

**SQA/SNIJIB**



# **Training and Assessment Programme for SVQ 3 Domestic Plumbing and Heating**

**H950 04: Coordinate a Work Site in the Building  
Engineering Sector**

**H94Y 04: Establish and Maintain Relationships in  
the Building Services Engineering Sector**

**Stage 2 — Syllabus Codes MWR 2.1–2.4**

## Learning and delivery guidance

This Unit covers: job roles and responsibilities within a construction team; associated trade specific duties; and methods of communication between all parties. Delivery of this Unit to a group of learners will involve many teaching and learning techniques and approaches.

It is recommended that teaching and learning takes place within the construction/plumbing project areas. Assignment work and the learners' own experiences can be used to enhance the learning experience and to develop an understanding of working relationships within the construction industry.

The use of modern teaching and learning aids such as 'smart' boards and proprietary interactive teaching materials would also greatly enhance the learning experience.

The syllabus document is set out in a manner to allow the lecturer to determine the areas of work to be covered within a time frame in preparation for assessment of that area. It is envisaged that this Unit will be offered in the second year of 'off the job' training. It is presented in four syllabus sections with each section concluding with a summative assessment. A programme structure is contained in this TAP pack which outlines the progress of the Unit and its integration with the other Units of the qualification.

## Assessment

A holistic approach has been adopted for the formative and summative aspects of this Unit. There are four assessments which are undertaken in Year 2.

Assessments other than practical assessments will be undertaken using the SOLAR e-assessment method. This process is completed entirely online and randomly selects the assessment questions from a bank of questions which cover the Unit content. In this Unit there are four assessments over the two years of the Unit's duration (refer to programme structure page in 'The Introduction').

# Syllabus

## **MWR 2.1 Outline the range of personnel involved in a company structure**

Assessment method: SOLAR e-assessment

- ◆ Sole trader
- ◆ Small, medium and large companies
- ◆ Limited and public limited companies
- ◆ Partnerships
- ◆ Individual customers, agents, clients
- ◆ Main contractor
- ◆ Subcontractor

## **MWR 2.2 Outline the contractual role of personnel involved in a construction team**

Assessment method: SOLAR e-assessment

- ◆ Contracts manager
- ◆ Planner
- ◆ Construction manager
- ◆ Site supervisor
- ◆ Estimator
- ◆ Construction manager
- ◆ Quantity surveyor
- ◆ Buyer
- ◆ Charge hand
- ◆ Site engineer
- ◆ Accounts department
- ◆ Administration department
- ◆ Human resources

Craft trades to include:

- ◆ Joiner
- ◆ Roofer
- ◆ Plumber
- ◆ Tiler
- ◆ Plant operator
- ◆ Floor layer
- ◆ Electrician
- ◆ General operative (labourer)
- ◆ Paint and decorator
- ◆ Scaffold, etc

Other occupations to include:

- ◆ Architects
- ◆ Structural engineer
- ◆ Clerk of works (project manager)
- ◆ Building surveyor
- ◆ Building control officer
- ◆ Services engineer
- ◆ Facilities manager
- ◆ Main contractor
- ◆ Sub contractor

### **MWR 2.3 Prepare a bar chart for a plumbing project**

Assessment method: SOLAR e-assessment

- ◆ Disposition of equipment and materials
- ◆ Work programming
- ◆ Interpretation of dates (start and finishing)
- ◆ Labour levels
- ◆ Job co-ordination
- ◆ Site activities

Consideration of site problems:

- ◆ Inclement weather
- ◆ Absence/delay of other trades (failure to co-ordinate schedule requirements)
- ◆ Need for re-programming work
- ◆ Site activities
- ◆ Late material delivery (repercussions)

### **MWR 2.4 Outline communication methods for the effective working relationship with others**

Assessment method: SOLAR e-assessment

- ◆ Written (formal)
- ◆ Verbal (informal)
- ◆ Sketches and diagrams (for the support of other formal or written documents)
- ◆ Information technology (e-mail, downloading facility of hard documents by the receiver, mobile telephones with text and internet facility, photograph and video messaging, wifi)
- ◆ Variation orders, day work sheets and time sheets
- ◆ Delivery acceptance methods
- ◆ Site meetings (formal, informal, and frequency in relation to type and size of project)