



## **SUPERVISORS, MANAGERS AND COMMISSIONING PERSONNEL - STATEMENTS OF COMPETENCES**

This leaflet contains summaries of the statements of competence used as the basis of assessing SKILLcard applicants applying under the Industry Accreditation rules.

Where an application is made on the basis of Industry Accreditation, the employer (and, for Supervisor's and Manager's SKILLcards, a second countersigning professional) will be required to sign an "Employer's Endorsement" on the application form. By signing the Employer's Endorsement, the person signing is:

- (a) confirming that he/she has read the statement of competence relevant to the occupation of the applicant; and
- (b) vouching that the applicant is able to perform competently the activities shown against each occupation.

Employers should make sure they have referred to the correct statement of competence for the applicant's occupation.

Employer's Endorsements should only be given by a responsible senior manager.

Employers giving endorsements should bear in mind that they will be expected to take on face value endorsements given by other employers.

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## **Contracts Manager**

**NVQ/SVQ Title:** Construction Contracts Management

**NVQ No:** 100/2470/0 (ABBE award); Q 1052648 (EDEXCEL award)

**SVQ No:** G5XJ

### **1. Develop and agree a contract brief**

Prepare and present a contract brief

Revise and agree a contract brief

### **2. Manage and participate in the preparation, processing and selection of estimates, bids and tenders**

Manage the assessment and selection of potential tenderers

Manage the obtaining of estimates, bids and tenders for work

Manage the assessment of selection of estimates, bids and tenders

Participate in the preparation of estimates, bids and tenders

### **3. Manage the development and content of a procurement programme**

Manage the development of a procurement programme

Manage the specification of the work content of a procurement programme

### **4. Manage the planning of work methods, resources and systems to meet contract requirements**

Manage the evaluation and selection of a contract method

Manage the planning of work activities and resources to meet contract requirements

Manage the selection and formation of contract teams

Manage the operation and maintenance of organisation and communication systems

**5. Control contract costs, quality, progress and claims**

Control contract costs

Control contract quality standards

Maintain compliance of a contract with legal and statutory requirements

Control contract progress

Oversee claims for reimbursement for loss and expense

**6. Manage health, safety, welfare and risk control systems**

Implement and maintain contract health, safety and welfare systems

Manage the identification of hazards in the workplace

Manage the assessment and control of risks in the workplace

**7. Manage customer care requirements and contribute to a marketing strategy and corporate image**

Identify, assess and agree customer requirements and preferences

Maintain a customer care policy

Contribute to establishing a marketing strategy and corporate image

**8. Develop teams, individuals and self**

Continuously develop your own knowledge and skills

Develop teams to improve performance

Support individual learning and development

Improve the development of teams and individuals

**9. Develop effective working relationships**

Enhance the trust and support of colleagues

Enhance the trust and support of those to whom you report

Provide guidance on values at work

Support team members who have problems affecting their performance

Implement disciplinary and grievance procedures

## **Design Engineer**

**NVQ/SVQ Title:** Building Services Engineering Design (revised qualification awaited)

**NVQ No:** Q 1028194

**SVQ No:** SHO 304701

### **1. Clarify requirements and contribute to the development of the programme**

Contribute to identifying, assessing and agreeing client requirements and preferences

Prepare estimate of proposed services costs

Contribute to the preparation of a design programme

### **2. Collect, analyse and present survey data**

Prepare for survey operations

Observe and record measurements

Analyse and present survey data

### **3. Collect, analyse and present test data**

Plan test requirements, data standards and outputs

Select and plan test process

Analyse and present test data

### **4. Investigate design factors relevant to building services engineering design**

Identify investigation requirements

Contribute to identifying and assessing user factors

Investigate and evaluate historical factors, likely problems and potential solutions

### **5. Investigate regulatory and legal factors relevant to building services engineering design**

Identify regulatory investigation requirements

Identify and confirm regulatory requirements and constraints

Report and advise on potential options for potential development, improvement and use

Identify statutory control and consent requirements

### **6. Identify and analyse hazards and specify actions to control risks to people, property and the environment**

Identify hazards to people, the environment and property arising from activities

Evaluate options for the control of risks

Select options and specify actions to control risks

Monitor risks and review the effectiveness of measures for controlling them

### **7. Develop and test project design options and prepare, present and advise on recommendations**

Identify and assess significant factors affecting design

Identify, test and refine existing design options

Prepare and present design recommendations

Advise clients on the selection of a design recommendation

**8. Recommend and advise on the selection of a detailed project design**

Identify the purpose, methods and techniques for preparing detailed designs

Select, test and refine design options

Investigate, calculate and analyse detailed design solutions

Prepare and present project design recommendations

**9. Specify, integrate and control procurement, contract and production documents**

Specify production document requirements

Integrate and evaluate design information

**10. Prepare specifications, drawings and schedules**

Prepare drawings and associated graphical information

Prepare schedules

Prepare specifications

Prepare performance specifications

**11. Facilitate meetings and control contract quality**

Lead meetings

Make contributions to meetings

Control contract against agreed quality standards

## **First Line Supervisor Foreman**

**NVQ/SVQ Title:** Building Services Engineering Supervision (revised qualification awaited)

**(Industry Accreditation for Senior Commissioning Engineer by analogy with this NVQ/SVQ)**

**NVQ No:** Q 1028193

**SVQ No:** SGO 304707

### **1. Contribute to the implementation of works to meet services contract requirements**

Contribute to co-ordinating site preparation

Contribute to co-ordinating work control

Contribute to implementing and maintaining systems for managing contract health, safety and welfare

Maintain equality of opportunity in development of working arrangements

### **2. Contribute to establishing current and future requirements for materials supply**

Monitor requirements for materials supply

Maintain supplies of materials to meet contract requirements

Contribute to obtaining improvements in supplier performance

### **3. Deploy plant and equipment for services operations**

Requisition and plan the deployment of plant and equipment on sites Maintain the availability and usability of plant and equipment

### **4. Contribute to controlling contract costs, quality and progress**

Contribute to controlling contract costs

Control services contracts against agreed quality standards

Contribute to maintaining contract compliance with legal and statutory requirements

Control services contracts progress against agreed programmes

### **5. Contribute to selecting and developing the service team**

Contribute to selecting and forming a services team

Enable others to learn and benefit from one's experience

Establish and maintain relationships with clients

### **6. Manage oneself**

Develop own skills to improve performance

Manage time to meet objectives

### **7. Lead the work of teams and individuals to achieve objectives**

Plan work for teams and individuals

Assess the work of teams and individuals

Provide feedback on work to team members

**8. Create effective working relationships**

Gain the trust and support of colleagues and team members  
Gain the trust and support of one's immediate manager  
Minimise team conflict

**9. Manage information for action**

Gather information for action  
Inform and advise others  
Hold meetings

**10. Test services and provide guidance and feedback**

Test the performance of engineering equipment systems and services  
Contribute to providing information and guidance to support use and maintenance of planning systems and services  
Obtain, assess and communicate feedback information

**11. Contribute to the development of teams and individuals**

Contribute to the identification of development needs  
Contribute to planning the development of teams and individuals  
Contribute to development activities  
Contribute to assessment of people against development objectives

**Project Engineer**  
**Project Manager**  
**Commissioning Manager**

**NVQ/SVQ Title:** Building Services Engineering Site Management (Qualification withdrawn – revised qualification awaited)

**(Industry Accreditation for Commissioning Manager by analogy with this NVQ/SVQ)**

**NVQ No:** Q 1028197

**SVQ No:** SHO 304703

**1. Plan work methods, resources and systems to meet installation project requirements**

Evaluate and select construction and installation methods

Plan work activities and resources to meet construction and installation project requirements

Select and form a construction and installation team

Establish and maintain project organisation and communication systems

Maintain equality of opportunity in the development of working arrangements

**2. Contribute to assessment of resource procurement and utilisation factors**

Contribute to identifying and assessing resource procurement factors

Contribute to identifying and assessing resource utilisation factors

**3. Control risk in implementing projects**

Identify potential risks and evaluate options for their control performance

Select options and implement measures for controlling risks

Monitor risks and review the effectiveness of measures for controlling them

**4. Contribute to preparing and agreeing contracts**

Contribute to preparing and modifying forms of contract

Contribute to negotiating and concluding a contract for the supply of works, goods, materials and consultancy services

Establish and maintain relationships with clients

**5. Implement works to meet installation project requirements**

Co-ordinate site preparation

Allocate and plan the deployment of plant and equipment to sites

Co-ordinate work control

Implement and maintain systems for managing project health, safety and welfare

**6. Establish and oversee materials supply**

Identify and monitor requirements for materials supply

Obtain improvements in supplier performance

**7. Control contract costs, quality and progress**

Monitor and control contract costs against agreed budgets

Control contract against agreed quality standards



Maintain contract compliance with legal and statutory requirements  
Control contract progress against agreed programmes  
Prepare and issue certification of contracts

**8. Monitor and control the operation of equipment, systems and services**

Compare the performance of equipment, systems and services against requirements  
Determine the nature and extent of performance variations

**9. Verify and amend drawings, prepare schedules and provide guidance on maintenance of systems and services**

Verify and amend drawings and associated graphical information  
Prepare schedules  
Provide information and guidance to support use and maintenance planning of systems and services

**10. Contribute to the resolution of disputes**

Evaluate potential implications for the resolution of disputes  
Negotiate and progress the resolution of a dispute

**11. Provide information to support decision making**

Obtain information for decision making  
Record and store information for decision making  
Analyse information to support decision making  
Advise and inform others

**12. Facilitate meetings**

Facilitate meetings  
Make contributions to meetings

**13. Develop productive working relationships**

Develop the trust and support of colleagues and team members  
Develop the trust and support of one's immediate manager  
Minimise interpersonal conflict

**14. Contribute to addressing poor performance of team members**

Help team members who have problems affecting their performance  
Contribute to the implementation of disciplinary and grievance procedures

## **Quantity Surveyor**

**NVQ/SVQ Title:** Quantity Surveying Practice

**NVQ No:** Q 1054190

**SVQ No:** tba

### **1. Preliminary cost advice**

Assess and advise on project cost strategies  
Plan and control proposed capital costs  
Prepare estimates of proposed capital costs  
Identify and assess capital funding requirements  
Identify and recommend capital funding options

### **2. Procurement strategy**

Identify key procurement factors  
Select and agree a procurement procedure with a client  
Plan and document a procurement programme  
Evaluate the benefits and risks of partnership and strategic sourcing

### **3. Contract**

Specify the work content and duration of a contract  
Recommend and agree a form of contract  
Specify production document requirements

### **4. Tender documentation**

Integrate and evaluate design information  
Select and prepare tender documentation  
Measure quantities from design information

### **5. Tender**

Evaluate and select potential tenderers  
Obtain estimates, bids and tenders  
Assess and select successful estimates

### **6. Procurement and contract documentation**

Prepare and modify forms of contract  
Negotiate and conclude a contract

### **7. Post contract**

Control contract costs against agreed budgets  
Prepare and agree interim valuations and final accounts  
Prepare and agree claims for reimbursement for loss and expense  
Monitor contract progress against agreed programmes  
Prepare and issue certification for contracts

### **8. Claims and disputes**

Prepare evidence for submission  
Evaluate potential implications for the resolution of disputes  
Evaluate information relevant to a dispute  
Negotiate and progress the resolution of a dispute

## **Service and Maintenance Manager**

**NVQ/SVQ Title:** Service and Maintenance Management (Qualification withdrawn – revised qualification awaited)

**NVQ No:** Q 1028196

**SVQ No:** SHO 304702

### **1. Establish contract requirements**

Identify, assess and agree client requirements and preferences

Identify and assess user factors

Identify and assess community factors

Identify key procurement factors

### **2. Prepare and agree a contract brief**

Prepare and present a proposal for a brief

Revise and agree a brief

Establish and maintain relationships with clients

### **3. Plan and schedule the operation of equipment, systems and services**

Establish performance objectives, parameters and methods of operations

Determine the resources required to meet performance objectives

Plan and schedule operations to meet performance objectives

### **4. Develop contract programme**

Verify contract documentation requirements

Advise client on statutory consents and approvals procedures

Plan and document a procurement programme

Specify the work content and duration of a contract

### **5. Inspect engineering equipment, systems and services and advise on condition, maintenance and use**

Inspect and report on the condition and performance of plant and equipment

Provide information and guidance to support use and maintenance planning of systems and services

Establish the conditions needed for maintenance work to proceed

Exchange information and provide advice on matters of technical concern

### **6. Control costs, quality and progress for building services engineering service and maintenance contracts**

Control contract costs against agreed budgets

Monitor building services engineering service and maintenance contracts against agreed quality standards

Maintain contract compliance with legal and statutory requirements

Control contract progress against agreed programmes

Prepare and issue certification for contracts

**7. Maintain quality standards in the operation of engineering equipment, systems and services**

Initiate, monitor and maintain the progress of operations  
Identify and resolve operating problems

**8. Control risk in implementing projects**

Identify potential risks and evaluate options for their control performance  
Select options and implement measures for controlling risks  
Monitor risks and review the effectiveness of measures for controlling them

**9. Provide information to assist the resolution of disputes**

Evaluate potential implications for the resolution of disputes  
Collect and collate information relevant to a dispute

**10. Facilitate meetings**

Facilitate meetings  
Make contributions to meetings

**11. Develop productive working relationships**

Develop the trust and support of colleagues and team members  
Develop the trust and support of one's immediate manager  
Minimise interpersonal conflict

**12. Contribute to addressing poor performance of team members**

Help team members who have problems affecting their performance  
Contribute to the implementation of disciplinary and grievance procedures

**13. Develop teams and maintain equality of opportunity**

Develop teams to improve performance  
Support individual learning and development  
Develop oneself to improve performance  
Maintain equality of opportunity in the development of working arrangements

**14. Determine the work of teams and individuals to achieve objectives**

Allocate work to teams and individuals  
Agree objectives and work plans with teams and individuals  
Evaluate the performance of teams and individuals  
Provide feedback on performance to teams and individuals