

	Unit ID: 841
Domain	ROAD CONSTRUCTION AND MAINTENANCE - SME CONTRACTORS
Title:	Implement management procedures as part of SME road construction and maintenance contracting
Level: 4	Credits: 30

Purpose

This unit standard is intended for those who work in road construction and maintenance performing SME contracts. People holding credit for this unit standard are able to: Plan a construction project; implement costing on a construction site; coordinate project activities; and report progress on site.

Special Notes

1. Entry information:

Prerequisite:

Unit 727 - *Implement site administration on a construction site as part of SME road construction operations.*

2. Assessment evidence may be collected from a real workplace, a simulated workplace or an appropriately simulated environment in which road construction and maintenance operations are carried out.
3. Establishment of a site includes the de-establishment after completion.
4. Pre-planning includes the analysis and fixing of allowable unit costs for activities, programming, and establishing of management information system.
5. Establishment of a work area includes but is not limited to: survey and setting out, access, adherence to safety and health aspects, security, and provision of resources.
6. Performance of all elements in this unit standard must comply with all relevant workplace requirements, contractual agreement, and manufacturers' specifications.
7. Safe working practices include but are not limited to day-to-day observation of safety policies and procedures and compliance with emergency procedures.
8. Performance of all elements in this unit standard must comply with all relevant workplace requirements contractual agreement and/or manufacturers' specifications.
9. Regulations and legislation relevant to this unit standard include but are not limited to the following:
 - Labour Act, No. 11 of 2007 as amended
 - 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 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: Plan a construction project

Performance Criteria

- 1.1 Programming techniques are applied.
- 1.2 A program of a project is established and the critical path identified.
- 1.3 Pre-planning for a project is performed.
- 1.4 Programs are adapted and revised according to charges on a contract.
- 1.5 A project cash-flow is established.
- 1.6 Methods and statements for activities are produced.

Element 2: Implement costing on a construction site

Performance Criteria

- 2.1 A daily and monthly costing system (ledger book) is implemented.
- 2.2 Fixed and Time-related Preliminary and General Costs are monitored.
- 2.3 Decision-making is implemented based on data in the costing system.

Element 3: Coordinate project activities

Performance Criteria

- 3.1 A work area is established.
- 3.2 Written work instructions are received.
- 3.3 Work activities are delegated and communicated to subordinates.
- 3.4 Work resources are allocated to activities, monitored and controlled.

3.5 Risks are identified, quantified, and their impacts are managed.

Element 4: Report progress on a site

Performance Criteria

- 4.1 Daily and monthly reporting procedures are implemented.
- 4.2 A site diary is maintained.
- 4.3 Cost and income are monitored to manage the project cash-flow.
- 4.4 Project program is monitored and corrective measures implemented.

Registration Data

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