	4	13
COSCCOO09 v3	Prepare for Work Operations in Construction	4	17
COSCCOO10 v3	Implement Contract Work in Construction	4	16
COSCCOO11	Establish and Maintain the Dimensional Control of Construction Works	3	15
COSCCOO12	Construction	3	12
v2	in Construction	4	15
v2	Construction	4	15
COSCCOO21 v2	Prepare proposals and Obtain feedback for the Provision of Products and Services in Construction	4	16
	Pathway 2-Buying-Pathway mandatory units		
		3	15
		<u>ی</u>	15
	COSCCOO23 COSCCOO07 COSCCOO08 hway 1-Estin COSCCOO14 COSCCOO15 2 COSCCOO04 COSCCOO05 COSCCOO06 COSCCOO10 v3 COSCCOO11 COSCCOO11 COSCCOO13 v2 COSCCOO13 v2 COSCCOO14 v3	Operate Project information Systems in constructionCOSCCOC23Develop and Maintain Working Relationships and Personal Development in ConstructionCOSCCO007Prepare and Process Invitations to Tender in ConstructionCOSCCO008Prepare Estimates, Bids and Tenders in Constructionhway 1-Estimating-Pathway optional units-minimum of 1 unit to beCOSCCO014Monitor, Maintain and Improve Supplies of Materials in ConstructionCOSCCO015Recommend and Monitor Supplies of Plant and Equipment in ConstructionCOSCCO004Prepare for, Collect, Analyse and Present Survey Data in ConstructionCOSCCO005Record the Condition of Property in ConstructionCOSCC0006Prepare Drawings and Schedules in ConstructionCOSCC0007Prepare for Work Operations in ConstructionCOSCC0018Prepare for Work Operations in ConstructionCOSCC0019Prepare for and Carry Out Physical Testing in ConstructionCOSCC0019Prepare for and Carry Out Physical Testing in ConstructionCOSCC0019Prepare and Monitor Costs and Accounts in v2 in ConstructionCOSCC0019Prepare and Monitor Costs and Accounts in v2 in ConstructionCOSCC0011Prepare for and Carry Out Physical Testing in ConstructionCOSCC0021Prepare and Monitor Costs and Accounts in v2 in ConstructionCOSCC0021Prepare and Monitor Costs and Accounts in v2 in ConstructionCOSCC0021Prepare and Monitor Costs and Accounts in v2 in ConstructionCOSCC0221Prepare proposals and Obtain feedback for the Provision of Products and Services in Con	Operate Hoject mitofination Systems in Construction3COSCCOC23Develop and Maintain Working Relationships and Personal Development in Construction3Pathway 1 – Estimating Pathway Mandatory UnitsCOSCCOO07Prepare and Process Invitations to Tender in Construction3COSCCO008Prepare Estimates, Bids and Tenders in Construction3hway 1-Estimating-Pathway optional units-minimum of 1 unit to be achiev3COSCCO014Monitor, Maintain and Improve Supplies of Materials in Construction3COSCCO015Recommend and Monitor Supplies of Plant and Equipment in Construction3COSCCO0040Prepare for, Collect, Analyse and Present Survey Data in Construction3COSCCO0041Integrate and Control Project Design Information in Construction3COSCCO0042Integrate and Control Project Design Information in Construction3COSCCO0043Prepare for Work Operations in Construction4COSCCO014Implement Contract Work in Construction4COSCCO015Prepare for and Carry Out Physical Testing in Construction3COSCCO014Prepare for and Carry Out Physical Testing in Construction3COSCCO015Prepare and Monitor Costs and Accounts in v24COSCCO016Prepare proposals and Obtain feedback for the v24COSCCO017Prepare proposals and Obtain feedback for the v24COSCCO014Monitor, Maintain and Improve Supplies of Materials in v24COSCCO014Monitor, Maintain and Improve Supplies of Mater

F/650/8307	COSCCOO04	Prepare for, Collect, Analyse and Present Survey Data in Construction	3	17
H/650/8308	COSCCOO05	Record the Condition of Property in Construction	3	17
Y/650/8322	COSCCOO24	Integrate and Control Project Design Information in Construction	3	15
J/650/8309	cosccoooe	Prepare Drawings and Schedules in Construction	4	13
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
R/650/8311	cosccoo08	Prepare Estimates, Bids and Tenders in Construction	3	16
T/650/8312	COSCCOO09 v3	Prepare for Work Operations in Construction	4	17
Y/650/8313	COSCCOO10 v3	Implement Contract Work in Construction	4	16
A/650/8314	COSCCOO11	Establish and Maintain the Dimensional Control of Construction Works	3	15
D/650/8315	COSCCOO12	Prepare for and Carry Out Physical Testing in Construction	3	12
		Assess, Plan and Monitor Project Methods and Progress		4 5
F/650/8316	v2	in Construction	4	15
K/650/8319	v2	Prepare and Monitor Costs and Accounts in Construction	4	15
R/650/8320		Prepare proposals and Obtain feedback for the Provision of Products and Services in Construction	4	16
1703078320	VZ	Pathway 3 - Planning - Mandatory Units	7	10
J/650/8309	COSCCO006		4	13
		Assess, Plan and Monitor Project Methods and Progress		
F/650/8316	v2	in Construction	4	15
Patł	nway 3 - Plan	ning - Pathway Optional Units - minimum of 1 unit to be	e achieve	d
F/650/8307	COSCCOO04	Prepare for, Collect, Analyse and Present Survey Data in Construction	3	17
H/650/8308	COSCCOO05	Record the Condition of Property in Construction	3	17
Y/650/8322	COSCCOO24	Integrate and Control Project Design Information in Construction	3	15
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
R/650/8311	COSCCOO08	Prepare Estimates, Bids and Tenders in Construction	3	16
T/650/8312	COSCCOO09v3	Prepare for Work Operations in Construction	4	17
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16

R/650/8311	COSCCOO08	Prepare Estimates, Bids and Tenders in Construction	3	16
T/650/8312	COSCCOO09v3	Prepare for Work Operations in Construction		17
A/650/8314	COSCCOO11	Establish and Maintain the Dimensional Control of Construction Works	3	15
D/650/8315	COSCCOO12	Prepare for and Carry Out Physical Testing in Construction	3	12
R/650/8320	COSCCOO21v2	Prepare proposals and Obtain feedback for the Provision of Products and Services in Construction	4	16
1,050,0520		Pathway 4-Surveying-Pathway mandatory unit	-	10
		Prepare and Monitor Costs and Accounts in		45
650/8319</td <td></td> <td>Construction eying-Pathway optional units-minimum of 2 units to be</td> <td>4</td> <td>15</td>		Construction eying-Pathway optional units-minimum of 2 units to be	4	15
Pal	nway 4-Surv	eying-Pathway optional units-minimum of 2 units to be	acmeve	u
/650/8307	COSCCOO04	Prepare for, Collect, Analyse and Present Survey Data in Construction	3	17
4/650/8308	COSCCOO05	Record the Condition of Property in Construction	3	17
/650/8309	COSCCOO06	Prepare Drawings and Schedules in Construction	4	13
Y/650/8322	COSCCOO24	Integrate and Control Project Design Information in Construction	3	15
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
R/650/8311	COSCCOO08	Prepare Estimates, Bids and Tenders in Construction	3	16
Г/650/8312	COSCCOO09 v3	Prepare for Work Operations in Construction	4	17
Y/650/8313	COSCCOO10 v3	Implement Contract Work in Construction	4	16
· · ·	COSCCO011	Establish and Maintain the Dimensional Control of		
A/650/8314		Construction Works	3	15
D/650/8315	COSCCOO12	Prepare for and Carry Out Physical Testing in Construction	3	12
F/650/8316	COSCCOO13 v2	Assess, Plan and Monitor Project Methods and Progress in Construction	4	15
	COSCCOO14	Monitor, Maintain and Improve Supplies of Materials in		
H/650/8317		Construction	3	15
/650/8318	COSCCOO15 v2	Recommend and Monitor Supplies of Plant and Equipment in Construction	3	15
R/650/8320		Prepare Proposals and Obtain Feedback for the Provision of Products and Services in Construction	4	16
,		vay 5-Site Technical Support-Pathway mandatory units	<u> </u>	1

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Y/650/8313	COSCCOO10 v3	Implement Contract Work in Construction	4	16
1,000,0010		Establish and Maintain the Dimensional Control of	r	10
A/650/8314	COSCCO011	Construction Works	3	15
Pathway	5-Site Techn	ical Support-Pathway optional units-minimum of 1 unit	to be acl	nieved
	1			
F/650/8307	COSCCOO04	Prepare for, Collect, Analyse and Present Survey Data in Construction	3	17
H/650/8308	COSCCOO05	Record the Condition of Property in Construction	3	17
Y/650/8322	COSCCOO24	Integrate and Control Project Design Information in Construction	3	15
J/650/8309	cosccooo6	Prepare Drawings and Schedules in Construction	4	13
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
R/650/8311	cosccoo08	Prepare Estimates, Bids and Tenders in Construction	3	16
T/650/8312	COSCCOO09 v3	Prepare for Work Operations in Construction	4	17
A/650/8314	COSCCO011	Establish and Maintain the Dimensional Control of Construction Works	3	15
D/650/8315	COSCCOO12	Prepare for and Carry Out Physical Testing in Construction	3	12
F/650/8316	COSCCOO13 v2	Assess, Plan and Monitor Project Methods and Progress in Construction	4	15
K/650/8319	COSCCOO16 v2	Prepare and Monitor Costs and Accounts in Construction	4	15
R/650/8320	COSCCOO21 v2	Prepare proposals and Obtain feedback for the Provision of Products and Services in Construction	4	16
	Patl	nway 6-Design Coordinator-Pathway mandatory unit		
Y/650/8322	COSCCOO24	Integrate and Control Project Design Information in Construction	3	15
· ·	y 6-Design Co	ordinator-Pathway optional units-minimum of 2 units t		
F/650/8307	COSCCOO04	Prepare for, Collect, Analyse and Present Survey Data in Construction	3	17
H/650/8308	COSCCOO05	Record the Condition of Property in Construction	3	17
J/650/8309	COSCCOO06	Prepare Drawings and Schedules in Construction	4	13
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
R/650/8311	cosccoo08	Prepare Estimates, Bids and Tenders in Construction	3	16

	COSCCOO09			
T/650/8312	v3	Prepare for Work Operations in Construction	4	17
	COSCCOO10			
Y/650/8313	v3	Implement Contract Work in Construction	4	16
	COSCCO011	Establish and Maintain the Dimensional Control of	-	
A/650/8314		Construction Works	3	15
D/650/8315	COSCCOO12	Prepare for and Carry Out Physical Testing in Construction	3	12
		Assess, Plan and Monitor Project Methods and Progress		
F/650/8316	v2	in Construction	4	15
H/650/8317		Monitor, Maintain and Improve Supplies of Materials in Construction	3	15
K/650/8319	COSCCOO16 v2	Prepare and Monitor Costs and Accounts in Construction	4	15
J/650/8318	COSCCOO15 v2	Recommend and Monitor Supplies of Plant and Equipment in Construction	3	15
R/650/8320		Prepare proposals and obtain Feedback for the Provision of Products and Services in Construction	4	16
Ра	thway 7-Ger	neral Pathway optional units-minimum of 3 units to be a	chieved	
F/650/8307	COSCCOO04	Prepare for, Collect, Analyse and Present Survey Data in Construction	3	17
H/650/8308	COSCCOO05	Record the Condition of Property in Construction	3	17
J/650/8309	COSCCOO06	Prepare Drawings and Schedules in Construction	4	13
M/650/8310	COSCCOO07	Prepare and Process Invitations to Tender in Construction	3	16
R/650/8311	cosccoo08	Prepare Estimates, Bids and Tenders in Construction	3	16
T/650/8312	COSCCOO09 v3	Prepare for Work Operations in Construction	4	17
	COSCCOO10			
Y/650/8313	v3	Implement Contract Work in Construction	4	16
A/650/8314	COSCCO011	Establish and Maintain the Dimensional Control of Construction Works	3	15
D/650/8315	COSCCOO12	Prepare for and Carry Out Physical Testing in Construction	3	12
	COSCCOO13 v2	Assess, Plan and Monitor Project Methods and Progress in Construction	4	15
H/650/8317		Monitor, Maintain and Improve Supplies of Materials in Construction	3	15
J/650/8318		Recommend and Monitor Supplies of Plant and Equipment in Construction	3	15
K/650/8319		Prepare and Monitor Costs and Accounts in Construction	4	15

	COSCCOO21	Prepare Proposals and Obtain Feedback for the		
R/650/8320	v2	Provision of Products and Services in Construction	4	16
Y/650/8322	COCOO24	Integrate and Control Project Design information in Construction	3	15

#### Assessment

The qualification must be assessed using the following assessment method:

• Portfolio of Evidence

Learners are required to achieve all learning outcomes within units of assessment. All assessment is subject to internal quality assurance within approved centres providing this qualification. External quality assurance of assessment and internal quality assurance within approved centres is provided by GQA Qualifications.



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