Unit 203: Planning and evaluating work in the construction sector in Wales

# Delivery guide

Unit information

This unit provides the learner with the knowledge of how to plan and evaluate work. Learners will be able to read and interpret plans and documentation required in performing a wide range of tasks in the trade area. Learners will be able to plan the completion of a wide range of tasks in the trade area, using the required literacy and numeracy skills and set their own performance criteria for given tasks.

Learners will evaluate their own performance in carrying out a wide range of tasks in this trade area both in relation to the set requirements and their own success Criteria.

Learners will develop their knowledge, understanding and skills of:

* how to calculate costs and determine resource requirements
* planning work
* the importance of evaluation of the work

Learners may be introduced to this unit by asking themselves questions such as:

* What is the difference between an estimate and a quote?
* How do I price up a small job?
* What is involved in pricing up for a large contract?
* What are RAMS?

**Guidance**: Where relevant this unit can be delivered in conjunction with the trade units being delivered and learning outcomes 3 and 4 of the Employment and Employability in the Construction Sector. The skills in this outcome will be important to enable the learner to plan, perform and evaluate their work in the Practical Project assessment.

Learning outcomes

1. Know how to calculate costs and determine resource requirements
2. Plan the work required to complete the task(s)
3. Evaluate completed work

Suggested resources

Textbooks

* Burdfield, M., Jones, S., Redfern, S., Fearn, C. (2020) *The City & Guilds Textbook: Site Carpentry & Architectural Joinery for the Level 3 Apprenticeship (6571), Level 3 Technical Certificate (7906) & Level 3 Diploma (6706)*. London: Hodder Education.   
  ISBN 978-1-51045-815-4
* Jones, S. (2019) *The City & Guilds Textbook: Site Carpentry and Architectural Joinery for the Level 2 Apprenticeship (6571), Level 2 Technical Certificate (7906) & Level 2 Diploma (6706)*. London: Hodder Education. ISBN 978-1-510458-813-0

Websites

* [Designing Buildings Wiki | Typical tender process for construction projects](https://www.designingbuildings.co.uk/wiki/Typical_tender_process_for_construction_projects)
* [MSL | RAMS Risk Assessment Method Statement](https://msl-ltd.co.uk/job-right-rams-risk-assessment-method-statement/)
* [University of Cambridge | Reflective Practice Toolkit](https://libguides.cam.ac.uk/reflectivepracticetoolkit/whatisreflectivepractice)

| **Learning outcomes** | **Criteria** | **Delivery guidance** |
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| 1. Know how to calculate costs and determine resource requirements | * 1. The main techniques used for estimating jobs/projects in construction | * Learners to research what a bill of quantities (BOQ) is and how it is needed to calculate costs of projects. * Learners to understand how to use documents such as drawings, schedules and specifications in the process of calculating the labour and material costs for projects. * Learners to understand how an estimate is put together, including the requirement for overheads and profit. |
| * 1. How to identify resource requirements | * Learners to have knowledge of identifying resources so that, to be competitive on cost of projects, there is no overload of resources and no shortfall in resources to be in a position of possible loss. * Learners to know consumable resource (replenishable) costs, such as materials and money and re-useable resource costs, such as plant, equipment and people. * Learners to recognise the need for labour and plant when factoring in costs. |
| * 1. How to estimate time requirements | * Learners to undertake estimating the time requirements for a small project, incorporating design, planning, preparation, installation and managing projects to gain knowledge of timely completions of projects to enable profitability. * Learners to know the difference between an estimate and a quote. See *City & Guilds Textbook: Site Carpentry and Architectural Joinery for the Level 2 Apprenticeship (6571), Level 2 Technical Certificate (7906) & Level 2 Diploma (6706)*, pp57–58. |
| 1. Plan the work required to complete the task(s) | * 1. Identify resources required to complete the task | * Learners to carry out simple planning and estimation tasks for their chosen trade. * Learners to reinforce their knowledge on Risk Assessment Method Statements (RAMS) and complete necessary documentation to attach to the above jobs. * Learners to understand the necessary information to complete these tasks from associated documents tailored to the tasks e.g. schedules, bill of quantities, drawings, etc. * Learners to research pricing up of a large contract. |
| * 1. Plan the activities and the ordering/phasing of work to complete the task | * Learners to understand the importance of resource lists when costing projects and phasing work. * Learners to understand the importance of a schedule of work when costing projects and phasing work. * Learners to be familiar with work programmes when costing projects and phasing work to help identify activities and milestones. |
| * 1. Identify success criteria for the task | * Learners to know what is meant by success criteria as defined by the Association for Project Management (APM). * Learners to identify any challenges within the planning and costing of projects to enable competitive costs. * Learners to recognise key activities, specified materials, quality of finishes and named milestones within the tender document. |
| 1. Evaluate completed work | * 1. Evaluate completed work against the task brief and success criteria | * Learners to set reflection tasks to identify any areas for improvement in producing comprehensive documents for the costing of projects. * Learners to reflect on alternative approaches if identified, the effectiveness of their costing of projects, any identified strengths or weaknesses and lessons to be learned in the costing of projects process. |