**NVQ L3 Construction Contracting Operations – General**

The Level 3 NVQ Diploma in Construction Contracting Operations – General is designed to assess occupational competence in the workplace. Learners are required to demonstrate their skills, knowledge and experience in construction related junior site supervision or document controllers. This qualification is suitable for people with supervisory responsibilities and/or document controllers.

This NVQ provides formal recognition of practicing as a construction supervisor and/or document controller.

We offer a nationwide service, made possible using our on-line portfolio Learning Assistant. Your NVQ will be assessed using the product of your work e.g. contract documents. Your knowledge will be assessed using professional discussion or written reflective account.

**How much will my NVQ level 3 cost?**

Price: £900

**Payment Terms**

50% to begin the NVQ process; followed by 50% upon completion.

**NVQ Entry Requirements**

There are no formal entry requirements for the qualification; however, the potential learner must be able to demonstrate that they can meet the skills, knowledge and experience requirements of the NVQ before enrolment.

**How long will my NVQ take to complete?**

An assessment plan will be agreed during your Initial assessment/Induction and a planned end date agreed. However, we would expect your qualification to be complete with sixteen weeks.

**How is the NVQ qualification assessed?**

Learning Assistant is the on-line NVQ portfolio. During the Initial assessment your assessor will identify the most appropriate optional units and provide advice and guidance regarding the range of evidence required. At this stage you will be introduced to Learning Assistant and uploading evidence. Feedback regarding your progress will be provided in a variety of ways: contact records transmitted using Learning Assistant, which also includes a % complete indicator. Your assessor will also maintain regular contact by phone, text message and email.

Your assessor will provide sufficient support throughout the assessment process to ensure timely completion of your NVQ.

**Industry recognition & benefits**

The Level 3 NVQ Diploma in Construction Contracting Operations – General qualifies the holder to apply for the Construction Skills Certification Scheme (CSCS) gold card (<https://www.cscs.uk.com/card-type/manager/>).

**CSCS Card Information**

You will apply directly to CSCS for your card after you receive your NVQ certificate through the post from us. Link below for more information:

<https://www.cscs.uk.com/applying-for-cards/>

**Course contents & units**

**NVQ level 3 in Construction Contracting Operations –General: Qualification Structure**

Mandatory Units:

1. Operate health, safety and welfare systems in construction
2. Prepare programmes and schedules of work in construction
3. Operate project information systems in construction
4. Develop and maintain working relationships and personal development in construction

Optional Units (select minimum of three):

1. Integrate and control project design information in construction
2. Prepare for, collect, analyse and present survey data in construction
3. Record the condition of property in construction
4. Prepare drawings and schedules in construction
5. Prepare for work operations in construction
6. Implement contract work in construction
7. Prepare for and carry out physical testing in construction
8. Assess, plan and monitor project methods and progress in construction
9. Prepare proposals and obtain feedback for the provision of products and services in construction
10. Prepare and process invitations to tender in construction
11. Prepare estimates, bids and tenders in construction
12. Monitor, maintain and improve supplies of materials in construction
13. Recommend and monitor supplies of plant and equipment in construction
14. Prepare and monitor costs and accounts in construction
15. Assess, plan and monitor project methods and progress in construction
16. Monitor, maintain and improve supplies of materials in construction
17. Recommend and monitor supplies of plant and equipment in construction
18. Prepare and monitor costs and accounts in construction
19. Prepare proposals and obtain feedback for the provision of products and services in construction