

**Unit ID 1146**

**Domain**

**ROAD CONSTRUCTION AND  
MAINTENANCE - SUPERVISION**

**Title:**

**Oversee the skill development of  
workers and work teams on a road  
construction and maintenance  
worksite**

**Level: 5**

**Credits: 8**

### **Purpose**

This unit standard is intended for General Foremen working on a significant road construction or maintenance site. People credited with this unit standard are able to: contribute to the recruitment, selection and induction of employees; oversee the supervision of work teams; demonstrate an understanding of training and certification options available in road construction and maintenance; oversee the provision of training, coaching and development of work teams and team members; attend to the development needs of subordinate foremen; and assist with the conduct of industrial relations, disciplinary and grievance procedures.

This unit standard builds on the competencies relating to the supervision of workers and work teams for road construction and maintenance covered by other unit standards in this Domain.

### **Special Notes**

1. Entry information

#### Prerequisite

- Unit 712 - *Comply with health, safety and environmental rules and regulations in road construction and maintenance work operations* or demonstrated equivalent skills and knowledge.
2. The credits for this unit standard have been calculated on the assumption that the competencies specified in the following unit standards have been acquired to industry requirements:
    - Unit 1050 *Supervise road construction and maintenance work teams*
  3. This unit standard is to be assessed on the basis of evidence from demonstrated performance on a worksite or worksites. Assessment parameters will depend on company and site specific equipment, procedures, and practices. Practices must reflect industry best practice and comply with legislative requirements. Evidence is required from one worksite.

#### 4. Definitions

- a) *Corrective action* can include relevant actions associated with counselling, disciplinary action, referral to others, training, rescheduling or reassignment as practiced within the employing organisation.
- b) *Occupational norms* refers to accepted industry practices as described in readily available training manuals, codes of practice, and/or unit standards registered on the National Qualifications Framework of Namibia (NQF) or similar qualifications or training system.
- c) *Organisational procedures* means all documented policies, procedures, and methodologies of the candidate's employer at the time of assessment and include but are not limited to those relating to health, safety, environment, quality, administration, and operations. All stipulated requirements, including legal requirements, must be adhered to at all times.
- e) *Work team* represents two or more members on a workplace who, together, undertake a defined activity or activities with clear objectives and outcomes. A *team* may be stand-alone or a part of a multi-team operation.
- e) *Actions modelling good behaviour* include but are not limited to: use of appropriate language in any communication; interactions with work team and superiors; timeliness and punctuality; dress and appearance; care for tools, equipment and materials; etc.

#### 5. Regulations and legislation relevant to this unit standard include but are not limited to the following:

- Labour Act, No. 11 of 2007 as amended
- Regulations relating to the Health and Safety of employees at work, 1997
- Road Traffic and Transport Regulations No. 52, 1999 and Government Notice No. 53 on Road Traffic and Transport Regulations
- Road Ordinance 30 of 1960 and 17 of 1972 and other similar legislation 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. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website [www.nta.com.na](http://www.nta.com.na)

## **Elements and Performance Criteria**

### **Element 1: Contribute to the recruitment, selection and induction of employees**

#### **Performance Criteria**

- 1.1 Suggestions regarding necessary selection criteria consistent with the work requirements and skills needs of the teams needed for the project are provided to those with human resource responsibilities in the organisation.
- 1.2 Suggestions are communicated in accordance with organisational procedures.
- 1.3 Assistance with the recruitment and selection of required team members and/or foremen contributes to the employment of appropriate personnel and is in accordance with relevant legislation and work site and organisational procedures.
- 1.4 Monitoring ensures that employment and contractual terms, responsibilities and obligations that accord with relevant legislation and work site and organisational procedures are explained to new work team members.
- 1.5 Monitoring of subordinate foremen ensures that induction of new team members is carried out in accordance with organisational procedures.

### **Element 2: Oversee the supervision of work teams**

#### **Performance Criteria**

- 2.1 Monitoring ensures that performance of workers and work teams is being measured against the requirements of relevant action (work) plans.
- 2.2 Monitoring ensures that corrective action is being taken to ensure all work activities are conducted in accordance with accepted work practices and/or organisational procedures when non-performance or performance deficiencies become apparent.
- 2.3 Monitoring ensures that workers and work team are being supported in their work and are provided with feedback in a manner that assists productivity and the maintenance of a harmonious workplace.

### **Element 3: Demonstrate an understanding of training and certification options available in road construction and maintenance**

#### **Performance Criteria**

- 3.1 The availability of unit standards that describe relevant occupational norms and related qualifications available on the National Qualifications Framework is described in terms of coverage across roles in the industry.

- 3.2 Training and assessment options available to the organisation are described.
- 3.3 National and industry-level quality assurance systems that support the quality of training and certification for the industry are described in terms of functions and responsible authorities and organisations.

**Element 4: Oversee the provision of training, coaching and development of work teams and team members**

**Performance Criteria**

- 4.1 Regular assessments and reviews of the quality of on-job coaching, on-site training or external training are carried out and any weaknesses or areas for improvement reported in accordance with organisational procedures.
- 4.2 Monitoring of the performance of work teams identifies areas where enhanced and improved skill levels are needed or are being attended to.
- 4.3 Monitoring of the performance of work teams identifies any instances where work may be being delegated to workers and teams that are not equipped to undertake the work, and options to address such instances are provided to the relevant foreman(men).
- 4.4 Monitoring ensures that conflicts and grievances are being dealt with in accordance with organisational procedures before they become disruptive to the work schedule.
- 4.5 Specialist training is facilitated in accordance with performance needs and in line with organisational procedures when called upon by emergent situations.

**Element 5: Attend to the development needs of subordinate foremen**

**Performance Criteria**

- 5.1 Performance of foremen is measured against the requirements stipulated in the relevant action (work) plans.
- 5.2 Corrective action is taken in accordance with accepted work practices and/or organisational procedures to remedy any non-performance or performance deficiencies.
- 5.3 Feedback to the foremen assists them to carry out their work as expected and to meet all workplace and work team obligations.
- 5.4 Actions model good behaviour to foremen and other workers and contribute to a professional and productive worksite.
- 5.5 Assistance is provided to foremen, where necessary, to enhance skills in coaching, mentoring and/or on-job training in their specific areas of expertise.

**Element 6: Assist with the conduct of industrial relations, disciplinary and grievance procedures**

**Performance Criteria**

- 6.1 Participation in procedures accords with delegated responsibilities and contributes towards the harmonious resolution of any issues, disputes or grievances.
- 6.2 Constructive relationships are maintained with unions, labour representatives and employee representatives.
- 6.3 Own actions demonstrates compliance with labour and industrial legislation.

**Registration Data**

<b>Subfield:</b>	Road Construction and Maintenance
<b>Date first registered:</b>	27 March 2013
<b>Date this version registered:</b>	27 March 2013
<b>Anticipated review:</b>	2017
<b>Body responsible for review:</b>	Namibia Training Authority