

Title	Supervise infrastructure works projects		
Level	5	Credits	15

Purpose	People credited with this unit standard are able to: describe supervisory roles in an infrastructure works context; plan the work programme for contracted activities; allocate infrastructure works tasks; and manage and report on infrastructure works project activities.
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Classification	Infrastructure Works > Infrastructure Works Supervision
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Available grade	Achieved
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Explanatory notes

- 1 Assessment against this unit standard must take place in a workplace environment. Assessment parameters will depend on company and site specific equipment, procedures, and practices. Practices must reflect industry best practice and comply with legislative requirements.
- 2 The following legislation must be complied with: Construction Contracts Act 2002; Construction Contracts Regulations 2003; Health and Safety in Employment Act 1992; Health and Safety in Employment Regulations 1995; Resource Management Act 1991.
- 3 Definitions
Company requirements include the policy, procedures, and methodologies of the company. They include legislative and regulatory requirements which may apply across the company or to a specific site. Requirements are documented in the company’s health and safety plans, traffic management plans, contract work programmes, quality assurance programmes, policies, and procedural documents.
Contract specifications include plans, diagrams, and special technical conditions. They do not include special administrative conditions.
Technical procedures may include sampling and testing requirements, Transit New Zealand specifications, Standards, and methodologies specified in contract documents.
Responsibilities are tasks and expectations of performance; responsibilities can be delegated.
Accountability is where the final responsibilities lie for performance and cannot be delegated.

Outcomes and evidence requirements

Outcome 1

Describe supervisory roles in an infrastructure works context.

Evidence requirements

1.1 The levels of authority invested in people in supervisory roles in infrastructure works are described in accordance with company and contract requirements.

Range authority for – operations, administration, finance;
includes but is not limited to – formal authority, delegated authority.

1.2 The responsibilities and accountability of people in supervisory roles on infrastructure works projects are described in accordance with company and contract requirements.

Range includes but is not limited to – project planning, project organisation, productivity, work performance, quality control, staff management, maintenance of standards, reporting, health, safety, environment.

Outcome 2

Plan the work programme for contracted activities.

Evidence requirements

2.1 Worksite objectives are established in accordance with contract specifications and company requirements.

Range organisation, task priorities, performance records, project objectives, productivity targets.

2.2 Workflow is organised to achieve optimum productivity.

Range organisation includes but is not limited to – planning, delegation, time frames, work force capability, monitoring, availability of additional resources;
may include – bar charts.

2.3 Contingency plans are prepared in accordance with contract specifications and company requirements.

Outcome 3

Allocate infrastructure works tasks.

Evidence requirements

3.1 Resources are determined in terms of task and contract specifications.

Range plant, materials, labour, subcontractors.

3.2 Tasks are programmed to achieve optimum productivity in accordance with company requirements.

Range sequences, lead time, inspections, testing, work review.

Outcome 4

Manage and report on infrastructure works project activities.

Evidence requirements

4.1 Project activities are managed in accordance with contract specifications and company requirements.

Range productivity, health, safety, personal image, company image, good housekeeping, maintenance of equipment, allocation of resources, efficient use of resources, control of waste, team morale, warning of project issues, recommendation of solutions, cooperation, subcontractors, public relations.

4.2 Work crews are supervised in accordance with company and legislative requirements.

Range clear instructions, fair treatment, availability, training, encouragement, delegation, leading by example, appropriate equipment, managing workflow, feedback.

4.3 Resource management requirements are monitored in accordance with contract specifications and company requirements.

4.4 Work outputs are documented in accordance with contract specification, and company and legislative requirements.

Range may include but is not limited to – time sheets, machine hours, tally docketts, material invoices, measure-ups, sampling, testing.

4.5 Work progress is communicated in accordance with contract specifications and company requirements.

Range verbal, written.

4.6 Management ensures that work instructions and/or technical procedures are implemented in accordance with contract specifications and company requirements.

Range written and verbal instructions, formal and informal communication, delegation, individual and group instruction.

4.7 Contract review is reported in accordance with contract specifications and company requirements.

Range may include but is not limited to – progress reports, project debrief, final report, performance analysis, stocktake, recommendations, review.

Planned review date	31 December 2015
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 July 1996	31 December 2012
Revision	2	9 March 1999	31 December 2012
Review	3	30 May 2000	31 December 2012
Review	4	25 September 2006	31 December 2012
Review	5	18 March 2011	N/A

Accreditation and Moderation Action Plan (AMAP) reference	0101
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This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Consent requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact Infrastructure ITO askus@infratrains.co.nz if you wish to suggest changes to the content of this unit standard.