

CONSTRUCTION SITE MANAGEMENT

UNIT CODE: CON/CU/ARC/CR/08/6/A

Relationship to Occupational Standards

This unit addresses the unit of competency: Manage Construction site

Duration of Unit: 60 hours

Unit Description

This unit describes the competencies required to manage project statutory approval, manage projects human resource, interpret building contract documents, organize construction site, review construction work plan, manage project expenditures, monitor site activities, coordinate quality standards and keep site records

Summary of Learning Outcomes

1. Manage project statutory approval process
2. Manage projects human resource
3. Interpret building contract documents
4. Organize construction site
5. Review construction work plan
6. Manage project expenditures
7. Conduct material management
8. Monitor site activities
9. Coordinate quality standards
10. Keep site records

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Manage project statutory approval process	<ul style="list-style-type: none">• Principles of plan approval process• Development approval procedures<ul style="list-style-type: none">• County government• NEMA• OSHA• NCA	<ul style="list-style-type: none">• Observation• Oral questioning• Written tests• Projects

<p>2. Manage projects human resource</p>	<ul style="list-style-type: none"> • Principles of management • Functions of management <ul style="list-style-type: none"> • Plan • Coordinate • Control • Command • Organize • Principles and functions of organization • Occupational health, safety and welfare • Projects roles and responsibilities • Preparation of attendance register • Development of a project team 	<ul style="list-style-type: none"> • Observation • Oral questioning • Written tests • Projects
<p>3. Interpret building contract documents</p>	<ul style="list-style-type: none"> • Building contract documents • Interpretation of building contracts • Tendering process 	<ul style="list-style-type: none"> • Observation • Oral questioning • Projects
<p>4. Organize construction site</p>	<ul style="list-style-type: none"> • Evaluation of construction site plan • Site arrangement • Site infrastructure and traffic routes • Site plant and equipment • Site installations 	<ul style="list-style-type: none"> • Observation • Oral questioning • Written tests • Projects
<p>5. Review construction work plan</p>	<ul style="list-style-type: none"> • Preparation of projects time schedule • Projects scope of work • Projects work equipment allocation 	<ul style="list-style-type: none"> • Observation • Oral questioning • Written tests • Projects

6. Manage project expenditures	<ul style="list-style-type: none"> • Determination of project scope of work • Project activities • Project materials • Rates of labour and materials • Determination of project total cost. 	<ul style="list-style-type: none"> • Observation • Oral questioning • Written tests • Projects
7. Conduct material management	<ul style="list-style-type: none"> • Quantity of materials • Material storage • Material re-order • Material portioning 	<ul style="list-style-type: none"> • Observation • Oral questioning • Written tests • Projects
8. Monitor site activities	<ul style="list-style-type: none"> • Construction requirements and approvals • Construction activities progress • Performance standards • Analysis of project status/task performance • Efficiency and effectiveness of site activities • Preparation of Method statement for works • Site meetings and inspections • Project report and results 	<ul style="list-style-type: none"> • Observation • Oral questioning • Written tests • Projects
9. Coordinate quality standards	<ul style="list-style-type: none"> • Quality standard manuals • Proper construction methods • Quality tests • Site work progress • Qualified staffing • Quality equipment and tools 	<ul style="list-style-type: none"> • Observation • Oral questioning • Written tests • Projects practical assessments

10. Keep site records	<ul style="list-style-type: none"> • Record parameters • Data entry methods • Regular updates of records • Maintenance of records • Storage of records 	<ul style="list-style-type: none"> • Observation • Oral questioning • Written tests • Projects practical assessments
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Suggested Methods of Instruction

- Demonstration by trainer
- Practical work by trainee
- Demonstration videos
- Projects
- Group discussions

Recommended Resources

- Inventory
- Stationery
- Transportation
- Internet

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