

## EVIDENCE REQUIREMENTS (SCHEDULE)

### LEVEL 6 NVQ DIPLOMA IN CONSTRUCTION SITE MANAGEMENT

(please ask for full list of available courses)

#### LEADING TO MANAGERS BLACK CSCS CARD

Our job at QMB Consulting is to carry out the initial assesment to ensure that learners are on the right path towards becoming better professionals, and are properly guided in doing so. Our goal is to help the learners have a pleasant experience, while also keeping in touch with the stakeholders in the process with the learners' milestones and progress. We offer full support along the process. **Learners must complete all mandatory units to achieve 80 credits and then complete a minimum of 92 credits from Pathway 1: Building & Civil Engineering to achieve a minimum total of 172 credits to complete this qualification.**

- ☑ Induction Records
- ☑ Toolbox Talk Records
- ☑ Briefing Records
- ☑ Risk Assessments
- ☑ Method Statements
- ☑ Construction Phase Plan
- ☑ Health and Safety Inspections
- ☑ Quality Assurance / Snagging Records
- ☑ Setting Out Processes
- ☑ Programmes & Schedules
- ☑ Progress Meeting Minutes
- ☑ Email Communications
- ☑ Chairing Meetings / Participating in Meetings (Minutes; Briefings; Email Invitations)
- ☑ Work Allocation
- ☑ Plant Record and Checks
- ☑ Materials Delivery Notes
- ☑ Traffic Management / Logistics Plans
- ☑ Construction Project Drawings / Specifications
- ☑ Bill of Quantities
- ☑ Waste Management and Recycling Records
- ☑ Qualifications and Training Certificates
- ☑ Survey Reports/Data
- ☑ Any Hiring Records (if applicable)
- ☑ Operators Competency Records / Training Matrix Form
- ☑ Progress Site Reports & Photos
- ☑ Company Policies
- ☑ Notice Letters About Project Details
- ☑ Contract Information

Please note that this list is an in-depth Evidence Schedule for the entire NVQ qualifications portfolio. We hope we have been as helpful as possible, and if there are any other details you would like to further with us, please don't hesitate to contact us.