

	Unit ID: 1920
Domain	BUILDING AND CIVIL CONSTRUCTION MANAGEMENT
Title:	Supervise productivity on a construction project
Level: 5	Credits: 12

Purpose

This unit standard is intended for those who supervise productivity on a construction project. People credited with this unit standard are able to establish and implement project organisation and communication systems, co-ordinate work control arrangements, monitor and control project progress, establish and implement production and resource measuring and recording systems, establish and implement production and cost activity reporting systems, design and implement productivity improvement measures.

This unit standard is intended for those who carry out supervision functions in the building and civil construction environment.

Special Notes

1. Entry information

Prerequisite:

- *Unit 1157- Demonstrate basic knowledge of workplace health and safety or demonstrated equivalent knowledge and skills.*

2. Evidence may be collected from a real workplace or simulated real workplace in which Building and civil construction operations are carried out.

3. Glossary of terms

Actual total costs represent the true total and final costs accrued during the process of completing all work during the pre-determined period of time allocated for all scheduled activities as well as for all work breakdown structured components.

Allowed total cost refers to a value in an estimate to cover the cost of known but not yet fully defined work.

3. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act 2007(Act no 11, 2007)
 - Regulations relating to the health & Safety of employees at work under Schedule 1 (2) of the Labour Act No.11 of 2007 and all subsequent amendments
 - Local Authorities Act. 23, 1992
 - SABS 0400
 - Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977) And all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na.

Elements and Performance Criteria

Element 1: Establish and implement project organisation and communication systems.

Range

Project organisation and communication includes: site management, head office interface, contract administration and resource providers.

Performance Criteria

- 1.1 Project organisation and communication needs and systems are identified and implemented according to company procedures, client and project requirements.
- 1.2 Accurate information about individual roles and accountability within the project and organisational structure is clear and made available to all relevant parties.
- 1.3 Methods of communicating, reporting and recording information are implemented and monitored regularly for effectiveness.
- 1.4 Breakdowns in communication are identified, causes investigated and appropriate action taken to restore effective communication processes.

Element 2: Co-ordinate work control arrangements

Performance criteria

- 2.1 Supply of resources to site are monitored and recorded accurately according to company procedures.
- 2.2 Design and other information requirements are identified, requested and obtained timeously according to project requirements and the project plan.
- 2.3 Sufficient and appropriate resources are planned, procured and located to meet project outcomes and timescales.
- 2.4 Sub-contracts are managed according to contractual agreements.
- 2.5 Project plan and work methods are agreed with and communicated to interested parties timeously.

Element 3: Monitor and control project progress

Performance criteria

- 3.1 Systems to monitor and record progress against agreed programs are implemented and data is collected regularly and summarised accurately.
- 3.2 Incorrect resources are identified and appropriate action taken to replace according to project requirements.
- 3.3 Variances from planned progress are identified, investigated, and appropriate corrective action implemented.
- 3.4 Realistic actions, which are most likely to minimise cost, time and optimise progress, are discussed, agreed and implemented according to company procedures.
- 3.5 Actual and anticipated variances that could disrupt the plan are investigated and quantified accurately.

Element 4: Establish and implement production and resource measuring and recording systems.

Performance Criteria

- 4.1 Activity' production outputs are measured and recorded.
- 4.2 Resources are allocated to the relevant activities.
- 4.3 Actual usage cost of resources are allocated.
- 4.4 Contract/project production and costing systems are in line with company systems and procedures.

Element 5: Establish and implement production and cost activity reporting systems.

Range

Reporting systems include the design, implementation and use of variance reports

Performance Criteria

- 5.1 Information from activity report is utilized for decision making according to company procedures.
- 5.2 Actual total costs of resources are calculated.
- 5.3 Actual unit costs are calculated.
- 5.4 Allowed total cost is calculated from actual productions and tendered allowable unit costs.

- 5.5 Activity profit/loss is calculated by comparing actual total cost with allowed total cost.
- 5.6 Reporting systems are in line with company systems and procedures.

Element 6: Design and implement productivity improvement measures

Activity reports could entail hourly, daily, weekly and/or monthly reporting, depending on the cost of resources and project and company requirements.

Performance criteria

- 6.1 The implementation of productivity improvement measures is monitored and corrective action identified and implemented where required.
- 6.2 Measures to improve productivity are identified and implemented timeously and in accordance with the activity report.
- 6.3 Productivity targets are established and reviewed according to company systems and procedures.

Registration Data

Subfield:	Civil and Building Services Engineering
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