

Domain	BUILDING AND CIVIL CONSTRUCTION MANAGEMENT	Unit ID: 1924
Title:	Manage construction resources	
Level: 5		Credits: 10

Purpose

This unit standard is intended for those who manage construction resources. People credited with this unit standard are able to manage the procurement and use of materials, manage the procurement and utilization of labour, procure and manage the use and maintenance of plant, equipment and tools, procure sub-contracting services and manage relationship with sub-contractors.

This unit standard is intended for those who work in the building and civil construction environment.

Special Notes

1. Entry information:

Prerequisites

- *Unit 1933 – Prepare for a construction project and develop a work plan*

2. Constructions resources may include but not limited to Materials, plant, Equipment and tools.

3. Assessment evidence may be collected from a real workplace or simulated workplace in which building and civil construction management are carried out.

4. Performance of all elements in this unit standard must comply with all relevant workplace requirements and/or manufacturers' specifications.

5. 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: Manage the procurement and use of materials

Range

Procurement includes but not limited to hiring and purchasing of plant, equipment and tools.

Material estimates are produced from construction drawings, standards and project specification, site instruction and variation orders.

Materials may include but not limited to naturally occurring materials, e.g. sand, gravel, processed natural materials, e.g. crushed aggregates, manufactured permanent built-in items, temporary materials and consumables, fuels and lubricants.

Performance criterial

- 1.1 Relationships are established with materials suppliers in order to negotiate lowest possible prices and ensure optimum service.
- 1.2 Materials usage is estimated, planned and materials are procured according to the resource schedule.
- 1.3 Lead-in time is allowed for according to material and project constraints.
- 1.4 Delivery of materials is arranged to meet project program requirements.
- 1.5 Variations in availability, delivery, quantity and quality are identified, monitored and investigated to improve supplier performance and recorded for evaluation.
- 1.6 Discrepancies to delivery schedule are identified timeously and corrective action taken.
- 1.7 Quality of materials is procured in accordance with specifications, drawings and instructions.
- 1.8 Materials costs are compared with tendered allowable.
- 1.9 Loss control measures are implemented according to company procedures.
- 1.10 Materials are utilized optimally and according to manufacturer specifications.
- 1.11 Company procedures with regard to the transport, storage, placement, use and record keeping of materials are implemented taking cognizance of project constraints.
- 1.12 Awareness of current and future trends in construction materials is demonstrated.

Element 2: Manage the procurement and utilization of labour

Performance criterial

- 2.1. Labour usage is planned and categories of labour are procured according to the resource schedule.
- 2.2 Appropriate skills are secured in accordance with resource schedule.

- 1.3 Labour costs are compared with tendered allowable.
- 1.4 Management of labour resources is in accordance with company policies and procedures.

Element 3: Procure and manage the use and maintenance of plant, equipment and tools

Range

Procurement, use and storage of materials are in accordance with company procedure, site operating procedures, internal quality management systems and company loss control measure

Performance criterial

- 3.1 Relationships are established with suppliers in order to negotiate lowest possible rates and ensure optimum service.
- 3.2 Plant, equipment and tools usage is planned and procured according to the resource schedule.
- 3.4 Plant, equipment and tools are in accordance with activity and project requirements.
- 3.5 Plant, equipment and tool costs are compared with tendered allowable.
- 3.6 Loss control measures are implemented according to company procedures.
- 3.7 Company systems for the management of the utilisation and availability of plant are implemented.
- 3.8 Plant, equipment and tools are utilized optimally and according to manufacturer and safety specifications.
- 3.9 Company procedures with regard to transport, storage, use, maintenance and record keeping, are implemented.

Element 4: Procure sub-contracting services and manage relationship with sub-contractors

Performance criterial

- 4.1 Relationships are established with sub-contracting entities in order to negotiate lowest possible prices and ensure optimum service.
- 4.2 Sub-contracting is planned and services procured according to the resource schedule.
- 4.3 Sub-contractor contracts and conditions are agreed in line with main contract conditions of contract, project specifications and requirements.
- 4.4 Sub-contractor costs are compared with tendered allowable.

Registration Data

Subfield:	Civil and Building Services Engineering
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