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| **1. 1 Confirm the programmes and schedules identify priorities and critical activities and plan how the work will be undertaken.** | |
| **Criteria** | **Evidence** |
| 1.1 Confirm the proposed programmes and schedules with those responsible. |  |
| 1.2 Identify and record the priorities and critical activities and devise a plan on how the work will be undertaken. |
| 1.3 Explain how to identify priorities and critical activities in programmes and schedules. |
| 1.4 Describe how to confirm the following: programmes critical activities action lists method statements risk assessments. |
| 1.5 Explain how to plan the work to be undertaken. |
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| **2. 2 Allocate work to team members taking into account their skills** | |
| **Criteria** | **Evidence** |
| 2.1 Evaluate and assign work to team members taking into account their skills knowledge experience and workload. |  |
| 2.2 Brief the team members on the work they have been assigned and record the outcomes. |
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| **2. 2 Allocate work to team members taking into account their skills knowledge and experience.** | |
| **Criteria** | **Evidence** |
| 2.3 Explain how to allocate work to team members taking into account their skills knowledge experience and current workload. |  |
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| **3. 3 Check the validity of team members documentation** | |
| **Criteria** | **Evidence** |
| 3.1 Carry out checks of team members industry certification cards competence schemes qualifications certificates and training to verify their validity. |  |
| 3.2 Describe how to use card checking systems applications and online databases to verify the validity of the following: industry certification cards competence schemes qualifications certificates training. |
| 3.3 Explain why it is important to verify the validity of any presented documentation prior to a team member entering site and commencing work. |
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| **4. 4 Brief team members on the quality standards and outcomes expected** | |
| **Criteria** | **Evidence** |
| 4.1 Brief team members on the quality standards and outcomes expected from them. |  |
| 4.2 Explain how to brief team members about the following quality standards or outcomes expected: statutory requirements project specifications British Standards International Standards Codes of practice |
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| **5. 5 Monitor both the progress and quality of the work** | |
| **Criteria** | **Evidence** |
| 5.1 Monitor and record both the progress and the quality of work being undertaken. |  |
| 5.2 Explain how to check the progress of work against the following: programmes and schedules critical activities action lists method statements risk assessments. |
| 5.3 Explain how to check work against the following required quality standards and expected outcomes: statutory requirements project specifications British Standards International Standards Codes of practice organisational standards manufacturers technical information and product data sheets benchmarks or key performance indicators. |
| 5.4 Explain why it is important to check the progress of work and standards of quality. |
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| **6. 6 Provide prompt and constructive feedback.** | |
| **Criteria** | **Evidence** |
| 6.1 Provide prompt and constructive feedback to those undertaking the work. |  |
| 6.2 Explain how to provide constructive feedback to team members on the progress of work and standards of quality by using the following: formal appraisal interim appraisal verbal report written report references. |
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| **7. 7 Motivate team members to complete the work they have been allocated and provide additional support.** | |
| **Criteria** | **Evidence** |
| 7.1 Motivate team members to complete the work they have been allocated. |  |
| 7.2 Review and provide additional support where needed to team members. |
| 7.3 Explain how to motivate team members using the following: inspire stimulate prompt encourage incentivise. |
| 7.4 Explain how to provide additional support for the following: people plant equipment or machinery materials and components |
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| **8. 8 Identify unacceptable or poor performance discuss the causes and agree ways of improving performance with team members.** | |
| **Criteria** | **Evidence** |
| 8.1 Identify and record unacceptable or poor performance for given work activities. |  |
| 8.2 Discuss the causes of poor performance with team members. |
| 8.3 Agree and record ways of improving performance with team members. |
| 8.4 Describe how to identify unacceptable or poor performance. |
| 8.5 Detail methods of discussing the following causes of poor performance with team members: external factors internal factors social factors personal circumstances skills and knowledge deficiencies lack of support lack of resources. |
| 8.6 Interpret how best to agree performance improvement measures with team members. |
| 8.7 Explain how to recognise the causes of workplace behaviours negative and positive in self and others. |
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| **8. 8 Identify unacceptable or poor performance discuss the causes and agree ways of improving performance with team members.** | |
| **Criteria** | **Evidence** |
| 8.8 State why you need to identify and act upon unacceptable or poor performance. |  |
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| **9. 9 Recognise exceptional performance by individuals andor by the team and advise stakeholders.** | |
| **Criteria** | **Evidence** |
| 9.1 Recognise exceptional performance record the praise and recognition provided to individuals and the team. |  |
| 9.2 Advise stakeholders of successes. |
| 9.3 Explain how to recognise exceptional performance by individuals and the team. |
| 9.4 Explain how to advise the following stakeholders of successes: the client customer or their representative contractors consultants subcontractors suppliers workforce. |
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| **1. Confirm the programmes and schedules identify priorities and critical activities and plan how the work will be undertaken.** | |
| **Criteria** | **Evidence** |
| 1.1 Confirm the proposed programmes and schedules with those responsible. |  |
| 1.2 Identify and record the priorities and critical activities and devise a plan on how the work will be undertaken. |
| 1.3 Explain how to identify priorities and critical activities in programmes and schedules. |
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| **2. Allocate work to team members taking into account their skills** | |
| **Criteria** | **Evidence** |
| 2.1 Evaluate and assign work to team members taking into account their skills knowledge experience and workload. |  |
| 2.2 Brief the team members on the work they have been assigned and record the outcomes. |
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| **2. Allocate work to team members taking into account their skills. knowledge and experience.** | |
| **Criteria** | **Evidence** |
| 2.3 Explain how to allocate work to team members taking into account their skills knowledge experience and current workload. |  |
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| **3. Check the validity of team members documentation** | |
| **Criteria** | **Evidence** |
| 3.1 Carry out checks of team members industry certification cards competence schemes qualifications certificates and training to verify their validity. |  |
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| **4. Brief team members on the quality standards and outcomes expected** | |
| **Criteria** | **Evidence** |
| 4.1 Brief team members on the quality standards and outcomes expected from them. |  |
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| **5. Monitor both the progress and quality of the work** | |
| **Criteria** | **Evidence** |
| 5.1 Monitor and record both the progress and the quality of work being undertaken. |  |
| 5.2 Explain how to check the progress of work against the following: programmes and schedules critical activities action lists method statements risk assessments. |
| 5.3 Explain how to check work against the following required quality standards and expected outcomes: statutory requirements project specifications British Standards International Standards Codes of practice organisational standards manufacturers technical information and product data sheets benchmarks or key performance indicators. |
| 5.4 Explain why it is important to check the progress of work and standards of quality. |
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| **6. Provide prompt and constructive feedback.** | |
| **Criteria** | **Evidence** |
| 6.1 Provide prompt and constructive feedback to those undertaking the work. |  |
| 6.2 Explain how to provide constructive feedback to team members on the progress of work and standards of quality by using the following: formal appraisal interim appraisal verbal report written report references. |
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| **7. Motivate team members to complete the work they have been allocated and provide additional support.** | |
| **Criteria** | **Evidence** |
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| 7.2 Review and provide additional support where needed to team members. |
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| **8. Identify unacceptable or poor performance discuss the causes and agree ways of improving performance with team members.** | |
| **Criteria** | **Evidence** |
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| 8.2 Discuss the causes of poor performance with team members. |
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| **8. Identify unacceptable or poor performance discuss the causes and agree ways of improving performance with team members.** | |
| **Criteria** | **Evidence** |
| 8.8 State why you need to identify and act upon unacceptable or poor performance. |  |
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| **Criteria** | **Evidence** |
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| 9.2 Advise stakeholders of successes. |
| 9.3 Explain how to recognise exceptional performance by individuals and the team. |
| 9.4 Explain how to advise the following stakeholders of successes: the client customer or their representative contractors consultants subcontractors suppliers workforce. |
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