
Overview

This standard is about obtaining information from inspections of buildings, land and construction sites. It is about collecting, recording, analysing and evaluating the information using different methods and techniques to produce results and conclusions. It is about providing information and advice to colleagues, clients or external organisations and seeking feedback from them.

Performance criteria

You must be able to:

1. use the relevant methods and techniques to obtain information from inspections, which meet the relevant research requirements
2. record and store information gathered from inspections to comply with your organisation's systems and procedures
3. apply the relevant analysis and evaluation techniques which meet the relevant research requirements
4. collate, record, and analyse the information from inspections to produce results and conclusions
5. confirm the accuracy of the analysis using relevant techniques and making required adjustments
6. provide information and advice which meets the relevant industry requirements to colleagues, clients or external organisations
7. provide information and advice to colleagues, clients or external organisations using a range of communication methods
8. provide advice which complies with your organisation's policy and procedures
9. obtain feedback from recipients about the information and advice you provide, and use this feedback to improve the ways in which you provide information and advice

Knowledge and understanding

You need to know and understand:

1. the relevant methods and techniques for obtaining information from inspections, which meet the relevant research requirements
2. your organisation's systems and procedures for recording and storing information
3. the relevant analysis and evaluation techniques which meet the relevant research requirements
4. how to collate, record and analyse the information from inspections to produce results and conclusions
5. the relevant techniques for confirming the accuracy of the analysis
6. the relevant industry requirements for providing information and advice
7. the range of communication methods for providing information and advice to colleagues, clients or external organisations
8. how to provide advice which complies with the organisation's policy and procedures
9. how to obtain feedback from recipients about information and advice you provide
10. how to use the feedback to improve the ways to provide information and advice

Scope/range related to performance criteria

Obtaining information:

- using discussion
- using questioning
- using research

Methods and techniques:

- desk research
- field research

Analysis and evaluation techniques:

- qualitative
- quantitative

Communication methods:

- orally
- in writing
- graphically
- electronically

People receiving information and advice:

- senior and junior colleagues
- customers or clients
- people outside your organisation

Seeking feedback:

- using discussion
- using questioning
- using research

Developed by Instructus

Version Number 1

Date Approved March 2019

Indicative Review Date March 2024

Validity Current

Status Original

Originating Organisation Instructus

Original URN ASTSPM3004

Relevant Occupations Surveyor; Town Planners; Architects

Suite Surveying, Property Maintenance

Keywords analyse; evaluate; research; data; information; methods; feedback; surveying
