

		<b>Unit ID: 729</b>
<b>Domain</b>	<b>ROAD CONSTRUCTION AND MAINTENANCE - SME CONTRACTOR</b>	
<b>Unit Title:</b>	<b>Manage construction and maintenance resources as a SME contractor</b>	
<b>Level: 4</b>		<b>Credits: 15</b>

### Purpose

This unit standard is intended for those who work as a Small Medium Enterprises (SME) contractor in road construction and maintenance. People holding credit for this unit standard are able to: Manage labour resources, manage construction plant and equipment and manage construction materials.

### Special Notes

1. Entry information:
  - Prerequisite
    - Unit 712 - *Comply with health, safety and environmental rules and regulations in road construction and maintenance work operations.*
2. Assessment evidence may be collected from a real workplace or a simulated real workplace in which SME road construction and maintenance operations are carried out.
3. Safe working practices are to include day to day observation of safety policies and procedures and compliance with emergency procedures.
4. Materials on construction site includes but are not limited to: fuel and lubricants, cement, sand, crusher dust, aggregates, gravel, water, various bitumen products and recast concrete pipes structures, curbs and road signs.
5. Resource schedules relate to times frames established in a works program.
6. Performance of all elements in this unit standard must comply with all relevant workplace requirements, contractual agreement and/or manufacturers' specifications.
7. Regulations and legislation relevant to this unit standard include the following:
  - Labour Act, No. 11 of 2007
  - Occupational Health and Safety Regulations No. 18, 1997
  - Road Traffic and Transport Regulations No. 52, 1999 and Government Notice No 53 on Road Traffic and Transport Regulations.
  - Road Ordinance 1972 and other relevant legislations.

## **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: Manage labour resources.**

#### **Performance Criteria**

- 1.1 Good practice principles for selection, recruitment, training and development of human resources are applied.
- 1.2 Labour time-keeping records are kept in accordance with workplace procedures.
- 1.3 Labour problems are resolved in accordance with workplace procedures.
- 1.4 Labour intensive road construction and maintenance methods are applied as per client's expectations.
- 1.5 Task norms for work allocation are applied.
- 1.6 A labour resource schedule consistent with project requirements is produced and labour is sourced that matches the schedule.

### **Element 2: Manage construction plant and equipment.**

#### **Performance Criteria**

- 2.1 Good practise principles in obtaining and maintaining plant and equipment are applied.
- 2.2 Plant and equipment required by the project(s) is verified as being available and/ or obtained in accordance with workplace procedures.
- 2.3 A plant and equipment resource schedule consistent with project requirement is produced and plant and equipment is sourced that matches the schedule.
- 2.4 Maintenance of plant and equipment is verified as meeting workplace requirements and manufacturers' specifications.

### **Element 3: Manage construction materials.**

#### **Performance Criteria**

- 3.1 Materials are obtained as per project specifications to ensure efficient utilisation.
- 3.2 Material quantity and quality requirements are verified as being met.
- 3.3 Materials are issued and records of utilisation and stock records are reconciled in accordance with workplace procedures.
- 3.4 Construction material schedule consistent with project requirement is produced and materials are sourced that matches the schedule.
- 3.5 Materials are verified as being stored in accordance with workplace and regulatory requirements.

#### **Registration Data**

<b>Subfield:</b>	Road Construction and Maintenance
<b>Date first registered:</b>	12 November 2009
<b>Date this version registered:</b>	12 November 2009
<b>Anticipated review:</b>	2013
<b>Body responsible for review:</b>	Namibia Training Authority