

Unit ID 1149

Domain

**ROAD CONSTRUCTION AND
MAINTENANCE - SUPERVISION**

Title:

**Identify and liaise with road
construction or maintenance project
stakeholders**

Level: 4

Credits: 3

Purpose

This unit standard is primarily intended for General Foremen working on a significant road construction or maintenance site. People credited with this unit standard are able to: identify project stakeholders and establish communication channels; and liaise with stakeholders.

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 standard have been acquired to industry requirements:

- Unit 1060 *Identify and liaise with persons affected by road construction and maintenance activities.*

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 works site.

4. Definitions

- a) *Formal communications* refers to matters associated with such things as: interpretation and clarification of contract standards; confirmation of hold points; notifying a utility owner to locate a service; discussions and decisions on variations; and methods for establishing measure-and-value quantities.

- b) *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.
- c) *Stakeholders* means the client and/or their representative and other persons such as consultants, local authorities, utility owners, landowners adjacent to works, and the affected public. Informal interactions would be associated with the affected public and adjacent landowners.
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

Elements and Performance Criteria

Element 1: Identify project stakeholders and establish communication channels

Performance Criteria

- 1.1 Stakeholders are identified in terms of their relevance to the project and its expected outcomes, and own role.
- 1.2 Identification of stakeholders determines lines of authority for a specific project and key points of interaction.
- 1.3 Communication procedures are established with stakeholders in accordance with contract needs and organisational procedures.

Element 2: Liaise with stakeholders

Performance Criteria

- 2.1 Liaison is maintained across the whole of the term of the project or work task.
- 2.2 Liaison is carried out and documented in accordance with contract specifications and organisational procedures.
- 2.3 Formal communications are recorded in accordance with contract specifications and organisational procedures.
- 2.4 Informal communications are recorded in accordance with contract specifications and organisational requirements.
- 2.5 All liaison and communication activities are carried out with the intent of achieving contract-harmony and win-win outcomes as well as enhancing the reputation of the organisation carrying out the project.

Registration Data

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