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### Overview

This standard, in the context of your occupation and work environment, is about

- 1 identifying own work activities
- 2 adopting safe and healthy working practices
- 3 identifying resources to carry out the work
- 4 confirmation of a work programme/schedule for own occupational area of work being carried out

# COSVR209

## Confirm work activities and resources for the work

### Performance criteria

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*You must be able to:*

- P1 identify the work activities and assess the resources required from the information available and plan the sequence of work
- P2 obtain clarification and advice where the resources required are not available
- P3 evaluate the work activities against project requirements and the requirements of any significant external factors
- P4 identify work activities which influence each other and make the best use of the resources available
- P5 identify changed circumstances that will require alterations to the work programme and justify them to the decision makers

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## Confirm work activities and resources for the work

### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Sequence of work

- K1 how to identify the work activities
- K2 how to assess the **resources** needed from the information available
- K3 how to prepare a work **programme**

#### Performance Criteria 2

##### Clarification and advice on the resources

*You need to know and understand:*

- K4 how to obtain **clarification and advice** where the **resources** required are not available

#### Performance Criteria 3

##### Project requirements and external factors

*You need to know and understand:*

- K5 **evaluation** of the work activities against **project requirements** and the requirements of significant **external factors**

#### Performance Criteria 4

##### Work activities

*You need to know and understand:*

- K6 how to identify which work activities influence each other
- K7 how to determine how long each work activity will take and the sequence of activities
- K8 how work activities and the use of resources can impact on zero and low carbon requirements

#### Performance Criteria 5

##### Alterations to the work programme

*You need to know and understand:*

- K9 how to identify alterations to the work **programme** to meet changed circumstances
- K10 how to assess the contractual/work effects resulting from alterations to the work **programme**
- K11 how to justify to decision makers the effects resulting from alterations to the work **programme**

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## Confirm work activities and resources for the work

### Additional Information

#### Scope/range related to performance criteria

#### Performance Criteria 1

- 1 record(s) containing the resources required for the work relating to
  - 1.1 occupations associated with the work
  - 1.2 tools, plant and/or ancillary equipment
  - 1.3 materials and components
- 2 formulate your own plan for the sequence of work

#### Performance Criteria 2

- 3 record(s) which confirms and advises on what resources are, or are not, available for the work

#### Performance Criteria 3

- 4 record(s) covering project requirements
- 5 external factors influencing the work relating to
  - 5.1 other occupations and/or customers
  - 5.2 resources
  - 5.3 weather conditions
  - 5.4 health and safety requirements

#### Performance Criteria 4

- 6 record(s) covering activities that have an influence on each other and the best use of resources
  - 6.1 other occupations and/or customers
  - 6.2 materials and components
  - 6.3 tools, plant and/or ancillary equipment

#### Performance Criteria 5

- 7 record(s) of proposed alterations to the work and the circumstances to justify them
- 8 inform line management and/or customer of required changes

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## Confirm work activities and resources for the work

### Scope/range related to knowledge and understanding

#### Clarification and advice from

- 1 the customer/customer's representative
- 2 manufacturer's technical information
- 3 trade literature
- 4 organisational procedures

#### Evaluation

- 5 by work study
- 6 by risk assessment

#### External factors

- 7 other related programmes
- 8 special working conditions
- 9 weather conditions
- 10 other occupations/people
- 11 resources
- 12 health and safety requirements

#### Programme

- 13 documentation relating to
  - 13.1 action lists ] and/or
  - 13.2 method statements ] occupation
  - 13.3 duration ] specific
  - 13.4 schedules ] requirements

#### Project requirements

- 14 contract conditions
- 15 contract programme stipulations
- 16 health and safety requirements of operatives

#### Resources

- 17 other occupations/people associated with the work
- 18 tools, plant and/or ancillary equipment
- 19 materials and components
- 20 awareness of zero and low carbon requirements and the way resources may be used to make a positive contribution to the environment

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## Confirm work activities and resources for the work

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**Relevant occupations** Construction and Building Trades

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**Suite** Occupational Work Supervision (Construction); Accessing Operations and Rigging (Construction); Cladding Occupations (Construction); Decorative Finishing and Industrial Painting Operations (Construction); Floorcovering Occupations (Construction); Formwork (Construction); Heritage Skills (Construction); Interior Systems (Construction); Maintenance Operations (Construction); Mastic Asphaltting (Construction); Plastering (Construction); Roofing Occupations (Construction); Specialist Installation Occupations (Construction); Stonemasonry (Construction); Sub-structure Work Occupations (Construction); Trowel Occupations (Construction); Wall and Floor Tiling (Construction); Wood Machining (Construction/Sawmilling Extrusion/Furniture); Wood Occupations (Construction); Building Maintenance Multi-trade Repair and Refurbishment Operations

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**Key words** Plan; Programme; Schedule; Record