



# **Product Evidence Checklist**

**NVQ Level 7 Construction Senior Management**

v1.3

## **Disclaimer (must read!)**

It is important to understand that assessors cannot dictate what evidence candidates must provide during the assessment. As companies operate differently and use varied methods and systems to manage site operations, the evidence you provide may vary depending on your specific circumstances.

However, our long-term practice has identified a typical set of evidence that a manager would usually have available through their work to effectively manage sites.

The list below is intended to demonstrate what we believe you should have available and be able to discuss with your assessor to ensure a smooth assessment process from start to finish.

This document is provided solely for guidance and illustrative purposes. It reflects our professional opinion and may be challenged or discussed with us at any time. We are open to considering your industry-specific or personal circumstances, with the aim of adapting the process to suit your unique situation.

This document is subject to regular review, amendments, and updates.

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# Guidance Notes

## Evidence

You can check what may be available from your current or previous projects. The more evidence you provide, the easier and faster it will be to cover all the assessment criteria.

Your work email communication as well as the minutes of various site meetings often proves to be the most valuable evidence, as it demonstrates your actual performance and how you handle day-to-day work situations.

## File Transfer

If you'd like to send 10 or fewer files, we recommend sending small collections of evidence files via email or WhatsApp directly to your assessor.

For larger file collections, or individual files exceeding 5MB, such as large documents or folders in .zip format, we recommend using free services like Dropbox.com, OneDrive, Google Drive or WeTransfer.com, where you can upload and transfer large files hassle-free. Please discuss with your assessor the method that best suits you.

## Folder Structure & Filenames

We recommend creating a folder structure and naming all files similarly to the examples listed in this document. This will help eliminate unnecessary time wasting during the assessment process.

## 1. Recruitment & Team Selection

### Recommended list of evidence

- Management structure of the company/ Management chart for a typical project
- Minutes of Pre-Start Meetings
- Emails discussing candidates who will comprise a project team
- Emails regarding selection of subcontractors
- PQQ/ Invitations to Tender
- Purchase Orders issued to subcontractors
- Evidence of communication with colleagues who want to leave the company (emails, Meeting Minutes etc.)
- Internal company management meeting (ideally with discussions on staff turnover and recruitment requirements)/Email correspondence with HR department discussing the staffing
- Training Matrix
- A job description (ideally emailed to the HR department for approval)
- Correspondence with the recruiters
- CV of potential candidates
- Evidence of arranging interviews with candidates
- Appraisals or Performance Reviews for the new recruits and the company staff/ Emails with feedback on the recruitment process to the HR and superiors

## 2. Scope and Planning of Work

### Recommended list of evidence

- Programme/Scope of Works for the whole project/Equipment register
- Weekly or monthly work schedules
- Emails discussing and negotiating work plans with site management and/or subcontractors
- Task Briefings/Allocation sheets/ Emails to team members and/or subcontractors allocating work to them and their teams
- Evidence of providing feedback, support and guidance to the team members and/or subcontractors, or helping them to resolve problems
- Evidence of providing appraisal and motivation to the staff who have demonstrated exceptional performance

### 3. Meetings

#### Recommended list of evidence

- Agenda with a list of participants and proposed timing
- Emails inviting participants and providing the agenda to them
- Minutes of Meetings i.e. weekly, operations, subcontractors etc.
- Emails providing feedback and Minutes to participants after the meeting

### 4. Information & Design

#### Recommended list of evidence

- RFI – or emails requesting information on design, surveys. Planning etc.
- Specifications/Site Plans/Drawings
- Minutes of Design Meetings/ Emails providing technical information to various parties
- Equal Opportunities Policy/Emails providing additional guidance to people who cannot understand the technical information/Audio guides or Braille translations for people with poor eyesight/Technical and H&S literature translated into different languages for the people on the projects to read (Polish, Romanian, Russian etc.)
- Discussions with various parties on a complex technical or design issue i.e. via emails or during meetings, where you identify what additional information will be required to solve the issue
- Evidence of implementation of a document control system that helps to keep projects' design and planning information updated and distributed to the relevant parties
- Surveys/Correspondence with engineers

### 5. Communication & Feedback

#### Recommended list of evidence

- Minutes of Meetings with clients
- Examples of Agreements and Contracts
- Company's ethics policies (Conflict of Interests)
- Communication with Local Authority and Community representatives

**Recommended list of evidence: continued**

- Copies of Public & Employer's Liability Insurance
- Example of a communication breakdown and the actions that learner has taken to rectify it (emails, meetings etc.) – otherwise can be covered as a Q&A/Whistleblowing Policy

TOPIC/FOLDER NAME

## **6. Personal Development & Training**

**Recommended list of evidence**

- Evidence of membership with professional organizations and bodies (CIOB, RICS etc.)
- Personal Work Schedules/Calendar
- Annual Employer's appraisal
- Evidence of arranging the training activities with the training providers and/or company's training/HR department
- Copies of Diplomas and Training Certificates/ Up to date CV
- Training Matrix for the company and/or projects/ Copies of the staff training certificates
- Annual Appraisals for staff and management/ Development Plans completed by the staff
- Evidence of organizing in-house training activities for the staff and management/ Records of arranging training activities with training providers
- Records of training activities/Minutes of in-house or Management meetings that can be classed as training

TOPIC/FOLDER NAME

## **7. Programmes**

**Recommended list of evidence**

- Requested or completed Invitations to Tender/Tender document
- PQQ - Completed and emailed to the client

## 8. H&S and RAMS

### Recommended list of evidence

- H&S Policy/ Construction Phase Plan
- Emails discussing with clients the H&S aspects of the proposed project
- Emails discussing H&S of the project with the H&S advisors/ Discussions with the Structural Engineers on the safety of the structure/ Discussions with the designers on the safety of the design
- Company RAMS/ Subcontractors' RAMS/Blank RAMS for site managers
- RAMS Review documents
- Discussions on the potential hazards with the H&S advisors and/or other specialists
- Minutes of H&S Meetings
- Safety Induction registers
- Toolbox Talk/RAMS briefings registers
- Permits
- Emails from subcontractors reporting and/or discussing H&S issues
- Site H&S folder
- Accident/Near-miss reports
- H&S Inspections & Audits/ HSE Inspection Records/Photographic site walk

## 9. Quality Control

### Recommended list of evidence

- Quality Management Plan
- Snagging lists
- Handing-over documents/Quality sign-off documents
- Emails to subcontractors and superiors discussing quality issues/NC report
- Emails correspondence with site teams discussing variations to the quality standards (e.g. design changes)
- Feedback on the quality from the clients/ Minutes of Meetings discussing and implementing the feedback on the Quality

## 10. Legal, Mandatory & Contractual

### Recommended list of evidence

- Policies (H&S, Environmental, Equal Opportunities, Anti-Bullying, Anti-Bribery etc.)/CDM documents
- Email communication with Building Control, Local Authority or similar
- Various consents required for the projects i.e. F10/PFP survey/ Environmental Impact Assessment/Planning Permissions/Other approvals from the Local Authority/ Listed Building Consent/Approval from the English Heritage/Hazardous substances consent/ Certificate of established use
- Monitoring inspection reports i.e. Building Control inspection reports/ Warranty Inspection reports (i.e. NHBC)/Asbestos Surveys etc.
- Emails discussing planning applications and permissions with local authorities, designers, clients, consultants etc.
- Statutory submissions i.e. Planning Applications (outline and/or detailed)/Electrical Certificates/Gas Safe Certificates/Records and schedules of the PFP installations/ Sound Test records/Air Test records/Any other certification that is applicable to the project i.e. structural, fire, glazing etc.

## 11. Progress of Work

### Recommended list of evidence

- Programmes & Schedules
- Progress Reports submitted to superiors and/or clients
- Progress Reports collected from the Site Managers and/or subcontractors/ Minutes of Progress Meetings/Emails from subordinates reporting on the progress of work/Time sheets
- Discussions with subordinates, subcontractors and suppliers on supply chain issues and delays
- Email correspondence with various parties discussing delays and other issues with the progress of work

## 12. Cost Control

### Recommended list of evidence

- Minutes of Cost Control Meetings
- Reports from QS or Contracts Managers on the costs and variations
- Regular valuations (including variations)
- Discussions with site teams on the variations and their causes
- Valuations and Quotations from subcontractors and suppliers
- Instructions (CVI) issued to subcontractors to carry out variation works
- Evidence of identifying cost savings (value engineering; cheaper materials or services; different suppliers etc.) – either emails or can be incorporated into the discussion

## 13. Commissioning

### Recommended list of evidence

- O&M Manuals
- Commissioning documents (i.e. Manufacturers literature; As-installed information; Inspection reports identifying functional, integration or operational issues; Test reports and certificates; Signed and witnessed commissioning schedules; Issue and resolution logs and reports, providing a record of problems and concerns raised by the commissioning team and the steps taken to resolve them; Systems manuals providing the information needed for proper operation of the building systems; Training documentation to ensure operations and maintenance personnel have the expertise necessary for the operation and maintenance of the building systems; Plans for seasonal testing to ensure the optimisation of systems during a range of different conditions; Final commissioning report, incorporating all the commissioning documentation)
- Electrical Certificates/Gas Safe Certificates/Records and schedules of the PFP installations/Sound Test records/Air Test records
- Commissioning Inspection/Handing-over Programme or Meeting
- Handover inspection records

## Eligibility

If, after reviewing the checklist, you believe you have sufficient evidence to build your assessment portfolio and can discuss it with your assessor, this strongly indicates that you are eligible to commence the NVQ assessment.



### NVQ Level 7 Construction Senior Management

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[\*\*Book a free consultation with the NVQ assessor\*\*](#)

#### Produced by:

Up Level Ltd, Vision Saxon House, 27 Duke Street, Chelmsford, CM1 1HT

Tel: 0333 050 9007

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For further information or inquiries regarding this document, please contact the Up Level Admin Team at [info@nvqlevel.com](mailto:info@nvqlevel.com).