Unit 314: Coordinate a work site in the Building Services Engineering sector

# Delivery guide

Unit information

This unit consists of knowledge, understanding and performance. It covers how to coordinate the work site for the installation and/or maintenance activities associated with the building services engineering sector.

It covers the responsibility for the coordination of the work site and learners must be able to oversee, as relevant, the work of other operatives and/or other contractors, in accordance with relevant industry standards, regulations and the specification, working practices, the working environment and the natural environment to confirm:

* the work to be undertaken
* a programme of work with relevant people
* the organisation of the appropriate resources
* that equipment, accessories and components are fit-for-purpose
* that work is carried out safely
* all relevant documentation is completed accurately.

The learner will understand the extent of their role and responsibilities, including how best to motivate, monitor and communicate with others in accordance with organisational procedures.

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

* How can I plan my own work and that of others, so the work is coordinated, safe and effective?
* What is the best way to manage resources required for the work?

Learning outcomes

1. Understand the requirements for organising and overseeing work activities
2. Understand the requirements for organising the provision and storage of resources that are required for work activities

This delivery guide only covers the knowledge and understanding elements within this unit, not the performance criteria which are specific to the learner’s workplace. The performance criteria for this unit are listed below:

1. The requirements for organising the provision and storage of resources that are required for work activities
2. Producing a risk assessment and method statement
3. Allocating duties and responsibilities to operatives
4. Coordinate effectively, when relevant, the work of other contractors
5. Ensuring the work is fit for purpose
6. Liaising with others to resolve issues.

Suggested resources

Textbooks

* Gashe, M., Byrne, K. (2020) *The City & Guilds Textbook: Plastering for Levels 1 and 2*. London: Hodder Education.

ISBN 978-1-3983-0647-9

Websites

* [BESA | Homepage](https://www.thebesa.com/)
* [BPEC | Understand how to communicate with others within Building Services Engineering](https://bpec.org.uk/wp-content/uploads/2018/10/Section-2-%E2%80%93-J6022482-v2.pdf)
* [ddbdesign | Why are regular "site meetings" with your builder really important?](https://www.ddbdesign.com.au/faq/2018/05/why-are-regular-site-meetings-with-your-builder-really-important)
* [Designing Buildings Wiki | Coordination in the construction industry](https://www.designingbuildings.co.uk/wiki/Coordination_in_the_construction_industry)
* [Designing Buildings Wiki | Model Format for Building Services Specifications BG56 2016](https://www.designingbuildings.co.uk/wiki/Model_Format_for_Building_Services_Specifications_BG56_2016)
* [Go Construct | Construction programme](https://www.goconstruct.org/educational-resources/learn-about-construction/construction-programme/)
* [HSE | Information about health and safety at work](https://www.hse.gov.uk/)
* [Michael Page | The importance of good communication in the workplace](https://www.michaelpage.co.uk/advice/management-advice/development-and-retention/importance-good-communication-workplace)
* [Small Business | How to manage a storage facility](https://smallbusiness.chron.com/manage-storage-facility-77245.html)
* [Small Business | What Are Workplace Competencies?](https://smallbusiness.chron.com/workplace-competencies-46820.html)
* [Wikipedia | Gantt chart](https://en.wikipedia.org/wiki/Gantt_chart)

Legislation

* [GOV.UK | Employment Rights Act 1996](https://www.legislation.gov.uk/ukpga/1996/18/contents)
* [GOV.UK | Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents)
* [GOV.UK | Equality Act 2010: guidance](https://www.gov.uk/guidance/equality-act-2010-guidance)
* [GOV.UK | Human Rights Act 1998](https://www.legislation.gov.uk/ukpga/1998/42/schedule/1)

| **Learning outcomes** | **Criteria** | **Delivery guidance** |
| --- | --- | --- |
| 1. Understand the requirements for organising and overseeing work activities | * 1. How to plan and implement: * the monitoring and implementation of health and safety on the work site * the work to be undertaken * the allocation of roles and responsibilities * the resources required | * Learners to research how to plan work activities for themselves and other stakeholders. * Learners to create a programme of works using a Gantt chart for a small contract. * Learners to collaborate and discuss their own workplace experience to understand how their organisation allocates roles and responsibilities and how these impact on the programming of contracts. * Learners to research and discuss how to plan and implement duties such as: * the monitoring and implementation of health and safety on the work site * the work to be undertaken * the allocation of roles and responsibilities and * the resources required. |
| * 1. The procedures for re-scheduling work to coordinate with changing conditions in the workplace and to coincide with other trades | * Learners to research and discuss site meetings and why they are important for discussions on re-scheduling work to coordinate with changing conditions in the workplace and to coincide with other trades. * Learners to collaborate and discuss their own workplace experience to understand how their organisation holds site meetings. |
| * 1. How to coordinate operatives you are responsible for in relation to: * supervision and motivation * identification of competence * planning work allocations, duties, and responsibilities | * Learners to collaborate and discuss their own workplace experience to understand how their organisation allocates job roles and coordination of operatives around: * supervision and motivation * identification of competence and planning work allocations * duties and responsibilities. |
| * 1. How to communicate effectively with relevant people | * Learners to know through theory training all relevant types of communication within industry. * Learners to research and understand the difference and effect that positive and negative communication can have in the workplace. * Learners to collaborate and discuss their own workplace experience to understand their organisation’s strategies on how to communicate effectively with relevant people. |
|  | * 1. The current versions of appropriate industry standards and regulations relevant to the identified building services engineering system | * Learners to research and discuss the current versions of appropriate industry standards and regulations relevant to the identified building services engineering system including the Employment Rights Act 1996, the Equality Act 2020 and the Human Rights Act 1998. * Learners to know the trade bodies and organisations relevant to their trade and their roles depending on their chosen pathway: * Electrical: Electrical Contractors Association (ECA), Joint Industry Board (JIB), Certsure, the National Inspection Council for Electrical Installation Contracting (NICEIC), ELECSA, National Association of Professional Inspectors and Testers (NAPIT), The Institution of Engineering and Technology (IET) and Chartered Institution of Building Services Engineers (CIBSE). * Plumbing and heating: Association of Plumbing and Heating Contractors (APHC), Heating Equipment Testing and Approval Scheme (HETAS), Oil Firing Technical Association (OFTEC), Gas Safe, Institution of Gas Engineers and Managers (IGEM), the Chartered Institute of Plumbing and Heating Engineering (CIPHE) and the Chartered Institution of Building Services Engineers (CIBSE). * Learners to research and understand the role of the HSE (Health and Safety Executive) in the Building Services Industry. |
| * 1. The organisational procedures for: * completing the necessary documentation * agreeing a programme of work with relevant people * confirming that the installation and/or maintenance work is completed | * Learners to collaborate and discuss their own workplace experience to understand their organisation’s procedures for: * completing the necessary documentation * agreeing a programme of work with relevant people and * confirming that the installation and/or maintenance work is completed. |
| 1. Understand the requirements for organising the provision and storage of resources that are required for work activities | * 1. The methods that will verify that the equipment, accessories and components are: * compatible to the working environment * in accordance with the specification * of the required and correct type * delivered on time and undamaged * suitable and safely stored | * Learners to collaborate and discuss their own workplace experience to understand their organisation’s methods of verifying that the equipment, accessories and components are: * compatible with the working environment * in accordance with the specification * of the required and correct type * delivered on time and undamaged * suitable and safely stored. * Learners to know how to cross reference from a specification that components are compatible and are of the required and correct type. |
| * 1. How to manage the available storage facility at the work site | * Learners to collaborate and discuss their own workplace experience to understand their organisation’s methods of site storage and allocation of parts, materials and components. * Learners to research best practice for storage facility on-site. |