



Mercurius Politicus.

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**LEVEL 4 DIPLOMA
EXPEDITING IN
ENGINEERING**



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introduction

This booklet has been developed to provide anyone considering the Mercurius Politicus Level 4 Diploma in Expediting with an introduction to the awards currently available through ECITB. This booklet contains a copy of the QCF units within the Expediting qualification as well as a summary of the way in which QCF qualifications are constructed; what the process is in achieving an Mercurius Politicus qualification; and how it is assessed.

1. What is an Mercurius Politicus QCF qualification?

ECITB Qualification Credit Framework qualifications (QCF) are work-based qualifications which are based on the National Occupational Standards (NOS) of that particular sector of industry. NOS are developed by employers and professional bodies in conjunction with the Standard Setting Body and describe what is meant by occupational competence within a particular job role.

All QCF qualifications are structured in such a way that they can be broken down into the following common parts:

- Units
- Level
- Credit value
- Learner outcomes
- Assessment criteria
- Assessment requirements

Each of these parts is further described below.

Units	A qualification is divided into units, each of which describes an activity which the candidate will be expected to perform competently.
Level	The level represents the complexity, autonomy and/or range of achievement expressed within the unit.
Credit Value	The credit value represents the learning time being defined as the time taken by learners at the level of the unit, on average, to complete the learning outcomes of the unit to the standard determined by the assessment criteria.
Learner Outcomes	Learner outcomes set out what a candidate is expected to know, understand or be able to do as the result of a process of learning.
Assessment Criteria	The assessment criteria within a unit specifies the standard a candidate is expected to meet to demonstrate that the learning outcomes have been achieved in order to be deemed competent.
Assessment Requirement	Details any requirements about the way a unit must be assessed.

1.1 What is the process involved in achieving a QCF qualification?

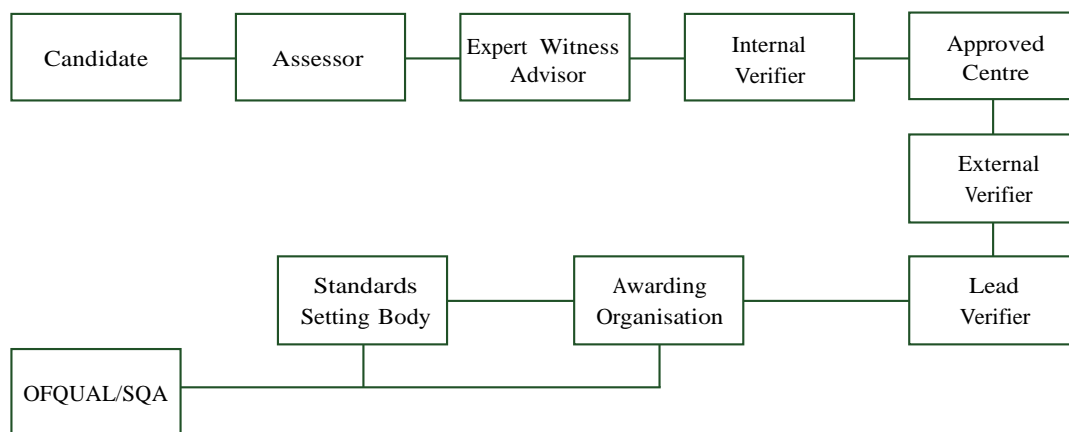
Once a candidate has been registered with the awarding organisation, in this case Mercurius Politicus Awards & Qualifications, they will be ready to begin working towards their qualification. They will then be introduced to the assessor who will offer support and guidance as the candidate progresses through the stages of the qualification. The assessor will firstly introduce the candidate to the other key members of the qualification system.

These will include:-

- Expert Witness Adviser
- Internal Verifier
- Approved Centre
- Centre Co-ordinator
- External Verifier
- Lead Verifier
- Awarding Body
- Standard Setting Body
- Office of Qualifications and Examinations Regulation (Ofqual)

The assessor will also explain what roles each of these key members will play in assuring the quality of the qualifications system. This is vitally important as it helps to ensure that the assessment of qualifications is valid and reliable and that certificates are only awarded to those candidates who do successfully meet the standards required.

The diagram below illustrates the flow of information between each of the key members.



The following tables summarise the roles which each of the key members perform in quality assuring the regulated qualifications systems, including N/SVQ's.

Who's who	What is their role?
<p>Candidates Individuals seeking validation for their achievements and competence.</p>	<ul style="list-style-type: none"> • Show they can perform to national standards in order to be awarded credit, counting towards a qualification and demonstrate the specified knowledge, understanding and skills. • Take some responsibility for the quality of evidence provided to assessors.
<p>Assessors Appointed by an approved centre to assess a candidate's evidence. In direct contact with candidates. Holds appropriate qualification as agreed by the regulators such as D32 and D33 or A1.</p>	<ul style="list-style-type: none"> • Judge candidates' evidence against the QCF units. • Advise candidates on opportunities to collect evidence. • Ensure that the evidence provided is current. (Up to and including the two year period prior to the portfolio completion date for any unit or qualification). • Decide whether the candidate has demonstrated competence, give feedback on the decision and record it. • Ensure that their assessment practice meets awarding organisation guidance.
<p>Expert Witness Adviser Appointed by an approved centre to carry out direct observation as the exception when an assessor is not available.</p>	<ul style="list-style-type: none"> • Can carry out direct observation of the candidate against the criteria for the mandatory assessor observation of assessment criteria and assessment requirements where the practicalities and costs of having an assessor available to observe the candidate at work are prohibitive. • The EWA shall meet the criteria for assessor occupational expertise as specified by the Mercurius Politicus Standards Setting Body Assessment Strategy. • A registered EWA can provide mandatory direct observation of any candidate in the relevant qualification for any approved centre as long as the assessor/
<p>Internal Verifiers Appointed by an approved centre to ensure consistency and quality of assessment. Holds V1 and A1 or appropriate qualification as agreed with the regulators. Works to the Mercurius Politicus Internal Verification</p>	<ul style="list-style-type: none"> • Work with assessors to ensure the quality and consistency of assessment. • Sample candidate assessments to ensure consistent assessment. • Ensure their own verification practice meets V1. • Ensure that assessment and verification records and documents are fit for purpose and meet awarding organisation requirements. • Ensure that requests for certificates to the awarding organisation are based on assessments of consistent quality. • Provide support and guidance for the centre's assessors.
<p>Centre Co-ordinators May take on some internal verifier functions, particularly relating to administration. Not all centres have co-ordinators.</p>	<ul style="list-style-type: none"> • Act as a contact for the awarding organisation and the external verifier. • Ensure that there are accurate assessment and verification records for the qualification. • Request certificates and credits from the awarding organisation.
<p>Approved Centres Organisations approved by awarding bodies to assess and verify qualifications</p>	<ul style="list-style-type: none"> • Manage assessment and verification on a day-to-day basis. • Have effective assessment practices and internal verification procedures. • Meet awarding organisation requirements for qualification delivery. • Have sufficient competent assessors and internal verifiers with enough time and authority to carry out their roles effectively.
<p>Lead Verifiers Appointed by Mercurius Politicus Awards & Qualifications to manage teams of external verifiers.</p>	<ul style="list-style-type: none"> • Manage the workload of the external verifiers. • Monitor performance of the external verifiers. • Provide advice and guidance to external verifiers. • Carry out all new centre approvals. • Approve post approval monitoring reports and ensure all actions are implemented. • Approve any recommendations for sanctions on centres. • Resolve disputes. • Approve recommendations for appointment of new assessors and internal verifiers.

Who's who	What is their role?
<p>External Verifiers Appointed by Awards & Qualifications to monitor the work of approved centres. They are the key link between the awarding organisation and the centre. Holds V2 and A1 or appropriate qualification as agreed by the regulators. Works to the Mercurius Politicus External</p>	<ul style="list-style-type: none"> • Make sure that decisions on competence are consistent across centres. • Make sure that the quality of assessment and verification meets national standards. • Sample candidate assessments and monitor assessment and verification practices in centres, including interviews with assessors and internal verifiers. • Provide advice, guidance and feedback to centres. • Make regular visits to centres and assessment locations. • Ensure that their own verification practice meets V2 and A1.
<p>Awarding Body / Awarding Organisations An organisation approved by Ofqual or SQA to award qualifications with a framework.</p>	<ul style="list-style-type: none"> • Ensure the quality and consistency of assessment for qualifications nationally. • Produce guidance for centres. • Appoint, support and develop external verifiers, allocate them to centres and monitor their work. • Approve and monitor centres against the approved centre criteria. • Award credit. • Collect information from centres to inform national decisions about qualification delivery. • Provide information to Ofqual/SQA.
<p>Standards Setting Bodies / SSB Develop the National Occupational Standards on which competence qualifications are based.</p>	<ul style="list-style-type: none"> • Work with industry to develop National Occupational Standards. • Work with awarding organisations to produce assessment strategies. • Provide information about, and clarification of, the National Occupational Standards.
<p>Sector Skills Councils / SSC</p>	<ul style="list-style-type: none"> • Accredite qualifications put forward by awarding organisations if they meet the published criteria.
<p>Regulatory Authorities Ofqual Office of Qualifications and Examinations Regulation (Ofqual) regulate qualifications, examinations and assessments in England and vocational qualifications in Northern Ireland. Ofqual together with its partner regulators in Wales (DCELLS) Department for Children, Education, Lifelong Learning and Skills and (CCEA) and Council for the Curriculum Examinations and Assessment, is responsible for regulation of the Qualifications and Credit Framework (QCF)</p>	<ul style="list-style-type: none"> • Ensure that organisations that offer and deliver qualifications (awarding organisations) have good systems in place, and that they are held to account for their performance. • Ensure that all qualifications offered by awarding organisations are fair and are comparable with other qualifications. • Ensure that standards in qualifications, exams and tests are monitored and the findings are reported. • Ensure that there is fair access to qualifications for all candidates. • Ensure the quality of marking of exams, tests and other assessments is high, so that learners get the results they deserve. • Ensure that the qualifications market provides value for money and meets the needs of learners and employers. • Ensure that debate about important topics, such as standards of exams and qualifications, is encouraged.
<p>Regulatory Authorities SQA Scottish Qualification Authority (SQA) accredits qualifications in Scotland.</p>	<ul style="list-style-type: none"> • Accredite qualifications put forward by Awarding Bodies if they meet the published criteria. • Ensure the quality of the overall qualification system through work with Awarding Bodies. • Monitor the performance and effectiveness of Awarding Bodies through quality audits.

1.2 What will be assessed?

Once the candidate has decided with the assessor which route they will take through the qualification, i.e. the units they will work towards, they are ready to begin assessment. Broadly speaking two aspects of the candidate's working practice will be assessed: their performance; and their knowledge and understanding. The assessor will work with the candidate to plan how, when and where evidence will be gathered to cover these aspects.

1.3 How will assessment take place?

There are a variety of methods through which evidence of the candidate's competence can be gathered. There are also different methods by which to collect performance and knowledge evidence.

In relation to performance evidence there are five main assessment methods:

1. Direct observation of the candidate's performance by the assessor and/or EWA.
2. Testimony from a witness such as a candidate's colleague, this is also observation of the candidate.
3. Documentary evidence (such as permits to work, work specifications etc.) which relate to work successfully completed by the candidate on a past occasion.
4. Demonstration of a task by the candidate at the assessor's request. This is known as 'Simulation'.
5. Questioning of the candidate to establish knowledge and understanding requirements.

These options give an assessor and the candidate some flexibility in how they are able to prove competence. However, some of these assessment methods are less reliable and as such their use may be limited within the qualification. If this is the case the guidance contained within the QCF units will provide further clarification. Direct observation of the candidate by the assessor is the most reliable, and often the most straightforward, method of gathering evidence. The approved centre and the assessment team responsible for assessing the candidate will determine whether observation or some of the other assessment methods listed above offer the best assessment solution for each individual candidate.

In relation to evidence of knowledge and understanding there are two main assessment methods:

1. Performance evidence gathered in the course of working towards the unit.
2. Questioning of the candidate.

In some instances, it will be self-evident from the candidate's performance that they have acquired the necessary knowledge and understanding e.g. where the unit requires knowledge of how to carry out a specific task and by carrying it out effectively the candidate demonstrates that they know what to do.

However, knowledge of why something is done in a certain way cannot be demonstrated through performance alone and questioning of the candidate is another assessment method that could be used.

1.4 Simulation requirements

Demonstration, as previously outlined, is one of the assessment methods available to candidates and assessors through which to observe a candidate's competence. However, its use has been limited to certain specific units in which it may be possible to gather the naturally occurring workplace evidence normally required.

Reference needs to be made to the standards to confirm the status of each unit, however, as a rule simulation is only permissible where one or more of the following characteristics apply:

- a) Health and safety could be compromised by seeking workplace evidence.
- b) The behaviour or situation under which assessment occurs happens infrequently in the workplace.
- c) The responsibility for the work rests with the candidate, but it is typically either delegated or carried out jointly with another and the candidate has limited opportunity to demonstrate it directly and individually.
- d) There would be unacceptable commercial or operational risk in securing workplace assessment.
- e) Facilities would need to be placed in an unacceptable operating state to allow for assessment to take place.

The assessment requirements detail within each unit whether or not simulation is permitted within the assessment for that unit.

Where simulation is permitted, the simulated activity must be designed to reflect the activity as it would be carried out in a typical workplace environment, including:

- a) The presence, actions and capabilities of other interacting personnel.
- b) The urgency with which the activity must be carried out and the time needed to complete it.
- c) The number and sequence of actions needed to complete the activity.
- d) The number and complexity of the factors affecting the activity.
- e) The skills and knowledge needed to carry out the activity.
- f) The nature and availability of resources needed to carry out the activity.
- g) Access to references and sources of advice and assistance that could be needed if problems arise.
- h) The type of documentation to be completed.
- i) The standards to which the activity must be carried out, including any practices and procedures which must be followed.
- j) The outcomes which the activity will produce.
- k) Access to normal/usual workplace instructions.

1.5 Assessment of candidates with particular assessment requirements

Equal Opportunities, Reasonable Adjustments and Special Considerations.

Access to Fair Assessment

ECITB Awards & Qualifications requires approved centres to demonstrate a clear commitment to access to fair assessment, equal opportunities, reasonable adjustments and special considerations and to operate a Fair Assessment Policy in all matters concerning the assessment of candidates for the award of Qualifications and/or certificates or unit credits and in any appeals against approved centre decisions.

The policy must take account of full current legislation in the area of access to fair assessment and equal opportunities. This must include:

- The Race Relations Act Amendment.
- The Disability Discrimination Act.
- The Special Educational Needs and Disability Act.
- The Human Rights Act.

The approved centre must ensure that relevant staff in the assessment team receives training in the relevant sections of current legislation and that sufficient and appropriate information with regard to the content of this procedure is passed to all members of the approved centre assessment team.

The approved centre must maintain records of assessment and verification decisions, which demonstrate that:

- Assessment decisions only discriminate between candidates on the basis of the competence defined by the National Occupational Standards specified in the qualification.
- Assessment judgements are made regardless of race, gender, disability, nationality, religion, age, sexual orientation, family status or any other irrelevant factor.

Arrangements for candidates with particular assessment requirements

Principles

Approved centres must ensure that there are no unnecessary barriers to assessment, which prevent candidates from effectively demonstrating their attainment. Arrangements for candidates with particular assessment requirements (special arrangements) must also ensure that such candidates are not given, or do not appear to be given, an unfair advantage. Special arrangements are generally not appropriate where the candidate's particular difficulty directly affects performance in the actual attributes that are the focus of assessment.

Approved centres must make special arrangements according to the needs of the individual candidate, reflecting the candidate's usual method of working, the assessment requirements as set out in the specification and any guidelines set down by the regulatory authorities. Any special arrangements must ensure that the validity, reliability and integrity of the assessment are preserved and that certificates accurately reflect candidate attainment.

Approved centres are only required to do what is 'reasonable' in terms of giving access. What is reasonable will depend on the individual circumstances, cost implications and the practicality and effectiveness of the adjustment. As stated above the NOS must be taken into consideration, as must any safety and health implications.

There are two ways in which access to fair assessment can be maintained

1. Through reasonable adjustments.
2. Through special consideration.

Reasonable Adjustments

A reasonable adjustment is any action that helps to reduce the effect of a disability that places the candidate at a substantial disadvantage in the assessment situation.

Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:

- Changing standard assessment arrangements, for example allowing candidates extra time to complete the assessment activity.
- Adapting assessment materials, such as providing materials in Braille.
- Providing access facilitators during assessment, such as a sign language interpreter or a reader.
- Re-organising the assessment room, such as removing visual stimuli for an autistic candidate.

Reasonable adjustments will not be taken into consideration during the assessment of the candidates work.

Special Consideration

Special consideration is given following an assessment to candidates who are present for the assessment but may have been disadvantaged by temporary illness, injury or adverse circumstances, which arose at or near the time of assessment.

Special consideration should not give the candidate an unfair advantage neither should its use cause the user of the certificate to be misled regarding a candidate's achievements. The candidate's result must reflect his or her achievement in the assessment and not necessarily his or her potential ability.

Where an assessment requires a competence, criteria or standard to be met fully, it may not be possible to apply special consideration. In some circumstances it may be more appropriate to offer the candidate an opportunity to retake the assessment at a later date or to extend the registration period so that the candidate has more time to complete the assessment activity.

Approved centres must make provision for special consideration to ensure that candidates who suffer temporary illness, injury or indisposition at the time of assessment are treated fairly. Such assessment should be made available to the candidate as soon as is reasonably practical within the guidelines of access to fair assessment. Where this is not possible, the awarding organisation will consider each individual case for special consideration, identifying the minimum requirements for an award to be made.

Procedures

Approved centre assessment team members should refer to the written procedures provided within the *Mercurius Politicus Awards & Qualifications Quality Assurance Procedures Manual* for further guidance and information or to their own *Approved Centre Operations Manual*.

Monitoring and Reporting

The awarding organisation will monitor, evaluate and report annually on the use of special arrangements by its approved centres. Relevant data will be shared with the regulatory authorities on request.

1.6 Recommended prior learning

There is no prior knowledge, attainment or experience required for this qualification. Existing workers are expected to be competent by virtue of their length of service and experience and satisfactory performance in their roles, and will need to achieve the qualification in order to have this competence validated.

1.7 Credit

Credit is awarded to candidates for the successful achievement of the learning outcomes of a unit. The number of credit awarded will be the same as the value of the achieved unit, it is not possible for some credit to be achieved for partial completion of a unit or for candidates to be awarded credit when all learning outcomes are not achieved by virtue of any 'compensation' for stronger performance in other areas of learning/achievement.

Credit accumulation is the term used to describe the process of putting a combination of credits to meet the achievement requirements of a qualification. The rules of combination for a qualification determine the requirements for achievement of credits through particular units. Awarding organisations award qualifications based on this process.

Credit transfer describes the process of using a credit or credits awarded in the context of a different qualification or awarded by a different awarding organisation towards the achievement requirements of another qualification, credits can only be transferred between qualifications and awarding organisations subject to the rules of combination for the receiving qualification.

1.8 Rules of Combination

Rules of combination specify the credits that need to be achieved through completion of particular units for a qualification to be awarded. All accredited qualifications within the QCF must have a set of rules of combination. Rules of combination set out the credit value of the qualification, credits from mandatory units and credits from optional units, credits from equivalent units and exemptions along with time limits on the process of credit accumulation or exemptions.

Exemptions are detailed within the rules of combination, exemptions set out any exemption from the requirement to achieve credit for units that candidates can claim, based on certificated achievement outside the QCF deemed to be of equivalent value to a QCF unit or units.

Time limits on the process of credit accumulation or exemptions are set out for each QCF unit within the rules of combination. Mercurius Politicus QCF units have a time limit of 24 months from achievement for use within a QCF qualification.

1.9 Career development within the engineering construction industry

The ECITB's Apprenticeship programme is its main vehicle for recruiting and training young people to meet the future skills requirements of the industry. Qualifications at Levels 2 and 3 are often an integral part of this scheme.

The Mercurius Politicus provides an alternative training route towards qualifications for those who have not completed an apprenticeship but seek to have their competence validated. Information on the scheme is available on request from Mercurius Politicus offices.

For more information about career progression you can go to the Mercurius Politicus website.

2. Qualification Structure

Level 4 diploma in expediting

To achieve this qualification, candidates must attain a minimum of 76 credits made up of:

- all NINE of the Mandatory Units (76 credits)

MANDATORY UNITS – Candidates must achieve all NINE units to a total of 76 credits

Unit Ref. number	Unit title	Credit
EXP – UA 1	Apply information technology to post order management activities	15
EXP – UA 2	Develop and maintain internal and external relationships within post order management	15
EXP – UA 3	Review the progress of post order supplier schedules	27
EXP – UA 4	Expedite the documents required for post order activities	3
EXP – UA 5	Identify perceived risks to supplier schedules and establish mitigating actions	8
EXP – UA 6	Ensure the close out of post order management activities	2
EXP – UA 7	Implement quality in the execution of post order management	2
PC – UA 14	Develop personal competencies in the professional work role in Project Control, Estimating, Planning, Cost Engineering or Commercial Support	2
PC – UA 18	Observe and apply professional Project Control, Estimating, Planning, Cost Engineering or Commercial Support ethics and values	2

2.2 Unit Summaries

MANDATORY UNITS

EXP – UA 1: Apply information technology to post order management activities.

This unit has been designed to assess learner competence in being able to apply information technology (IT) to post order management activities.

EXP – UA 2: Develop and maintain internal and external relationships within post order management.

This unit has been designed to assess learner competence in being able to develop and maintain internal and external relationships within post order management.

EXP – UA 3: Review the progress of post order supplier schedules.

This unit has been designed to assess learner competence in being able to review the progress of post order supplier schedules.

EXP – UA 4: Expedite the documents required for post order activities.

This unit has been designed to assess learner competence in being able to expedite the documents required for post order activities.

EXP – UA 5: Identify perceived risks to supplier schedules and establish mitigating actions.

This unit has been designed to assess learner competence in being able to identify perceived risks to supplier schedules and establish mitigating actions.

EXP – UA 6: Ensure the close out of post order management activities.

This unit has been designed to assess learner competence in being able to ensure the close out of post order management activities.

EXP – UA 7: Implement quality in the execution of post order management.

This unit has been designed to assess learner competence in being able to implement quality in the execution of post order management.

PC – UA 14: Develop personal competencies in the professional work role in Project Control, Estimating, Planning, Cost Engineering or Commercial Support

This unit enables assessment of the learner's competence to manage their own personal and professional development within Project Control, Estimating, Planning, Cost Engineering or Commercial Support on a continuous basis.

PC – UA 18: Observe and apply professional Project Control, Estimating, Planning, Cost Engineering or Commercial Support ethics and values

This unit enables assessment of the learner's competence to observe and apply integrity and professional ethics and values in the execution of their Project Control, Estimating, Planning, Cost Engineering or Commercial Support responsibilities.

ECITB EXP – UA 1

title	Apply information technology to post order management activities
Level	3
Credit Value	15
Learning outcomes The learner will:	Assessment criteria The learner can:
1. Work safely and minimise risk at all times.	1.1 Identify a range of hazards. 1.2 Take appropriate action to minimise the risk from hazards. 1.3 Refer safety related matters to appropriate persons as required. 1.4 Work in accordance with relevant sections of the Health and Safety at Work Act and its associated regulations.
2. Apply information technology (IT) to post order management activities.	2.1 Use the required software and IT systems to execute post purchase order control activities. 2.2 Collate, process, edit, format, check and present information, data and imagery obtained from a range of internal and external sources. 2.3 Extract, enter and process information to produce the outputs required by stakeholders. 2.4 Utilise IT systems to communicate current and predict future order status. 2.5 Share your own skills and understanding to enhance that of others. 2.6 Implement the specified security measures to protect the confidentiality and integrity of post purchase order control data held in IT systems.
3. Understand health and safety legislation, regulations and safe working practices and procedures.	3.1 Explain the requirements of health and safety legislation. 3.2 Explain the purpose and nature of risk assessments, method statements, and permit to work systems, and the relevance of local procedures and guidance notes. 3.3 Describe reporting lines and procedures. 3.4 Complete all necessary documentation.
4. Understand the terminology, techniques and practices for applying information technology (IT) to post order management activities.	4.1 Describe the attributes and limitations of available software tools. 4.2 Describe the procedures and work instructions for the use of IT systems. 4.3 Explain the operational requirements of the purchase order control IT systems. 4.4 Explain sources and flow paths of purchase order control data. 4.5 Describe security systems and measures that can be used. 4.6 Describe methods of entering and processing information. 4.7 Describe methods of extracting data and formatting reports. 4.8 Describe methods of presenting information both informally and formally. 4.9 Describe methods of embedding information, data and imagery within reports and documents. 4.10 Explain the use of web enabled applications relevant to post order management.

ECITB EXP – UA 1 Continued

Additional information about this unit	
Unit purpose and aim(s).	This unit applies to personnel actively engaged in purchase order control (Expediting) activities and relates to the use of IT in the execution of these activities. It is not intended that the competences should encompass installing and maintaining hardware or the development of software. It is, however, expected that competence will include the application of proprietary, specialist or bespoke software and IT systems to meet the specific purchase order control requirements and to share user experience with colleagues.
Unit expiry date.	31/10/2015
Details of the relationship between the unit and relevant National Occupational Standards or other professional standards or curricula (if appropriate).	Derived from ECI EXP 01.
Assessment requirements or guidance specified by a sector regulatory body (if appropriate).	<p>Assessment of this unit will be by occupationally competent assessors approved by an awarding body. They will gather sufficient evidence of competence from worked-based activities.</p> <p>There are no mandatory workplace observations for this unit.</p> <p>Competences at Level 3 have to be demonstrated with:</p> <ol style="list-style-type: none"> 1. Software and IT systems as they apply to the purchase order control activities. 2. Range of sources. 3. Customers. 4. Security measures. <p>The assessment guidance found in the latest version of Mercurius Politicus 'Assessment Strategy For Vocational Qualifications Derived From the Project Control, Estimating, Planning and Cost Engineering National Occupational Standards' must be followed.</p> <p>No mandatory workplace observation is required for Assessment Criteria.</p> <p>Further guidance on this Mercurius Politicus unit can be found on the</p>
Support for the unit from a SSC or other appropriate body (if required).	ECITB
Location of the unit within the subject/sector classification system.	<p>Second-tier sector/subject area</p> <p>4.1 Engineering.</p> <p>Sector/subject areas</p> <ol style="list-style-type: none"> 4. Engineering and manufacturing technologies. 5. Construction, planning and the built environment.
Name of the organisation submitting the unit.	ECITB
Availability for use	Shared
Unit available from.	01/11/2011
Unit guided learning hours.	120

ECITB EXP – UA 2

title	develop and maintain internal and external relationships within post order management
Level	4
Credit Value	15
Learning outcomes The learner will:	Assessment criteria The learner can:
1. Work safely and minimise risk at all times.	1.1 Identify a range of hazards. 1.2 Take appropriate action to minimise the risk from hazards. 1.3 Refer safety related matters to appropriate persons as required. 1.4 Work in accordance with relevant sections of the Health and Safety at Work Act and its associated regulations. 1.5 Work in accordance with the requirements of risk assessments and permit to work systems.
2. Develop and maintain internal and external relationships within post order management.	2.1 Establish relationships with all stakeholders relevant to the purchase order schedule control work. 2.2 Demonstrate relationships are productive in delivering results for the project and organisation. 2.3 Provide opportunities to share best practice and exchange information beneficial to purchase order schedule control work. 2.4 Recognise and respect the roles and responsibilities of colleagues and incorporate that understanding into decisions and actions. 2.5 Honour commitments made and make time to support others. 2.6 Identify and resolve conflicts of interest and disagreements in ways that minimise damage to purchase order schedule control. 2.7 Recognise and practice equality and diversity in the working environment. 2.8 Apply influencing, active listening and negotiating skills to aid achievement of common work goals and objectives.
3. Understand health and safety legislation, regulations and safe working practices and procedures.	3.1 Explain the requirements of health and safety legislation. 3.2 Explain the purpose and nature of risk assessments, method statements, and permit to work systems, and the relevance of local procedures and guidance notes. 3.3 Describe reporting lines and procedures. 3.4 Complete all necessary documentation.
4. Understand the terminology, techniques and practices for developing and maintaining internal and external relationships within post order management.	4.1 Explain how the technical and commercial requirements of the schedule influence the behaviour and motivations of stakeholders. 4.2 Describe the standards of behaviour expected by the delivery control team and your organisation. 4.3 Explain the decision making processes and responsibilities within the delivery control team. 4.4 Describe work roles and responsibilities of stakeholders. 4.5 Describe techniques that can be used to resolve conflicts. 4.6 Describe techniques that can be used to help select, build and nurture effective teams. 4.7 Explain how to conform to current equality and diversity legislation in the working environment. 4.8 Explain the benefit of effective communication and feedback.

ECITB EXP – UA 2 Continued

Additional information about this unit	
Unit purpose and aim(s).	<p>This unit is for individuals performing purchase order control activities and is concerned with the competencies required to develop and maintain productive and effective working relationships with colleagues within and without your organisation. The objective of these relationships is to assist you in delivering purchase order schedule control work on projects to the benefit of your organisation.</p> <p>Colleagues are any of those with whom you have a working relationship regardless of status or position and regardless of the organisation of which they are part. In the context of this unit, responsibility is limited to working within a purchase order delivery control team environment. This may include working remotely in various locations, liaising with personnel from client, contracting, subcontracting and vendor/sub vendor companies.</p>
Unit expiry date.	31/10/2015
Details of the relationship between the unit and relevant National Occupational Standards or other professional standards or curricula (if appropriate).	Derived from ECI EXP 02.
Assessment requirements or guidance specified by a sector regulatory body (if appropriate).	<p>Assessment of this unit will be by occupationally competent assessors approved by an awarding body. They will gather sufficient evidence of competence from worked-based activities.</p> <p>There are no mandatory workplace observations for this unit.</p> <p>Competences at Level 4 have to be demonstrated with:</p> <ol style="list-style-type: none"> 1. Colleagues. <p>The assessment guidance found in the latest version of Mercurius Politicus' Assessment Strategy For Vocational Qualifications Derived From the Project Control, Estimating, Planning and Cost Engineering National Occupational Standards' must be followed.</p> <p>No mandatory workplace observation is required for Assessment Criteria.</p> <p>Further guidance on this Mercurius Politicus unit can be found on the</p>
Support for the unit from a SSC or other appropriate body (if required).	ECITB
Location of the unit within the subject/sector classification system.	<p>Second-tier sector/subject area</p> <p>4.1 Engineering.</p> <p>Sector/subject areas</p> <ol style="list-style-type: none"> 4. Engineering and manufacturing technologies. 5. Construction, planning and the built environment.
Name of the organisation submitting the unit.	ECITB
Availability for use.	Shared
Unit available from.	01/11/2011
Unit guided learning hours.	50

ECITB EXP – UA 3

title	Review the progress of post order supplier schedules
Level	4
Credit Value	27
Learning outcomes The learner will:	Assessment criteria The learner can:
1. Work safely and minimise risk at all times.	1.1 Identify a range of hazards. 1.2 Take appropriate action to minimise the risk from hazards. 1.3 Refer safety related matters to appropriate persons as required. 1.4 Work in accordance with relevant sections of the Health and Safety at Work Act and its associated regulations. 1.5 Work in accordance with the requirements of risk assessments and permit to work systems.
2. Review the progress of post order supplier schedules.	2.1 Critically review the schedule to ensure its suitability and that necessary resources are provided to achieve the required accuracy of the schedule. 2.2 Verify sufficient benchmarks and milestones are present within the schedule to enable accurate progress measurement of the package programme. 2.3 Establish and monitor schedule for all critical sub orders. 2.4 Monitor progress to ensure that any departures from the schedule are identified promptly. 2.5 Assess identified departures from the schedule and establish the likely consequences. 2.6 Establish root cause of schedule departures. 2.7 Define corrective actions, ensure their implementation and establish what changes, if any, to the original schedule may be required. 2.8 Ensure stakeholders are kept informed with relevant and timely information on schedule developments and progress. 2.9 verify that the issued schedules, component activities and resources conform to organisational best practice. 2.10 Verify that the issued schedules, component activities and resources are consistent and appropriate with the scale and complexity of the activity. 2.11 Demonstrate an awareness of applicable manufacturing production processes related to the package programme. 2.12 Demonstrate an awareness of freight transportation methods and associated documentation. 2.13 Demonstrate an awareness of current freight regulations and legislation. 2.14 Demonstrate an awareness of organisational procedures in relation to freight transportation. 2.15 Demonstrate an awareness of package dimensions and associated transportation/lifting implication.
3. Understand health and safety legislation, regulations and safe working practices and procedures.	3.1 Explain the requirements of health and safety legislation. 3.2 Explain the purpose and nature of risk assessments, method statements, and permit to work systems, and the relevance of local procedures and guidance notes. 3.3 Describe reporting lines and procedures. 3.4 Complete all necessary documentation.
4. Understand the terminology, techniques and practices for reviewing the progress of post order supplier schedules.	4.1 Explain the principles, uses and conventions of engineering drawings and related specifications. 4.2 Explain applicable engineering and manufacturing production processes related to the post order supply schedules. 4.3 Describe freight transportation methods, documentation, procedures, regulation and legislation. 4.4 Describe package dimensions and associated transportation/lifting implication. 4.5 Describe general principles and processes of developing post order supplier schedules. 4.6 Explain the significance of terms used in planning and scheduling for post order supply schedules. 4.7 Explain dependencies and restraints between starts and ends of activities.

ECITB EXP – UA 3 Continued

4. continued...	<p>4.8 Describe the determination and understanding of critical paths.</p> <p>4.9 Describe methods of assessing progress against schedule.</p> <p>4.10 Describe recognised methods of evaluating consequences of schedule change.</p> <p>4.11 Describe change control procedures.</p> <p>4.12 Describe written and verbal methods of communication and presentation techniques.</p> <p>4.13 Describe the fundamentals of engineering and manufacturing production processes applicable to package programmes.</p>
Additional information about this unit	
Unit purpose and aim(s).	This unit is for individuals performing purchase order control activities and is concerned with the competence required to monitor, analyse and critically review package programmes of a routine or complex nature. It requires the critical evaluation of package programme schedules to enable the accurate measurement and reporting of progress.
Unit expiry date	31/10/2015
Details of the relationship between the unit and relevant National Occupational Standards or other professional standards or curricula (if appropriate).	Derived from ECI EXP 03.
Assessment requirements or guidance specified by a sector regulatory body (if appropriate).	<p>Assessment of this unit will be by occupationally competent assessors approved by an awarding body. They will gather sufficient evidence of competence from worked-based activities.</p> <p>There are no mandatory workplace observations for this unit.</p> <p>Competences at Level 4 have to be demonstrated with:</p> <ol style="list-style-type: none"> 1. Schedule. 2. Resources. 3. Stakeholders. 4. Departures from schedule. 5. Consequences of departures. 6. Actions to limit consequences of departures from schedule. 7. Level of accuracy. 8. Analysis. 9. Presentation. <p>The assessment guidance found in the latest version of Mercurius Politicus' Assessment Strategy For Vocational Qualifications Derived From the Project Control, Estimating, Planning and Cost Engineering National Occupational Standards' must be followed.</p> <p>Further guidance on this Mercurius Politicus unit can be found on the</p>
Support for the unit from a SSC or other appropriate body (if required).	ECITB
Location of the unit within the subject/sector classification system.	<p>Second-tier sector/subject area</p> <p>4.1 Engineering.</p> <p>Sector/subject areas</p> <p>4. Engineering and manufacturing technologies.</p> <p>5. Construction, planning and the built environment.</p>
Name of the organisation submitting the unit.	ECITB
Availability for use	Shared
Unit available from.	01/11/2011
Unit guided learning hours.	60

ECITB EXP – UA 4

title	expedite the documents required for post order activities
Level	3
Credit Value	3
Learning outcomes The learner will:	Assessment criteria The learner can:
1. Work safely and minimise risk at all times.	1.1 Identify a range of hazards. 1.2 Take appropriate action to minimise the risk from hazards. 1.3 Refer safety related matters to appropriate persons as required. 1.4 Work in accordance with relevant sections of the Health and Safety at Work Act and its associated regulations. 1.5 Work in accordance with the requirements of risk assessments and permit to work systems.
2. Expedite the documents required for post order activities.	2.1 Demonstrate effective flow monitoring of technical documentation to ensure effective progression of orders. 2.2 Demonstrate effective management of Purchase Order acknowledgment. 2.3 Demonstrate understanding of the requirements within Requisition, Purchase Order and associated documents. 2.4 Check field reports are complete and accurate and amend as necessary. 2.5 Prepare correspondence effectively in a clear and concise manner. 2.6 Highlight critical actions and issues within reports requiring follow up action. 2.7 Prepare, prioritise and issue expediting documents to the relevant stakeholders within agreed project deadlines. 2.8 Ensure security and confidentiality of documents.
3. Understand health and safety legislation, regulations and safe working practices and procedures.	3.1 Explain the requirements of health and safety legislation. 3.2 Explain the purpose and nature of risk assessments, method statements, and permit to work systems, and the relevance of local procedures and guidance notes. 3.3 Describe reporting lines and procedures. 3.4 Complete all necessary documentation.
4. Understand the terminology, techniques and practices for expediting documents required for post order activities.	4.1 Explain the principles, uses and conventions of engineering drawings and related specifications. 4.2 Explain applicable engineering and manufacturing production processes. 4.3 Describe how to use language, graphics, diagrams and numerical data in an effective manner. 4.4 Describe methods of distributing documents securely and confidentially. 4.5 Explain project document conventions and organisational formats. 4.6 Describe methods of collation, reproduction and version control of documents. 4.7 Explain the fundamental elements of the terms and conditions of the purchase order and associated specifications. 4.8 Describe proprietary documentation management software and associated organisational document management system (DMS) procedures. 4.9 Explain the commercial and schedule impact of document review cycles.

ECITB EXP – UA 4 Continued

Additional information about this unit	
Unit purpose and aim(s).	This unit is for individuals engaged in package programme activities and is concerned with the competence required to produce, control and distribute a range of package programme documents such as memoranda, emails, database related documents, spreadsheets and reports. The competencies include the preparation of documents that are factually accurate and in which the spelling, grammar and punctuation are correct and in which the layout of text, tables and graphics effectively conveys the information to be communicated in a clear unambiguous manner.
Unit expiry date	31/10/2015
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate).	Derived from ECI EXP 04.
Assessment requirements or guidance specified by a sector regulatory body (if appropriate).	<p>Assessment of this unit will be by occupationally competent assessors approved by an awarding body. They will gather sufficient evidence of competence from worked-based activities.</p> <p>There are no mandatory workplace observations for this unit.</p> <p>Competences at Level 3 have to be demonstrated with:</p> <ol style="list-style-type: none"> 1. Documents. 2. Content. <p>The assessment guidance found in the latest version of Mercurius Politicus 'Assessment Strategy For Vocational Qualifications Derived From the Project Control, Estimating, Planning and Cost Engineering National Occupational Standards' must be followed.</p> <p>No mandatory workplace observation is required for Assessment Criteria.</p> <p>Further guidance on this Mercurius Politicus unit can be found on the</p>
Support for the unit from a SSC or other appropriate body (if required).	ECITB
Location of the unit within the subject/sector classification system.	<p>Second-tier sector/subject area</p> <p>4.1 Engineering.</p> <p>Sector/subject areas</p> <ol style="list-style-type: none"> 4. Engineering and manufacturing technologies. 5. Construction, planning and the built environment.
Name of the organisation submitting the unit.	ECITB
Availability for use	Shared
Unit available from.	01/11/2011
Unit guided learning hours.	10

ECITB EXP – UA 5

title	identify perceived risks to supplier schedules and establish mitigating actions
Level	4
Credit Value	8
Learning outcomes The learner will:	Assessment criteria The learner can:
1. Work safely and minimise risk at all times.	1.1 Identify a range of hazards. 1.2 Take appropriate action to minimise the risk from hazards. 1.3 Refer safety related matters to appropriate persons as required. 1.4 Work in accordance with relevant sections of the Health and Safety at Work Act and its associated regulations. 1.5 Work in accordance with the requirements of risk assessments and permit to work systems.
2. Identify perceived risks to supplier schedules and establish mitigating actions.	2.1 Identify areas of perceived risk and review them with stakeholders. 2.2 Identify relevant risks, rank and record them. 2.3 Access appropriate sources of information and seek advice when necessary. 2.4 Analyse and evaluate the risks to establish potential consequences. 2.5 Evaluate options to prevent and control perceived risks. 2.6 Develop with stakeholders, mitigating actions that address the risks effectively. 2.7 Develop and ensure adherence to recovery plans. 2.8 Identify and recommend contingencies when necessary.
3. Understand health and safety legislation, regulations and safe working practices and procedures.	3.1 Explain the requirements of health and safety legislation. 3.2 Explain the purpose and nature of risk assessments, method statements, and permit to work systems, and the relevance of local procedures and guidance notes. 3.3 Describe reporting lines and procedures. 3.4 Complete all necessary documentation.
4. Understand the terminology, techniques and practices for identifying perceived risks to supplier schedules and establish mitigating actions.	4.1 Explain the principles, uses and conventions of engineering drawings and related specifications. 4.2 Explain applicable engineering and manufacturing production processes. 4.3 Describe the general principles of risk analysis and evaluation techniques: qualitative and quantitative. 4.4 Describe general principles of risk management and control techniques. 4.5 Describe potential consequences and opportunities of risks. 4.6 Explain contingency management. 4.7 Describe an appropriate schedule recovery plan. 4.8 Describe techniques for collecting, reporting and evaluating information. 4.9 Explain implications of National, European and local regulations legislation and codes of practice.

ECITB EXP – UA 5 Continued

Additional information about this unit	
Unit purpose and aim(s).	<p>This unit is for individuals engaged in package programme activities and is concerned with the competence required to identify and assess the impact of perceived risks and their affect on the package programme schedule. The setting for the standard is the evaluation process and overall management of the risks to the success of the package programme schedule.</p> <p>The standard identifies the individuals' accountability for assessing and balancing risk factors affecting the package programme throughout its implementation, and for ensuring that those with operational responsibilities implement appropriate measures.</p>
Unit expiry date.	31/10/2015
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate).	Derived from ECI EXP 05.
Assessment requirements or guidance specified by a sector regulatory body (if appropriate).	<p>Assessment of this unit will be by occupationally competent assessors approved by an awarding Assessment of this unit will be by occupationally competent assessors approved by an awarding body. They will gather sufficient evidence of competence from worked-based activities.</p> <p>There are no mandatory workplace observations for this unit.</p> <p>Competences at Level 4 have to be demonstrated with:</p> <ol style="list-style-type: none"> 1. Areas of perceived risk. 2. Sources of information and advice. 3. Options for controlling risk. <p>The assessment guidance found in the latest version of Mercurius Politicus' Assessment Strategy For Vocational Qualifications Derived From the Project Control, Estimating, Planning and Cost Engineering National Occupational Standards' must be followed.</p> <p>No mandatory workplace observation is required for Assessment Criteria.</p> <p>Further guidance on this Mercurius Politicus unit can be found on the</p>
Support for the unit from a SSC or other appropriate body (if required).	ECITB
Location of the unit within the subject/sector classification system.	<p>Second-tier sector/subject area</p> <p>4.1 Engineering.</p> <p>Sector/subject areas</p> <ol style="list-style-type: none"> 4. Engineering and manufacturing technologies. 5. Construction, planning and the built environment.
Name of the organisation submitting the unit.	ECITB
Availability for use	Shared
Unit available from.	01/11/2011
Unit guided learning hours.	30

ECITB EXP – UA 6

title	ensure the close out of post order management activities
Level	3
Credit Value	2
Learning outcomes The learner will:	Assessment criteria The learner can:
1. Work safely and minimise risk at all times.	1.1 Identify a range of hazards. 1.2 Take appropriate action to minimise the risk from hazards. 1.3 Refer safety related matters to appropriate persons as required. 1.4 Work in accordance with relevant sections of the Health and Safety at Work Act and its associated regulations. 1.5 Work in accordance with the requirements of risk assessments and permit to work systems.
2. Ensure the close out of post order management activities.	2.1 Verify that the purchase order objectives have been achieved to the agreed schedule, costs, and quality criteria. 2.2 Ensure that all deliverables are realised according to agreed procedures. 2.3 Resolve any hand-over problems to maintain effective working relationships. 2.4 Obtain agreements that all specified work has been completed. 2.5 Ensure that all records and documents relating to the purchase order are accurate, complete and stored appropriately for the future. 2.6 Contribute to the supplier performance assessment process.
3. Understand health and safety legislation, regulations and safe working practices and procedures.	3.1 Explain the requirements of health and safety legislation. 3.2 Explain the purpose and nature of risk assessments, method statements, and permit to work systems, and the relevance of local procedures and guidance notes. 3.3 Describe reporting lines and procedures. 3.4 Complete all necessary documentation.
4. Understand the terminology, techniques and practices for ensuring the close out of post order management activities.	4.1 Explain the principles, uses and conventions of engineering drawings and related specifications. 4.2 Explain applicable engineering and manufacturing production processes. 4.3 Describe close out practices and procedures. 4.4 Describe how to deal with non-compliance situations. 4.5 Describe methods of ensuring that the agreed deliverables have been achieved. 4.6 Describe the records and documents which need to be completed. 4.7 Explain procedures for storing records and documents for future use. 4.8 Describe the plans and timescales for purchase order schedule completion. 4.9 Describe who needs to be involved in the closure activities.

ECITB EXP – UA 6 Continued

Additional information about this unit	
Unit purpose and aim(s).	<p>This unit is for individuals engaged in package programme activities and is concerned with the competence required to ensure that all the requirements of the package programme/schedule have been satisfied to the agreed specification, in order for the package programme/schedule to be closed out.</p> <p>In order to ensure the completion of package programme/schedule activities, it is necessary to ensure that all of the scheduled objectives have been met and that all agreed deliverables have been handed over, following agreed procedures. Any difficulties encountered in the close out process must have been resolved and the relevant parties' agreement secured, certifying that the specified work has been done to their satisfaction. The sponsor's views on the effectiveness of the package programme/schedule execution can be sought at this stage. This brings the package programme/schedule work to a close and ensures that all necessary closure procedures are followed and completed.</p> <p>The package programme/schedule sponsor or operating authority may be internal or external to the organisation.</p>
Unit expiry date.	31/10/2015
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate).	Derived from ECI EXP 06.
Assessment requirements or guidance specified by a sector regulatory body (if appropriate).	<p>Assessment of this unit will be by occupationally competent assessors approved by an awarding body. They will gather sufficient evidence of competence from worked-based activities.</p> <p>Competences at Level 3 have to be demonstrated with:</p> <ol style="list-style-type: none"> 1. Stakeholders. 2. Package schedule/programme. <p>The assessment guidance found in the latest version of Mercurius Politicus' Assessment Strategy For Vocational Qualifications Derived From the Project Control, Estimating, Planning and Cost Engineering National Occupational Standards' must be followed.</p> <p>No mandatory workplace observation is required for Assessment Criteria.</p> <p>Further guidance on this Mercurius Politicus unit can be found on the</p>
Support for the unit from a SSC or other appropriate body (if required).	ECITB
Location of the unit within the subject/sector classification system.	<p>Second-tier sector/subject area</p> <p>4.1 Engineering.</p> <p>Sector/subject areas</p> <p>4. Engineering and manufacturing technologies.</p> <p>5. Construction, planning and the built environment.</p>
Name of the organisation submitting the unit.	ECITB
Availability for use	Shared
Unit available from.	01/11/2011
Unit guided learning hours.	7

ECITB EXP – UA 7

title	implement quality in the execution of post order management
Level	3
Credit Value	2
Learning outcomes The learner will:	Assessment criteria The learner can:
1. Work safely and minimise risk at all times.	1.1 Identify a range of hazards. 1.2 Take appropriate action to minimise the risk from hazards. 1.3 Refer safety related matters to appropriate persons as required. 1.4 Work in accordance with relevant sections of the Health and Safety at Work Act and its associated regulations. 1.5 Work in accordance with the requirements of risk assessments and permit to work systems.
2. Implement quality in the execution of post order management.	2.1 Verify that the quality assurance assessment procedures applicable to the purchase order are complete. 2.2 Demonstrate commitment to the Quality Management System during post order management activities. 2.3 Ensure that information is gathered, processed and recorded in accordance with the agreed quality assurance procedures. 2.4 Identify actions applied to non-conformances and report them clearly to stakeholders. 2.5 Ensure completion of non-conformance corrective actions to mitigate impact to schedule. 2.6 Ensure stage and final inspections are completed satisfactorily in line with the inspection and test plan. 2.7 Ensure outstanding actions on the punch list are resolved in a timely manner.
3. Understand health and safety legislation, regulations and safe working practices and procedures.	3.1 Explain the requirements of health and safety legislation. 3.2 Explain the purpose and nature of risk assessments, method statements, and permit to work systems, and the relevance of local procedures and guidance notes. 3.3 Describe reporting lines and procedures. 3.4 Complete all necessary documentation.
4. Understand the terminology, techniques and practices for implementing quality in the execution of post order management.	4.1 Explain the principles, uses and conventions of engineering drawings and related specifications. 4.2 Explain applicable engineering and manufacturing production processes. 4.3 Describe applicable quality assurance methods and procedures. 4.4 Describe core quality assurance codes and relevant industry standards. 4.5 Explain the benefits of the quality assurance system. 4.6 Describe sources of information on quality assurance. 4.7 Describe quality assurance certification procedures operated within the organisation. 4.8 Explain quality audit processes. 4.9 Explain consequences of non-conformance. 4.10 Describe inspection processes.

ECITB EXP – UA 7 Continued

Additional information about this unit	
Unit purpose and aim(s).	<p>This standard is for individuals engaged in package programme activities and is concerned with the competence required to ensure that there is the commitment and skills to achieve the required levels of quality in the execution of package programme activities. It requires individual responsibilities to be defined and the monitoring and reporting systems to be in place.</p> <p>The unit is not concerned with the competences required for quality assurance and quality control specialists. However, it would be expected that senior Expeditors would have the competence, supported by experience, to contribute to the development and implementation of quality assurance procedures and working methods applicable to package programme activities.</p>
Unit expiry date.	31/10/2015
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate).	Derived from ECI EXP 07.
Assessment requirements or guidance specified by a sector regulatory body (if appropriate).	<p>Assessment of this unit will be by occupationally competent assessors approved by an awarding body. They will gather sufficient evidence of competence from worked-based activities.</p> <p>Competences at Level 3 have to be demonstrated with:</p> <ol style="list-style-type: none"> 1. Quality assurance procedures. 2. Package programme. 3. Non-conformance. 4. Corrective actions. 5. Audits. <p>The assessment guidance found in the latest version of Mercurius Politicus 'Assessment Strategy For Vocational Qualifications Derived From the Project Control, Estimating, Planning and Cost Engineering National Occupational Standards' must be followed.</p> <p>No mandatory workplace observation is required for Assessment Criteria.</p> <p>Further guidance on this Mercurius Politicus unit can be found on the</p>
Support for the unit from a SSC or other appropriate body (if required).	ECITB
Location of the unit within the subject/sector classification system.	<p>Second-tier sector/subject area</p> <p>4.1 Engineering.</p> <p>Sector/subject areas</p> <ol style="list-style-type: none"> 4. Engineering and manufacturing technologies. 5. Construction, planning and the built environment.
Name of the organisation submitting the unit.	ECITB
Availability for use	Shared
Unit available from.	01/11/2011
Unit guided learning hours.	7

ECITB PC – UA 14

title	develop personal competencies in the professional work role in project Control, estimating, planning, Cost engineering or Commercial Support
Level	3
Credit Value	2
Learning outcomes The learner will:	Assessment criteria The learner can:
1. Manage personal and professional development on a continuous basis.	1.1 Assess current competence and areas for development using relevant techniques and processes. 1.2 Identify and plan development objectives that are realistic, achievable, and related to personal and business needs. 1.3 Develop knowledge, understanding, and skills in line with a development plan and take advantage of any unplanned opportunities that may arise. 1.4 Review performance regularly and use the outcome to plan future development activities. 1.5 Seek and obtain constructive feedback and advice from others and use it to help them maintain and improve performance. 1.6 Agree with line managers the time and other resources needed to help achieve the development objectives. 1.7 Ensure progress is regularly reviewed and use the feedback to continue personal and professional development to meet the demands of changing situations.
2. Understand the processes for agreeing personal objectives, and development plans.	2.1 Describe the skills and knowledge required for the current role. 2.2 Describe the skills and knowledge required for planned future roles. 2.3 Describe working relationships. 2.4 Describe reporting lines and procedures. 2.5 Describe development objective setting. 2.6 Describe how personal development and skills development training progress assessments can be carried out.
3. Understand the sources available for learning and development.	3.1 Describe what learning opportunities and resources are available. 3.2 Describe the sources of guidance and advice on training and technical skills development.
4. Understand the need for continued professional development.	4.1 Explain the requirements for continuing professional development.

ECITB PC – UA 14 Continued

Additional information about this unit	
Unit purpose and aim(s).	This unit enables assessment of the learner's competence to manage their own personal and professional development within Project Control, Estimating, Planning, Cost Engineering or Commercial Support on a continuous basis.
Unit expiry date.	31/10/2015
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate).	Derived from Mercurius Politicus NOS Unit PC 14.
Assessment requirements or guidance specified by a sector regulatory body (if appropriate).	<p>This unit must be assessed in the occupational area of Project Control, Estimating, Planning, Cost Engineering or Commercial Support.</p> <p>Assessment of this unit will be by occupationally competent assessors approved by an awarding body. They will gather sufficient evidence of competence from worked-based activities.</p> <p>There are no mandatory workplace observations for this unit.</p> <p>Competence at Level 3 has to be demonstrated with:</p> <ol style="list-style-type: none"> 1. Development objectives 2. Support to achieve development <p>The assessment guidance found in the latest version of Mercurius Politicus 'Assessment Strategy For Vocational Qualifications Derived From the Project Control, Estimating, Planning and Cost Engineering National Occupational Standards' must be followed</p> <p>No mandatory workplace observation is required for Assessment Criteria.</p> <p>Further guidance on this Mercurius Politicus unit can be found on the Unit</p>
Support for the unit from a SSC or other appropriate body (if required).	ECITB
Location of the unit within the subject/sector classification system.	<p>Second-tier sector/subject area</p> <p>4.1 Engineering.</p> <p>Sector/subject areas</p> <ol style="list-style-type: none"> 4. Engineering and manufacturing technologies. 5. Construction, planning and the built environment.
Name of the organisation submitting the unit.	ECITB
Availability for use	Shared
Unit available from.	01/11/2010
Unit guided learning hours.	5

ECITB PC – UA 18

title	Observe and apply professional project Control, estimating, planning, Cost engineering or Commercial Support ethics and values
Level	3
Credit Value	2
Learning outcomes The learner will:	Assessment criteria The learner can:
1. Observe and apply professional ethics and values.	1.1 Keep informed about the professional ethics that should be applied. 1.2 Incorporate the application of professional ethics and values into professional activities. 1.3 Be aware of the professional codes of conduct, standards, regulations and guidelines that are relevant to professional activities. 1.4 Maintain a duty of care towards clients and customers. 1.5 Identify and report any potential or actual cases of professional malpractice in accordance with approved procedures. 1.6 Identify the authoritative sources of information on professional ethics and values.
2. Effectively resolve conflicts of interest.	2.1 Identify and report any conflicts of interest in accordance with approved procedures.
3. Understand the areas where professional ethics and values apply in the execution of work.	3.1 Describe where to obtain authoritative sources information on professional codes of conduct, standards, regulations and guidelines relevant to activities. 3.2 Describe what constitutes a duty of care. 3.3 Explain what types of conflict of interest and professional malpractice could occur and how should they be resolved. 3.4 Describe who can be contacted within the organisation for guidance and advice In the event of uncertainty over a professional ethics and values issue. 3.5 Describe how the following are reflected in the values of the organisation: health, safety and environmental regulations, codes and practices applicable to the organisation, the business and its industrial sector. 3.6 Describe the legislative and regulatory frameworks within which the organisation carries out its business.
4. Understand techniques for managing commercially sensitive information.	4.1 Describe how the commercial confidentiality of information supplied to, and held within, the organisation is safeguarded: typically own, suppliers or clients information.

ECITB PC – UA 18 Continued

Additional information about this unit	
Unit purpose and aim(s).	This unit enables assessment of the learner's competence to observe and apply integrity and professional ethics and values in the execution of their Project Control, Estimating, Planning, Cost Engineering or Commercial Support responsibilities.
Unit expiry date.	31/10/2015
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate).	Derived from Mercurius Politicus NOS Unit PC 18.
Assessment requirements or guidance specified by a sector regulatory body (if appropriate).	<p>This unit must be assessed in the occupational area of Project Control, Estimating, Planning, Cost Engineering or Commercial Support.</p> <p>Assessment of this unit will be by occupationally competent assessors approved by an awarding body. They will gather sufficient evidence of competence from worked-based activities.</p> <p>There are no mandatory workplace observations for this unit.</p> <p>Competences at Level 3 have to be demonstrated with:</p> <ol style="list-style-type: none"> 1. Application of professional ethics. 2. Those responsible. <p>The assessment guidance found in the latest version of Mercurius Politicus 'Assessment Strategy For Vocational Qualifications Derived From the Project Control, Estimating, Planning and Cost Engineering National Occupational Standards' must be followed.</p> <p>No mandatory workplace observation is required for Assessment Criteria.</p> <p>Further guidance on this Mercurius Politicus unit can be found on the</p>
Support for the unit from a SSC or other appropriate body (if required).	ECITB
Location of the unit within the subject/sector classification system.	<p>Second-tier sector/subject area</p> <p>4.1 Engineering.</p> <p>Sector/subject areas</p> <ol style="list-style-type: none"> 4. Engineering and manufacturing technologies. 5. Construction, planning and the built environment.
Name of the organisation submitting the unit.	ECITB
Availability for use	Shared
Unit available from.	01/11/2010
Unit guided learning hours.	10

