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| | Unit ID: 1930 |
| Domain | BUILDING AND CIVIL CONSTRUCTION MANAGEMENT |
| Title: | Manage construction project administration |
| Level: 5 | Credits: 8 |

Purpose

This unit standard is intended for those who manage construction project administration. People credited with this unit standard are able to monitor implementation project record keeping and personal administration, develop and implements reporting systems on construction project, measure and calculate quantities and produce payment certificate, and prepare and conduct a meeting.

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

Special Notes

1. Entry information:
Prerequisites
 - *None*
2. Assessment evidence may be collected from a real workplace or simulated workplace in which building and civil construction management are carried out.
3. Performance of all elements in this unit standard must comply with all relevant workplace requirements and/or manufacturers' specifications.
4. 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: Monitor implementation project record keeping and personal administration

Range

Personal administration may include but not limited to time log sheets, wage registers and payment, disciplinary and grievance procedural documentation, training records and documentation, contact of employment, including termination of employment contract, personnel files and allocation of personnel

Performance Criteria

- 1.1 Records are kept in accordance with site procedures and company quality management systems.
- 1.2 Data is retrieved and provided in the form and manner appropriate to the needs of recipients.
- 1.3 Records are kept in a manner which ensures ease of retrieval.
- 1.4 Personnel administration is implemented in accordance with site, quality and company procedures and requirements.
- 1.5 Documentation is completed accurately and legibly.

Element 2: Develop and implement reporting systems on construction project

Performance Criteria

- 2.1 Reporting systems are developed in accordance with company procedures and in conjunction with senior management.
- 2.2 Reports are accurate, relevant and sufficient.
- 2.3 Data is verified for accurate reporting.
- 2.4 Reports are in accordance with the prescribed format.
- 2.5 Reports are submitted in accordance with prescribed deadlines.

Element 3: Measure and calculate quantities and produce payment certificate

Performance Criteria

- 3.1 Actual quantities of work completed and accepted are calculated according to specifications.
- 3.2 Measurements and calculations of quantities are made and reflected according to quantity surveying techniques and format.
- 3.3 Payment certificates and invoices are produced according to company procedures and client requirements.

Element 4: Prepare and conduct a meeting

Range

Meetings may include but not limited to meetings with client/architect/engineer, project staff and team meetings, quality, safety, productivity and in-company meetings, including meetings with senior management.

Performance Criteria

- 4.1 Meetings are conducted and minuted in accordance with company' meeting procedures.
- 4.2 Notification and agendas for meetings are timeously produced and distributed.
- 4.3 Information for meetings is produced according to client and company requirements.
- 4.4 Meetings are attended as required.
- 4.5 Feedback from meetings is given to team members and other stakeholders.
- 4.6 Follow up actions subsequent to meetings is implemented.

Registration Data

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| Subfield: | Civil and Building Services Engineering |
| Date first registered: | 30 August 2018 |
| Date this version registered: | 30 August 2018 |
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| Body responsible for review: | Namibia Training Authority |