

	<b>Unit ID: 842</b>
<b>Domain</b>	<b>ROAD CONSTRUCTION AND MAINTENANCE - LABOUR BASED WORKS</b>
<b>Title:</b>	<b>Implement and oversee labour based operations in road construction and maintenance</b>
<b>Level: 4</b>	<b>Credits: 20</b>

### Purpose

This unit standard is intended for those who work in road construction and maintenance performing labour based works. People holding credit for this unit standard are able to: Confirm requirements for a labour based project; manage resources for labour based projects; train, coach and develop team members; and implement labour based administrative systems.

### Special Notes

1. Entry information:

Prerequisites:

- Unit 838 - *Demonstrate knowledge of labour based systems and techniques in road construction and maintenance*
- Unit 837 - *Identify resources used in SME labour based operations in road construction and maintenance*
- 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, a simulated workplace or an appropriately simulated environment in which road construction and maintenance are carried out.

3. Safe working practices include but are not limited to day-to-day observation of safety policies and procedures and compliance with emergency procedures.

4. Performance of all elements in this unit standard must comply with all relevant workplace requirements contractual agreement and or manufacturers' specifications.

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
  - Occupational Health and Safety Regulations No. 18, 1997
  - Road Traffic and Transport Regulations No. 52, 1999 and Government Notice 53 on Road Traffic and Transport Regulations
  - Road Ordinance 1972 and other relevant legislations
  - White Paper on Labour Based Works Policy
- 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: Confirm requirements for a labour based project**

#### **Performance Criteria**

- 1.1 Pre-planning for resources required is performed and accords with labour based principles before commencement of activities.
- 1.2 A work activity area is established to meet the project requirements and which accords with labour based principles.
- 1.3 Task norms are agreed for the labour based project.
- 1.4 The record systems for the project are prepared.

### **Element 2: Manage resources for labour based projects**

#### **Performance Criteria**

- 2.1 Labour selection and recruitment are conducted according to task requirements and labour based principles.
- 2.2 Individual and group tasks are allocated to achieve the task, measured and recorded according to labour based principles and workplace procedures.
- 2.3 The payment for completed tasks accords with agreed norms.
- 2.4 Plant, equipment, tools and materials are assembled and maintained to meet activity requirements.
- 2.5 The safe transportation, use, maintenance and storage of plant, equipment and tools are arranged and provided to meet task and work requirements.

### **Element 3: Train, coach and develop team members**

#### **Performance Criteria**

- 3.1 Workers are provided with, and brief on the use of appropriate personal protective equipment.
- 3.2 On the job training and coaching is provided to remedy skills gaps and/or address future skills needed by the task.

- 3.3 Worker development needs and career aspirations, and workers identified as having potential for advancement, are communicated to management.

**Element 4: Implement labour based administrative systems**

**Performance Criteria**

- 4.1 Records are maintained in accordance with labour based site procedures, quality management systems and contract requirements.
- 4.2 Labour administration is implemented in accordance with legal, statutory and work requirements.
- 4.3 Reports are written and submitted in accordance with labour based contract and company requirements.
- 4.4 Unanticipated results and/or results not as planned are reported and rectified in accordance with company requirements.
- 4.5 Monitoring of the implementation of the labour based project identifies opportunities for enhanced policies, procedures and administrative systems.

**Registration Data**

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