RPL Procedures, Tools and Instruments for the categories Professional and Candidate Construction Management

Portfolio of Evidence

Of

Contents Page

Portfolio of Evidence

Name	
ID Number	
Day time contact telephone number	**Area code:** **Tel number:**
Email address	
Registration Title **Construction Manager** **Construction Project Manager**	
SACPCMP REGION	
RPL Reviewer Panel Partner	
Submission date	

SACPCMP APPLICATION TRACKING FORM

Date Application Received:		Received By:	
Name of Applicant			
Category applied for			
Date Application Acknowledged			
Date Application Reviewed by Registrar and comments			

Registration Committee

Committee Member	Date Forwarded	Date Received Back	Signature

Date Official decision received by Registrar	
Date feedback returned to applicant	
Dates applicant acknowledged receipt	
Date outstanding payment received	
Date Certificate printed	
Date Certificate handed to President for signature	
Date Certificate posted/collected	

Portfolio Tracking Form
(For SACPCMP use only)

This form allows us to track your portfolio as it moves around. Your RPL adviser will complete it. When your portfolio is returned to you, you will be asked to sign this form and it will be taken from your portfolio and filed.

Your name		
Your cell number		
Your company		
Date received by SACPCMP		
Date received by SACPCMP Support Centre		
Date issued to reviewer and name of reviewer		
Date issued to moderator and name of moderator		
Date returned to SACPCMP by moderator		
Date received by branch		
Date of experiential observation		
Date received by applicant		
Signature of applicant		

Receipt— this will be torn off and given to you when you submit your portfolio of evidence to SACPCMP

Portfolio received from:

Date: _____ by: _____

Received

Requirement Clusters For Construction Manager
BASED ON IDENTIFICATION OF WORK
FOR CONSTRUCTION MANAGERS

You are required to complete all of the listed components.		
(A) Accepted or (NYA) Not yet Accepted		

Fundamental			
		Level	
9015	**Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems**	**4**	
12417	**Measure, estimate & calculate physical quantities & explore, critique & prove geometrical relationships in 2 and 3 dimensional space in the life and workplace of adult with increasing responsibilities**	**4**	
7468	**Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues**	**4**	

Project work stages:			
Stage 1	**Initiation and Briefing**		**N/A**
Stage 2	**Concept and Feasibility**		**N/A**
Stage 3	**Design Development**		
3.1	**Define and agree preliminary scope of construction works.**		
3.2	**Prepare Preliminary Construction Programme**		
3.3	**Provide the necessary lead times required to prepare a detailed Design and Documentation Programme.**		
3.4	**Review and recommend practical and cost effective construction alternatives to consultants' designs.**		
3.5	**Attend the appropriate planning, co-ordination and management meetings as required.**		
3.6	**Review designs by consultants in relation to constructability requirements.**		
3.7	**Review designs by consultants in relation to Health and Safety requirements during construction and provide input if required on related practical and cost issues.**		
3.8	**Provide detailed cost information as required by the cost consultant for estimating, budgeting and cost reporting purposes.**		
3.9	**Prepare and submit a proposed method statement for the construction of the works.**		
Stage 4	**Tender Documentation and Procurement**		
4.1	**Review and confirm the Construction Strategy and method for submission of the Tender**		
4.2	**Prepare the Construction Management Organogram and obtain commitment from appropriate staff as required.**		
4.3	**Select, recommend and agree the procurement strategy for subcontractors and suppliers with the Principal Agent and consultants**		
4.4	**Manage and co-ordinate the preparation and implementation of the Health and Safety requirements for inclusion in the tender**		

4.5	Manage and procure proposals for the appropriate contract insurances and guarantees required for the works.		
4.6	Review tender documentation to establish any cost effective alternative solutions.		
4.7	Manage the preparation and submission of the tender		
4.8	Prepare and agree the Procurement Programme for subcontractors and suppliers		
4.9	Agree list of subcontractors and suppliers with the Principal Agent		
4.10	Manage the tender process in accordance with agreed procedures, including calling for tenders, adjudication of tenders, and recommendation of appropriate domestic subcontractors and suppliers.		
4.11	Manage, co-ordinate and finalize negotiations on all contractual commitments.		
Stage 5	Construction Documentation and Management		
5.1	Manage the preparation and agreement of the Health and Safety Plan with the Client's Health and Safety Consultants and subcontractors		
5.2	Manage the site establishment including the provision of all necessary temporary services, storage facilities, security requirements and other site requirements		
5.3	Establish and maintain regular monitoring of all line, level and datum of the works.		
5.4	Continuously monitor the compliance by the site management of the Health and Safety Plan.		
5.5	Provide the necessary documentation as required by the Health and Safety Consultant for the Health and Safety File.		
5.6	Manage the implementation of the requirements of the Environmental Management Plan.		
5.7	Appoint subcontractors and suppliers including the finalization of all agreements.		
5.8	Receive, co-ordinate, review and obtain approval of all contract documentation provided by the subcontractors and suppliers for compliance with all of the contract requirements.		
5.9	Monitor the ongoing projects insurance requirements.		
5.10	Facilitate and manage the establishment of subcontractors on the site.		
5.11	Finalize and agree the Quality Assurance Plan with the design consultants and subcontractors		
5.12	Continuously monitor the compliance of the quality of the works in accordance with the agreed Quality Assurance Plan.		
5.13	Establish and co-ordinate the formal and informal communication structure and procedures for the construction process		

5.14	**Regularly conduct and record the necessary construction management meetings including subcontractors, suppliers, programme, progress and cost meetings**		
5.15	**Finalize and agree the contract programme and revisions thereof as necessary.**		
5.16	**Prepare and finalize the detailed Construction Programme including resources planning**		
5.17	**Prepare and agree Information Schedule for timeous implementation of construction.**		
5.18	**Continuously manage the review of construction documentation and information for clarity of construction requirements.**		
5.19	**Manage and administer the distribution of construction information to all relevant parties.**		
5.20	**Continuously monitor the construction progress**		
5.21	**Manage the review and approval of all necessary shop details and product proprietary information by the design subcontractors.**		
5.22	**Review and substantiate circumstances and entitlements that may arise from any changes required to the Contract Programme**		
5.23	**Establish procedures for, and monitor all scope and cost variations**		
5.24	**Manage the preparation of monthly progress claims for payment**		
5.25	**Receive, review and substantiate any contractual claims within the prescribed period**		
5.26	**Regularly prepare and submit a Construction Status Report, including construction financial status report**		
5.27	**Manage, co-ordinate and supervise all work on and off site.**		
5.28	**Manage and co-ordinate the requirements of the direct contractors if required to do so.**		
5.29	**Manage, co-ordinate and monitor all necessary testing and commissioning.**		
5.30	**Co-ordinate, monitor and expedite the timeous rectification of all defects for the achievement of Practical Completion.**		
Stage 6	**Contract Close Out**		
6.1	**Monitor, evaluate and expedite the construction works completion certificate.**		
6.2	**Prepare and monitor the preparation of all as built drawings, operating manuals, warrantees and guarantees of the completed construction works**		
6.3	**Finalize the necessary Health and Safety File for hand over**		
6.4	**Manage and conduct the necessary measures during the defects liability period for Final Completion**		
6.5	**Prepare and conclude the final account with the client and subcontractors**		
6.6	**Prepare the final construction of works contract close out report for hand over**		
6.7	**Manage, co-ordinate and expedite the preparation and agreement of the final accounts with the cost consultants and all subcontractors**		
6.8	**Co-ordinate, monitor and expedite the timeous rectification of all defects for the achievement of Final Completion.**		
6.9	**Prepare and present Contract Closeout Report**		

Portfolio of Evidence

Contents Page

Applicant Information Form

**This form gives SACPCMP some information about applicants.
Please use the code list attached on page   13**

National ID number	
Alternative ID type	
Applicant alternative ID	
Equity code	
Nationality code	
Gender code	
Citizen resident status code	
Home language code	
Socioeconomic status code	
Disability status code	
Applicant last name	
Applicant first name	
Applicant middle name	
Applicant title	
Applicant birth date YYYYMMDD	
Applicant home address	
Applicant postal address	
Applicant home address postcode	
Applicant postal address	
Postcode	
Applicant phone number	( )
Applicant cell phone number	
Applicant fax number	( )
Applicant email address	
Province code	
Applicant previous last name	**Tick appropriate box (X)**

SACPCMP

Registration Grade Applied for	**Construction Manager**	
Registration Grade Applied for	**Construction Project Manager**	
Date when Applicant assessment completed YYYYMMDD		
Reviewer ID		
Date stamp YYYYMMDD		

Applicant Information Form Codes

Alternative ID type	Equity code	Nationality code		Citizen/residence status
521 SACPCMP Reg No 527 Passport No 529 Driver's licence 531 Temporary ID no 533 None 535 Unknown 537 Student no 538 Work permit no 539 Employee no 540 Birth certificate no 541 Human Sciences Research	BA Black: African BC Black : Coloured BI Black : Indian / Asian U Unknown WH White	U Unspecified SA South African SDC SADC except SA (i.e. Nam to ZAI) NAM Namibia BOT Botswana ZIM Zimbabwe ANG Angola MOZ Mozambique LES Lesotho SWA Swaziland MAL Malawi ZAM Zambia MAU Mauritius TAN Tanzania	SEY Seychelles ZAI Zaire ROA rest of Africa EUR European countries AIS Asian countries NOR North American countries SOU Central & South American countries AUS Australia & New Zealand OOC Other and rest of Oceania NOT N/A: Institution	U Unknown SA South Africa O Other D Dual (SA plus other)

Home language code	Province code	Disability status	Socioeconomic Status
ENG English AFR Afrikaans OTH Other SEP sePedi SES seSotho SET seTswana SWA siSwati TSH tshiVenda U Unknown XHO isiXhosa XIT xiTsonga ZUL isiZulu NDE siNdebele	0 Undefined 1 Western Cape 2 Eastern Cape 3 Northern Cape 4 Free State 5 Kwazulu-Natal 6 North West 7 Gauteng 8 Mpumalanga 9 Limpopo	N None 01 Sight (even with glasses) 02 Hearing (even with hearing aid) 03 Communication (talking, listening) 04 Physical (moving, standing, grasping) 05 Intellectual (difficulties in learning); retardation 06 Emotional (behavioural or psychological) 07 Multiple 09 Disabled but unspecified U Unknown	U Unspecified 01 Employed 02 Unemployed 03 Not working – looking for work 04 Not working – housewife/homemaker 06 Not working – scholar/full time student 07 Not working – pensioner/retired person 08 Not working – disabled person 09 Not working – not wishing to work 10 Not working – none of the above 97 N/A : Aged < 15 98 N/A : Institution

My ID Book

Take this page out and replace it with a certified copy of your ID book.

Please make sure that it is clear and that the photograph can be seen.

Request for Recognition of Prior Learning

Date: _____

SACPCMP Centre
P.O. Box 6286
Halfway House
1685

Request for RPL

This letter confirms that I (full name) _____

_____

_____

and (ID number) _____, **employee of**

(Full name of company) _____

in the capacity of (job title) _____
request to be RPL'd (i.e. recognised for prior learning) for registration as: Tick appropriate box (X)

Construction Manager

Construction Project Manager

I would like to be RPL'd because:

> **Now think about why you want RPL. Write about what you have achieved and learnt over your years of working. Include factors such as:**
>   **Your learning and its contribution to your company's successes**
>
>   **Your learning and its contribution to your life**
>
>   **Your learning and experience and how they has prepared you to achieve what you have**
>
> **You could also say:**
>
>   **I think I am competent at the level of this registration because I have…**
>
>   **I believe I operate at the level of this registration because I have…**
>
>   **I have learnt the following over my years of working and this is how it links to the registration requirements**

Note: Your letter will not be long – probably 2-3 pages. Most of it will be details of your learning and how you match it to the registration requirements.

Remember, this is a reflection not a job description.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Yours sincerely

Your name AND signature

Declaration of Authenticity

I . . . . (full name)

. . . . . (ID number)

declare that the contents of this portfolio are my own evidence and that everything was compiled/completed by me except the items listed below:

Please note that group work should also be listed when it is not clear which part of the work is yours.

Item	Page number

Applicant's signature: . . . .

Date: . . . .

My CV

Put your CV in here. Keep the following in mind:

Keep it fairly short (4-6 pages) – with emphasis on the areas that are covered by the identity of work criteria that you are requesting RPL for;

Give information on your relevant qualifications and certificates – include certified copies - and cross reference these to the evidence required;

Give details of any relevant experience or activities you do that could assist in the RPL process.
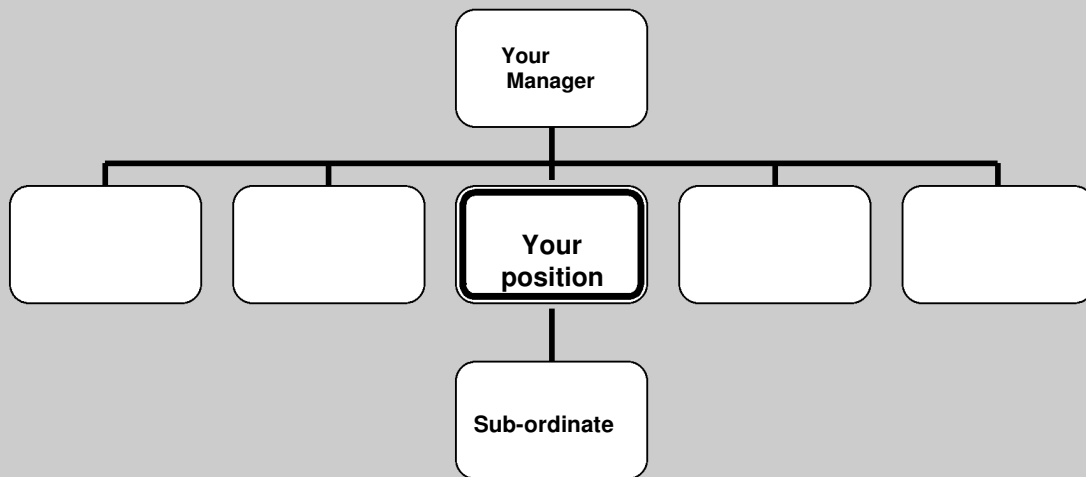
My Certificates

Insert certified copies of any certificates that you are using to claim credits

for. These could be:

1. **Your standard 10 certificate**

2. **Your University / Further Education College Certificate**

3. **Any internal course certificate that has been matched to the scope of services for the particular registration applied for.**

My Position in the Company

Draw your organisational structure. Keep the following in mind:

Mark your position clearly on the organisational structure – use a double line or a highlighter (if your company is big, include only your department).

```
                        ┌──────────┐
                        │  Your    │
                        │ Manager  │
                        └────┬─────┘
        ┌───────┬───────┬────┴────┬───────┬───────┐
   ┌────┴──┐ ┌──┴────┐ ┌──┴─────┐ ┌┴─────┐ ┌┴──────┐
   │       │ │       │ │  Your  │ │      │ │       │
   │       │ │       │ │position│ │      │ │       │
   └───────┘ └───────┘ └───┬────┘ └──────┘ └───────┘
                       ┌────┴─────┐
                       │Sub-ordinate│
                       └──────────┘
```

Write a short summary about your company – the size, market, products/services, structure etc.

Summary of my company

My most recent job description

Include a copy of your job description:

If you do not have one, write one out and ask your manager to sign as a witness to say it is a true reflection of what you do.

My Evidence Assessment Summary sheets

You need to complete these evidence summary sheets.

You need to fill in the page number where the reviewer can find your evidence (this has been done electronically).

You need to reflect on why you think the evidence is sufficient. You do this by:

1. **Think what you did in the assignment or question.**

2. **What did it mean to you in relation to what you do everyday**

3. **Say how you could apply this knowledge/understanding to other things that you do.**

Note: you only need to fill in the "type of evidence" column if you give naturally occurring evidence and do not do the assignments we give you.

The Objectives cut across all SACPCMP registrations and you need to prove to your reviewer that you have these skills. You do not have to give extra evidence – simply cross-reference these objectives to evidence already in your portfolio.

SACPCMP

Construction Management Objectives

Objectives	Evidence submitted by you to show competence	Page number
Manage myself and my own time to plan for the solution to practical problems		
Collect, analyse, organise and critically evaluate information to solve problems		
Demonstrate the ability to analyse and design organisational procedures within the environment		
Communicate verbally and in writing		
Interact within the construction organisation and determine ways of effective management using critical and creative thinking		
Use critical thinking skills to solve any problems that may arise		
Interact in a culturally and aesthetically sensitive manner to people, and handle any conflict that may arise		
Manage the health and safety aspect of the construction site during design, execution and maintenance periods		
Use science and technology effectively		
Demonstrate an understanding of the world as a set of related systems and comply with government legislation to the previously disadvantaged in the community		
Plan for own development		

Evidence Review Numeracy and Literature

Registration Type	CONSTRUCTION MANAGER	
SACPCMP		

Numeracy & Literacy Review	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems
SAQA US ID, NQF Level & credits	9015, NQF level 4,
Field & subfield	Physical, Mathematical, Computer and Life Sciences, Mathematical Sciences

Specific Outcomes		Type of Evidence produced by applicant	Reflection by the applicant on the evidence that was produced & the process that was followed	Page number/s of evidence It is page number in my PoE	Assessment decision		Reviewers Signature
					A	NY	
SO 1	Critique and use techniques for collecting, organising and representing data.	Show evidence of completing a programme					
SO 2	Use theoretical and experimental probability to develop models	Show evidence how programme compiled					
SO 3	Critically interrogate and use probability and statistical models	Show evidence of past feed back of programmes					

Assessor comments/feedback for whole unit standard:

Numeracy & Literacy Review	Measure, estimate & calculate physical quantities & explore, critique & prove geometrical relationships in 2 and 3 dimensional space in the life and workplace of adult with increasing responsibilities
SAQA US ID, NQF Level & credits	**12417, NQF level 4,**
Field & subfield	**Physical, Mathematical, Computer and Life Sciences, Mathematical Sciences**

Specific Outcomes		Type of Evidence produced by applicant	Reflection by the applicant on the evidence that was produced & the process that was followed	Page number/s of evidence It is page number in my PoE	Assessment decision		Reviewers Signature
					A	**NYA**	
SO 1	**Measure, estimate, and calculate physical quantities.**	**Show evidence of calculating site valuations**					
SO 2	**Explore, analyse & critique, describe & represent, interpret & justify geometrical relationships.**	**Show evidence of calculating areas of excavations**					

**Reviewers comments/feedback for requirements:**

Numeracy & Literacy Review	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues
SAQA US ID, NQF Level & credits	7468, NQF level 4,
Field & subfield	Physical, Mathematical, Computer and Life Sciences, Mathematical Sciences

Specific Outcomes		Type of Evidence produced by applicant	Reflection by the applicant on the evidence that was produced & the process that was followed	Page number/s of evidence It is page number in my PoE	Assessment decision		Reviewer Signature
					A	**NYA**	
SO 1	Use mathematics to plan and control financial instruments.	Show evidence of contract estimates					
SO 2	Use simple and compound interest to make sense of and define a variety of situations.	Show evidence of funding for contracts					
SO 3	Investigate various aspects of costs and revenue	Show evidence of contract claims and effect on cash flow					
SO4	Use mathematics to debate aspects of the national and global economy.	Show evidence of current effects on contract costs					
Reviewers comments/feedback for requirements:							

Knowledge Review - Questions for Numeracy and Literacy   **[12]**

	Question	Knowledge Area	Mark
1.1	How is distance measured around the perimeter of a soccer field [2]	Numeracy	
1.2	How is the distance measured around the perimeter of a circle [2]	Numeracy	
1.3	Draw a triangle and a rectangle [2]	Numeracy	
1.4	What is the unit of distance measured in [2]	Numeracy	
1.5	In a game of chance, what is the probability of throwing a dice, With the 6 facing up? [2]	Numeracy	
1.6	What is the average of the following costs for concrete: R784.50, R792.60, R 830.40 and R815.10 [2]	Numeracy	

Question 2 [12417]   **[62]**

2.1   You are moving to new offices. On a sheet of graph paper, DRAW the aerial view of the following office to scale. [20]

The offices have these dimensions:
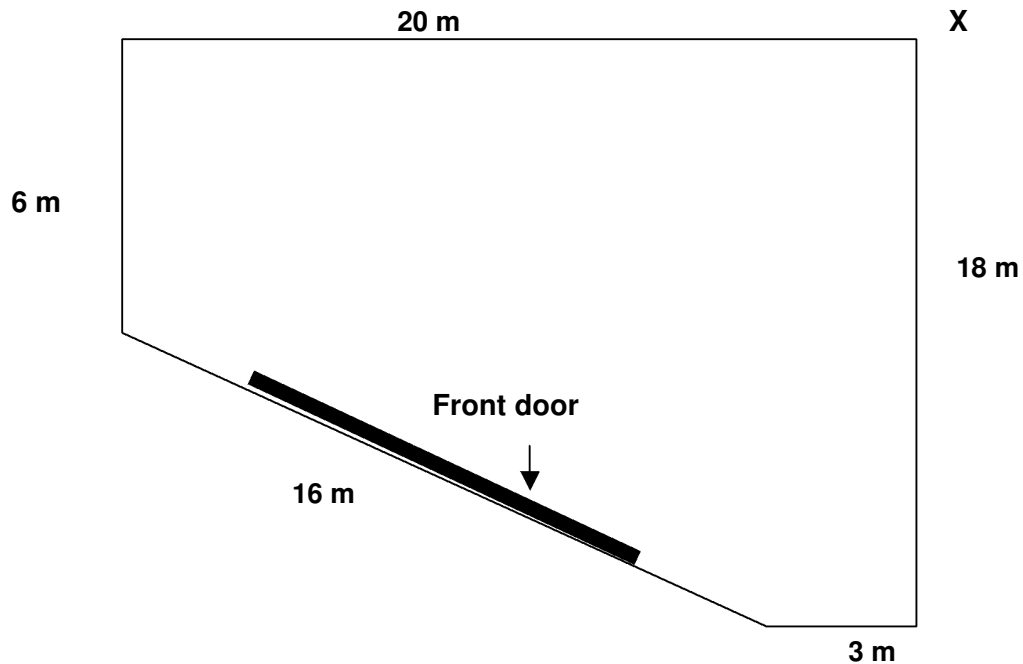
2.2   SUGGEST the best places to fit in the following (DRAW them to scale on your plan): [12]

  i.   10 desks of 1.8m x 800cm (don't forget space for chairs and people to sit)

  ii.   2 cupboards of 2m x 6m

  iii.   4 bookshelves of 2m x 800cm

  iv.   2 pot plants of 1m diameter

  v.   2 right-angled triangular tables – where the edge opposite the right angle is 2100 cm long.

  vi.   Calculate how much paint you will need to use to paint the new offices – the ceiling is 3m high. (1lt paint will cover $1m^2$)

2.3   DRAW an accurate (to scale) side view of the inside of the office from the front door looking in towards the back corner (X). Assume the office is laid out as per your aerial view suggested in 2.1 above. Draw this on page 30. [20]
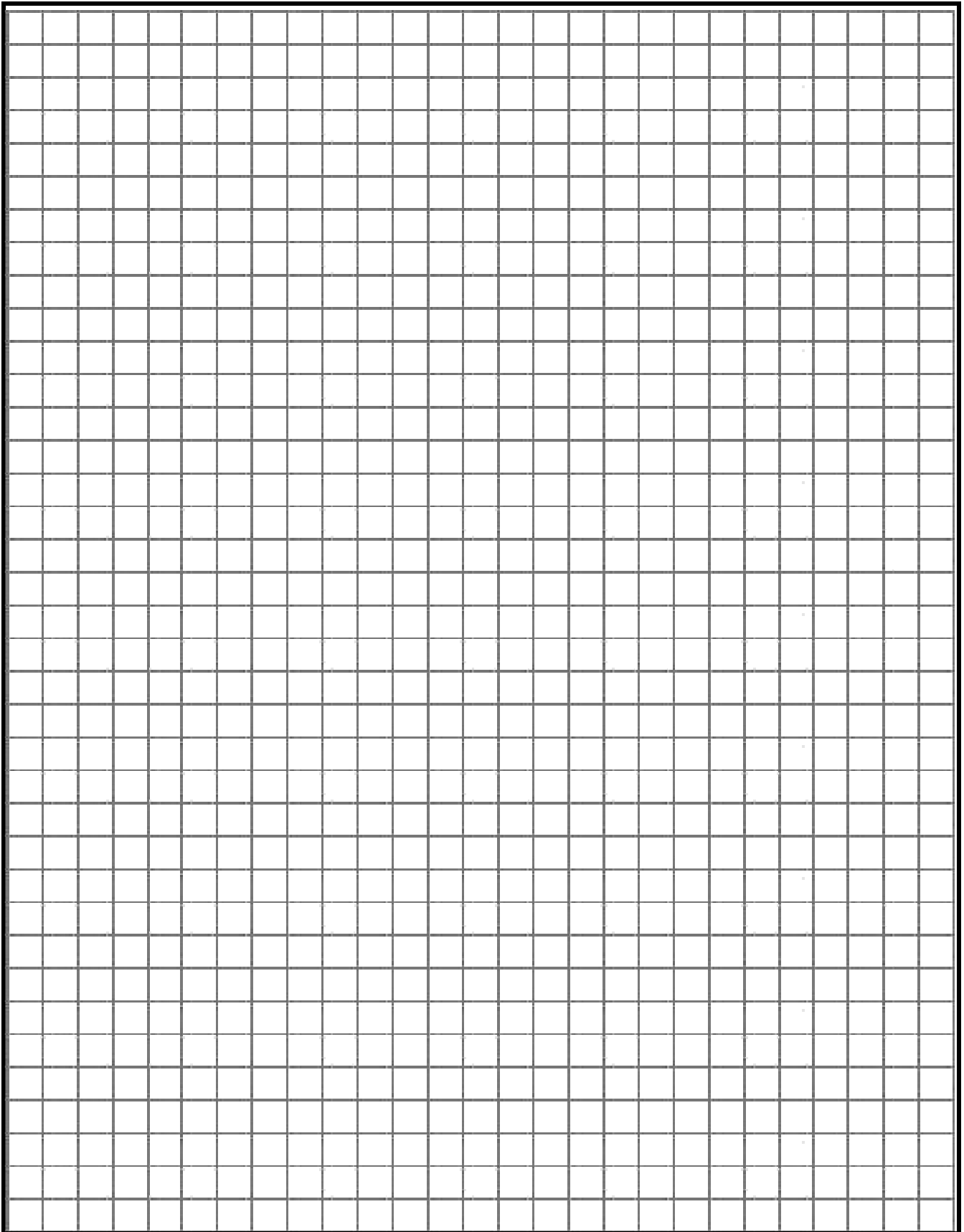
2.4 - Side view of the inside of the office from the front door looking in towards the back corner (X). [10]

Question 3 [9015; 7468]   **[12]**
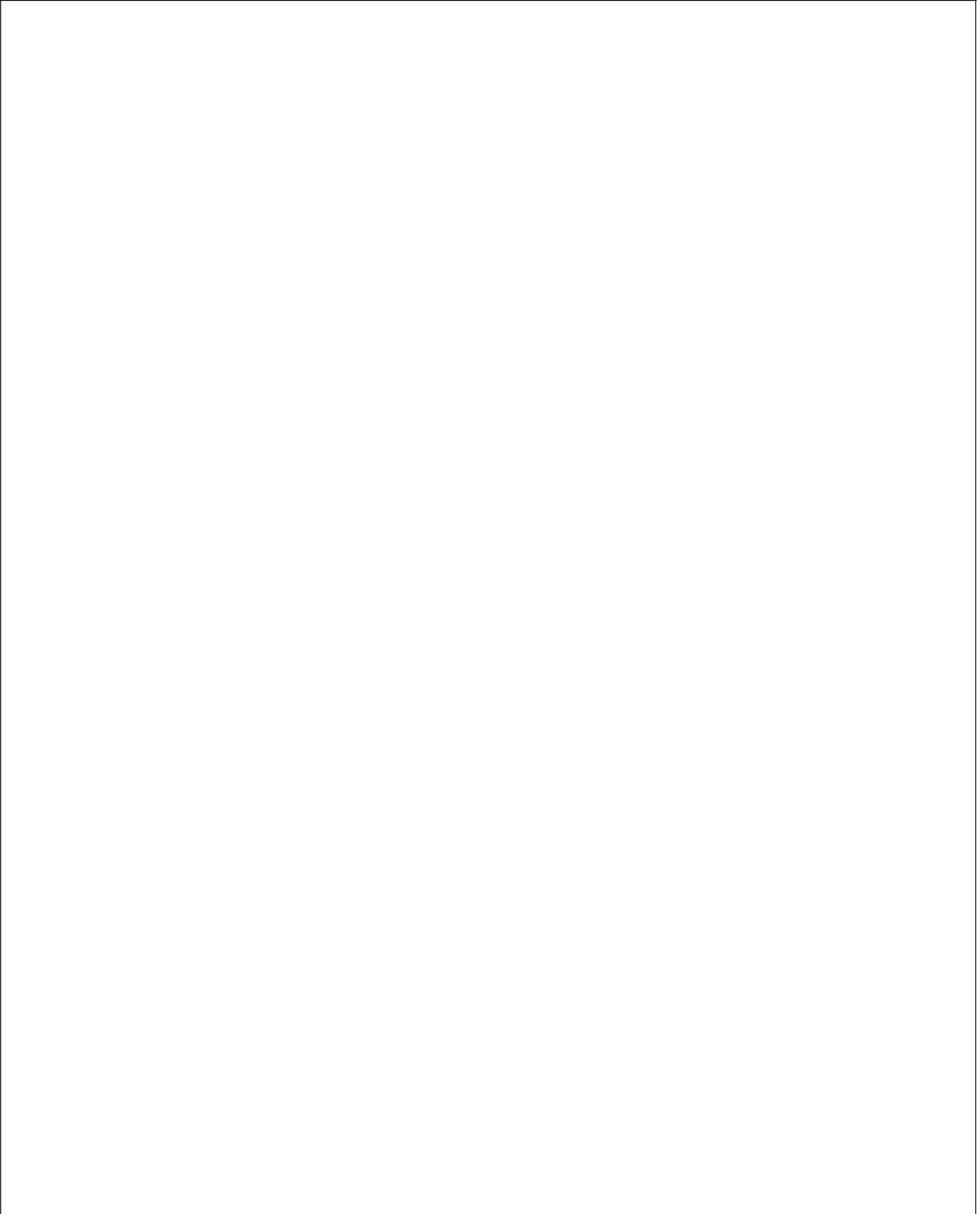
With reference to the Table on page 33, please answer the following questions: [3]

3.1 What percentage of children eats fish?	
3.2 Which raw fruit is eaten most?	
3.3 By weight, do these children eat more sweets or more fresh fruit?	

3.4   Based on the answer to 3.3, is this a good result and why? [2]

3.5   Looking at the table as a whole, do you think the foods consumed are a balanced diet for a 1-5 year old child? Explain your answer [4]

3.6   Is this the best way of showing these results? What other methods may have more visual impact? [3]

	FOOD ITEM	% of group consuming the item	Average per capita g/person/day
Food Frequency:	MAIZE PORRIDGE & DISHES	94.7	355.7
	SUGAR, WHITE	89.8	21.5
	POTATO, COOKED	81.7	40.2
	RICE WHITE/BROWN, COOKED	81.0	33.8
	CABBAGE, COOKED	73.8	17.4
	CHICKEN MEAT	69.4	10.4
	BANANA, RAW (PEELED)	67.3	17.3
	CHICKEN EGGS	66.0	18.5
	APPLE, AVERAGE, RAW	65.5	26.1
	TEA	62.7	122.3
	BROWN BREAD / ROLLS	61.4	36.6
	PUMKIN/BUTTERNUT, HUBBARD SQUASH, COOKED	60.7	13.9
	FULL CREAM LIQUID MILKS	57.1	81.5
	WHITE BREAD /ROLLS	56.7	29.9
*List of items from most popular to least popular. *Only items eaten by at least 10% of the group have been included. *Note that 18 items were consumed by more than 50% of the group and 72 items were consumed by more than 10% of the group.	FISH - SEA, CANNED	55.0	9.3
	MAIZE SAMP/RICE & DISHES	52.8	33.5
	BRICK MARGARINE	51.9	3.1
	MAIZE BASED SNACKS -NIKNAKS, CHIPNIKS	51.6	5.9
	COOKIES, LOAVES, PANCAKES, TARTS,CAKES,PUDDING	46.9	7.1
	BEEF SAUSAGE - WORS	46.0	4.6
	COLD DRINK, SQUASH TYPE	44.6	68.4
	SWEETS, HARD BOILED, SOFT JELLY	39.7	2.9
	SAMOOSA, VETKOEK,CHILI BITES, SAVOURY TARTS	39.3	8.7
	BEEF STEW	38.7	9.7
	PEANUT BUTTER, SMOOTH STYLE	35.6	3.3
	TOMATO & ONION STEW, COOKED FRESH	34.8	10.4
	MEAT PRODUCTS & DISHES - BOBOTIE,COTTAGE PIE,PIES,BALLS - COOKED FRESH	34.6	4.4
	CARROT, FLESH AND SKIN, COOKED	30.8	3.9
	TOMATO SAUCE	30.1	2.1
	CHICKEN STEWS, DISHES, PIES	30.0	7.2
	JAM /MARMELADE	29.9	3.0
	SALAD: BEETROOT	29.8	3.5
	SOYBEANS DISHES -IMANA, TOPPERS, MEAL-IN-ONE	29.4	13.5
	SPINACH, COOKED	27.4	9.2
	CUSTARD POWDER, MAIZENA	27.1	3.2
	COLD DRINK, CARBONATED, AVERAGE	27.1	16.4

Source: report on South African food consumption studies undertaken amongst different population groups (1983 – 2000): Average intakes of foods most commonly consumed

Evidence Review for Stage 3

	Outcomes	Type of Evidence produced by applicant	Reflection by the applicant on the evidence that was produced & the process that was followed	Page number/s of evidence It is page number in my PoE	Assessment decision		Reviewer Signature
					A	NYA	
Stage 3	**Design Development**						
3.1	Contribute to the pre contract identification, description and analysis.	Show evidence of the design teams charter or brief.					
3.2	Apply a range of management tools to prepare a construction programme	Show evidence of tools produces to detailing the construction programme.					
3.3	Apply a range of management tools to prepare a design and documentation programme	Show evidence of tools produces to detailing the detailed design and documentation programme.					
3.4	Identify, suggest and implement corrective actions to improve practical and cost alternatives to design consultants by construction manager	Show evidence of non-conformance reports to improve practical and cost alternatives to design.					
3.5	Identify, suggest and implement corrective actions to design consultants with respect to standard health and safety requirements	Show evidence of the implementation of the non-conformance report with regard to Health and Safety.					

	Outcomes	Type of Evidence produced by applicant	Reflection by the applicant on the evidence that was produced & the process that was followed	Page number/s of evidence It is page number in my PoE	Assessment decision		Reviewer Signature
					A	NYA	
3.6	Identify elements and resources to be costed through interpreting the project and monitoring actual against budget	Show evidence of the preparation of cost estimates (WBS)					
3.7	Plan organise and attend construction meetings	Show evidence of agendas, minutes of meetings detailing meetings and workshops attended					
3.8	Prepare a method statement for the construction of works	Show evidence of the resource schedule for the works					
3.9	Conduct documentation management	Show evidence of stage 3 documentation.					
	(Foundations)						
3.5	Discuss and explain de-watering and methods of ground water control	Show evidence of alternative methods of controlling ground water					
3.6	Describe and explain basement construction methods including methods of support to excavations and adjacent properties	Show evidence of various alternative processes					
	(Demolition)						

	Outcomes	Type of Evidence produced by applicant	Reflection by the applicant on the evidence that was produced & the process that was followed	Page number/s of evidence It is page number in my PoE	Assessment decision		Reviewer Signature
					A	NYA	
3.7	Demonstrate an understanding of the demolition process.	Show evidence of procedures to be adopted					
3.8	Explain the required statutory regulations for demolition works	Show the necessary documents required					
	(Substructure)						
3.9	Demonstrate an understanding of the required plant and equipment selection for substructure safety and statutory regulations	Show evidence of the necessary measures to be put in place					
	(Superstructure)						
3.10	Explain how the selection of structural frames effects the economic ratio of cost to loadings	Show evidence of how the different methods effect cost					
3.11	Explain the processes of structural steel frame erection	Show evidence of the available methods of erection					
3.10	Explain the methods of support and joints to steel/ concrete floor components	Show evidence of the various methods available					

	Outcomes	Type of Evidence produced by applicant	Reflection by the applicant on the evidence that was produced & the process that was followed	Page number/s of evidence It is page number in my PoE	Assessment decision		Reviewer Signature
					A	NYA	
3.11	Explain the properties and usage of concrete in superstructure forms	Show evidence of the use of concrete in different forms					
3.12	Compare the differences of pre cast and post tensioned methods of superstructure construction	Show evidence of the differences in each method					
3.13	Explain various types of formwork support systems and safety measures	Show evidence of the various methods available					
	(Construction Envelope)						
3.14	Demonstrate the understanding of the impact of selection of design method has on the life cycle costs	Show evidence of the various methods available					
3.15	Explain the effect of climatic control measures on a structure	Show evidence of how climate can effect structures					
3.16	Explain the need for the provision of movement and its prevention or inclusion of on the structural form of the project	Show evidence of the various methods available					

	Outcomes	Type of Evidence produced by applicant	Reflection by the applicant on the evidence that was produced & the process that was followed	Page number/s of evidence It is page number in my PoE	Assessment decision		Reviewer Signature
					A	NYA	
	(Floors)						
3.17	Compare the different types of floor constructions	Show evidence of the different types available					
3.18	Explain the economic advantages and disadvantages of cast in situ and precast	Show evidence of the differences in both methods					
	(Roofs)						
3.19	Explain the various forms of structural forms of roof material	Show evidence of the various methods available					
3.20	Explain the various roof covering materials	Show evidence of the various methods available					
3.21	Demonstrate the understanding of the erection procedures for the roof structure	Show evidence of the various methods available					
	(Fire)						
3.22	Explain the methods of fire protection	Show evidence of the measures to be adopted					
3.23	Explain the fire safety protection systems	Show evidence of the measures to be adopted					
	(Maintenance)						

	Outcomes	Type of Evidence produced by applicant	Reflection by the applicant on the evidence that was produced & the process that was followed	Page number/s of evidence It is page number in my PoE	Assessment decision		Reviewer Signature
					A	NYA	
3.24	Demonstrate the understanding of past types of building construction	Show evidence of the various types previously available					
3.25	Explain the need for timber treatment	Show evidence of the necessity for this process					
3.26	Explain the need for moisture penetration prevention	Show evidence of the various methods available					
3.27	Describe various support systems for maintenance to structures	Show evidence of the various methods available					
	(Site Development)						
3.28	Demonstrate the site setting out procedures	Show evidence of the methods available					
3.29	Explain the site establishment procedures	Show evidence of the process					
3.30	Explain the earthworks techniques for levelling, retaining and service installations	Show evidence of the various methods					
Reviewer comments/feedback for stage 3 requirements:							

Knowledge Review - Questions for Stage 3   **[34]**

Stage	Question	Knowledge Area	Mark
3.1.a	Summarise the use of established HRM selection, assignment, training, performance evaluation and motivation tools [2]	Human Resource	
3.1.b	Discuss human resource matrix management environment [2]	Human Resource	
3.2.a	Demonstrate how communication plans and associated processes are developed for projects [2]	Communications	
3.4.a	Discuss how information is managed during the project [2]	Communications	
3.5.a	Examine the practice of change control to improve practical and cost alternatives to design consultants by construction manager [2]	Scope	
3.7.a	Justify the use of the schedule as a control mechanism to monitor the design consultant's programme to meet deadlines [2]	Time	
3.8.a	Analyse the roles, responsibilities, conflict and stress issues associated with individuals within a design team [2]	Human Resource	
3.9.a	Illustrate the use of the budgets and expenditure forecasts as control mechanisms [2]	Cost	
3.9.b	Discuss acceptance of responsibilities for project quality management [2]	Quality	
3.10.a	Demonstrate how quality requirements and outcomes are determined for projects [2]	Quality	
3.10.b	Discuss the use of quality management systems and standards [2]	Quality	
3.10.c	Examine how quality tools are selected for use in projects [2]	Quality	
3.11 a	Discuss the basic steps to be taken on carrying out construction of foundations on a site with particular reference to the methods used and type of plant and equipment required [2]	Construction Technology	
3.11 b	Illustrate the different methods of concrete and steel structures and their particular usages [2]	Construction Technology	

3.11 c	Discuss the various methods for roof structures and coverings and their particular usages [2]	Construction Technology	
3.11 d	Explain how the selection of design and material used can effect the project cost estimates, time and quality that results in clients satisfaction [2]	Construction Technology	
3.11 e	Explain the necessity in planning the site development for retaining techniques, storm water and other services [2]	Construction Technology	

Evidence Review for Stage 4

Outcomes		Type of Evidence produced by applicant	Reflection by the applicant on the evidence that was produced & the process that was followed	Page number/s of evidence It is page number in my PoE	Assessment decision		Reviewer Signature
					A	NYA	
Stage 4	**Tender Documentation and Procurement**						
4.1	Compile and process procurement requests to required standards and needs.	Show evidence of procurement plan					
4.2	Identify and recognise potential risks that could affect project performance.	Show evidence of risk management plan					
4.3	Source suppliers to meet procurement requirements.	Show evidence of procurement policy.					
4.4	Receive and evaluate proposals and make supplier recommendations.	Show evidence of procurement policy.					
4.5	Supervise procurement administration.	Show evidence of procurement policy					
4.6	Monitor supplier performance and build supplier relations.	Show evidence of procurement policy					
Reviewers comments/feedback for stage 4 requirements:							

Knowledge Review - Questions for Stage 4 [20]

Stage	Question	Knowledge Area	Mark
4.1.a	Describe the procurement management processes, policies and procedures [4]	Procurement	
4.2.a	Justify how procurement requirements are identified and documented for projects [4]	Procurement	
4.3.a	Formulate the processes to be followed to produce a procurement management plan to ensure that the facilities to monitor Health and safety specifications are included. [4]	Procurement	
4.4.a	Discuss in detail a tender process [4]	Procurement	
4.7.a	Analyse the content and process of selection of tender recommendation [4]	Procurement	

Evidence Review for Stage 5

Outcomes		Type of Evidence produced by applicant	Reflection by the applicant on the evidence that was produced & the process that was followed	Page number/s of evidence It is page number in my PoE	Assessment decision		Reviewer Signature
					A	NYA	
Stage 5	**Construction Documentation and Management**						
5.1	Implement the appointment of contractors and all agreements on behalf of client	Show evidence of contractor agreements					
5.2	Inform contractor to appoint nominated sub-contractors	Show evidence of appointment of sub-contractors					
5.3	Manage, co ordinate and approve all contract documentation to comply with the approved contract agreement	Show evidence of contract documentation					
5.4	Conduct site handover to the relevant contractors	Show evidence of minutes relating to site handovers.					
5.5	Implement project documentation management to support project processes	Show evidence of how a filing system is structured and indexed reflecting project, sub-project, phase and stage levels, management, quality and specialist (technical) products					

	Outcomes	Type of Evidence produced by applicant	Reflection by the applicant on the evidence that was produced & the process that was followed	Page number/s of evidence It is page number in my PoE	Assessment decision		Reviewer Signature
					A	NYA	
5.6	Plan, organise and support project meetings and workshops to review and implement corrective actions to improve quality	Show evidence of how templates are available to request a change on a project. How log files of project change requests are maintained.					
5.7	Evaluate the contract programme by the contractors	Show evidence of review actions to the programme					
5.8	Facilitate change control to the scope of works and cost alterations to the contract	Show how tracking, recording and reporting of status of change requests is completed.					
5.9	Facilitate and monitor the Health and Safety Plan	Show how tracking, recording and reporting of Health and Safety plan is completed.					
5.10	Facilitate and monitor the environmental management plan	Show how tracking, recording and reporting of environmental management plan is completed.					

	Outcomes	Type of Evidence produced by applicant	Reflection by the applicant on the evidence that was produced & the process that was followed	Page number/s of evidence It is page number in my PoE	Assessment decision		Reviewer Signature
					A	NYA	
5.11	Implement the construction communication and information procedures	Show evidence of how the construction and information procedures were implemented.					
5.12	Evaluate and schedule timeously issue of construction information to contractors and professionals	Show evidence of notification or meetings relating to the timeous issue of construction information to the contractors					
5.13	Manage and approve all information to the contractors by the design consultants	Show evidence of approval of information passed to contractors by design team.					
5.14	Provide assistance in implementing and assuring project work is conducted in accordance with the project quality plan	Show evidence of site visits to check the project work according to the Quality Plan					
5.15	Manage, Monitor and approve contractors payments and claims	Show evidence of claim approvals					
5.16	Manage and contribute to the control of actual cost against budget for the progress cost reports	Show evidence of budget vs. actual reports and variance report.					

Outcomes		Type of Evidence produced by applicant	Reflection by the applicant on the evidence that was produced & the process that was followed	Page number/s of evidence It is page number in my PoE	Assessment decision		Reviewer Signature
					A	NYA	
5.17	Monitor lead times of material that is critical to the project	Show evidence of scheduled lead times					
5.18	Prepare and submit progress reports to relevant project team	Show evidence of various progress reports					
5.19	Facilitate manage and co ordinate required testing and commissioning with the relevant consultants and contractors	Show evidence of test and commissioning reports					
5.20	Manage co ordinate and monitor the practical completion and Final Completion of the project	Show evidence of the close out schedule					
5.21	Monitor and evaluate the items requiring rectification for practical and final completion	Show evidence of approved rectification reports and the final approval.					

Reviewers comments/feedback for stage 5 requirements

Stage	Question	Knowledge Area	Mark
5.1.a	**Evaluate the principles of contracts and contractual legal requirements from the project management perspective [2]**	**Procurement**	
5.1.b	**Discuss how required human resources are allocated to and/or selected for projects [2]**	**Human Resource**	
5.5.a	**Illustrate how information is managed during the project [2]**	**Communications**	
5.6.a	**Summarise the maintenance of project management information systems and communications networks [2]**	**Communications**	
5.8.a	**Discuss how the need for scope changes within the project are identified and implemented [2]**	**Scope**	
5.9.a	**Explain how the project is monitored during the lifecycle of the project [2]**	**Integration**	
5.11.a	**Discuss how project reporting processes are managed during projects [2]**	**Communications**	
5.12.a	**Analyse how team members are managed throughout the project with respect to time management within the project [2]**	**Time**	
5.12.b	**Summarise how the schedule is managed throughout projects [2]**	**Time**	
5.14.a	**Analyse how team members are managed throughout the project with respect to quality within the project [2]**	**Quality**	
5.14.b	**Illustrate how problems and issues with respect to quality and arising during projects are identified and addressed [2]**	**Quality**	
5.16.a	**Discuss how team members are managed throughout the project with respect to the costs of the project [2]**	**Cost**	
5.17.a	**Describe how problems and issues with time management of projects are identified and addressed [2]**	**Time**	

5.19.a	Demonstrate how contract finalisation activities are managed [2]	Procurement	
5.19.b	Discuss how project is reviewed with respect to procurement management [2]	Procurement	
5.21.a	Describe how project is reviewed with respect to the costs of the project [2]	Cost	

Evidence Review for Stage 6

	Outcomes	Type of Evidence produced by applicant	Reflection by the candidate on the evidence that was produced & the process that was followed	Page number/s of evidence It is page number in my PoE	Assessment decision		Reviewer Signature
					A	NYA	
Stage 6							
6.1	**Prepare project documents for hand-over at the end of a project**	**Show evidence of contract documentation**					
	Issue the works completion certificate	**Show evidence of work certificates issued**					
	Facilitate and mange the as built drawings of the project	**Show evidence of the approved as built drawings**					
	Facilitate and hand over all warranties, guarantees and operation manuals of the project to the client	**Show evidence of documentation hand over to client.**					
	Manage all compliance documents to be handed to client	**Show evidence of hand over of compliance documentation**					
	Manage and hand over the Health and Safety File documents to the client	**Show evidence of hand over of Health and Safety documentation**					
	Manage and facilitate the final account by the contractor and consultants	**Show evidence of approval of final accounts.**					

Outcomes		Type of Evidence produced by applicant	Reflection by the candidate on the evidence that was produced & the process that was followed	Page number/s of evidence It is page number in my PoE	Assessment decision		Reviewer Signature
					A	NYA	
	Facilitate monitor and issue the final certificate of completion	Show evidence of issue of final certificates					
	Prepare and hand over the Project Close Out report	Show evidence of project hand over and close out reports including scope report					

Reviewer comments/feedback for stage 6 requirements:

Knowledge Review - Questions for Stage 6 [32]

Stage	Question	Knowledge Area	Mark
6.1	Describe how the project is finalised [2]	Integration	
6.2	Recommend how projects are reviewed and lessons learnt acted upon [2]	Integration	
6.3	Discuss how the project is reviewed with respect to the scope of the project [2]	Scope	
6.4	Describe how improvements to scope management of projects are acted upon [2]	Scope	
6.5	Review how the project is reviewed with respect to time management of the project [2]	Time	
6.6	Recommend how improvements to time management of projects are acted upon [2]	Time	
6.7	Describe how project is reviewed with respect to the costs of the project [2]	Cost	
6.8	Discuss how the project is reviewed with respect to quality management [2]	Quality	
6.9	Recommend how improvements to quality management of projects are acted upon [2]	Quality	
6.10	Discuss how the project is reviewed with respect to human resources management [2]	Human Resources	
6.11	Recommend how improvements to human resources management of projects are acted upon [2]	Human Resources	
6.12	Explain how the project is reviewed with respect to communications management [2]	Communications	
6.13	Recommend how improvements to communications management of projects are acted upon [2]	Communications	
6.14	Explain how the project is reviewed with respect to risk management [2]	Risk	
6.15	Discuss how project is reviewed with respect to procurement management [2]	Procurement	
6.16	Recommend how improvements to procurement management for projects are acted upon [2]	Procurement	

Assignment Evidence

Assignment 1 [Stages 3 to 6]   **[52]**

You are required to write a report on a small construction works contract in its entirety from start to finish using an actual (real) example of a contract you have been involved with during your experience within the industry. This contract can be anything from house building to a pumping station within your workplace experience, and if you have difficulty selecting a suitable contract, talk to your supervisor.

It is critical that your selected contract is sufficiently detailed to show the reviewer that you can apply the contract theory and experience of construction that you have developed during your workplace experience. You must be able to describe the contract through all the stages from site establishment to the contract completion. The following guidelines can be used to assist you to structure your report:

1. **Stage 3 (Design Development):**
   a. **What is the contract defined?**
   b. **Who are the people who need to be involved in the contract and how are they coordinated?**
   c. **What are the contract needs and how are the cost budgets estimated etc.?**
   d. **How was the contract documentation prepared with regard to regulations?**
   e. **How was contribution made with construction processes, i.e. excavations, selection of building material, use of equipment and labour, etc**

2. **Stage 4 (Tender Documentation and Procurement):**
   a. **How did you assist in preparation of tender documents?**
   b. **Show how you identified the staff resources required to complete the contract**
   c. **Show how you compiled and processed procurement requests, sourced providers, evaluated proposals and recommended the best providers to use. Include a description and proof of how you administered the providers.**
   d. **Give an example of how you recorded and communicated changes in the schedule.**

3. **Stage 5 (Construction Documentation and Management):**

   a. **Show application, with examples, of how you carried out site establishment**

   b. **Include examples of project templates you used to support the contract communication system, i.e. site meetings, site instructions. Discuss their storage and management.**

   c. **Explain how you calculated monthly payments of work, monitored and controlled costs. Give examples.**

   d. **Discuss how you monitored actual work vs. your plan. Give examples**

   e. **Identify and assess risks and show how you contributed to prevention and control. Give actual examples.**

   f. **Show evidence of your competence at planning and organizing the contract meetings and workshops. Explain how you planned them, managed them, minuted them, etc. and give examples of minutes you took, etc.**

   g. **Describe the contract execution process you followed – give real examples. (For example, how were changes made, what type of construction methods were used, how were the staff managed, etc.)**

4. **Stage 6: (Contract Close Out)**

   a. **Reflect on how well the team members worked together. Give at least three specific examples and explain why you think this happened and what you could have done to avoid/enhance it.**

   b. **Discuss at least two corrective actions that were necessary during the project and show evidence of how you dealt with them to improve the quality of the project.**

   c. **Give at least two examples showing how you contributed to quality planning. Show how this was monitored during the project, including any records of quality deviation, etc.**

   d. **What documents did you require to close out the contract?**

In each section you must:

1. Give practical examples and actual contract documents. (The reviewer will protect the confidentiality of these documents, but if your employer is unsure you can delete sensitive information.)

2. Reflect on what you did on the contract during each section, saying what worked and what didn't work from your point of view.

3. Reflect what lessons you learnt from the closing contract stage.

Additional information:

1. Your report must be in the correct report format

2. Your report should be typed if at all possible. If not it must be written legibly.

3. Your report should be approximately 15 written pages or 10 typed pages (excluding templates, examples and supporting evidence).

4. Marks will be awarded for structure that flows logically from beginning to end. The reviewer will also be assessing your communication skills so you must pay attention to grammar and spelling. You must also use correct report format, paragraph and heading conventions.
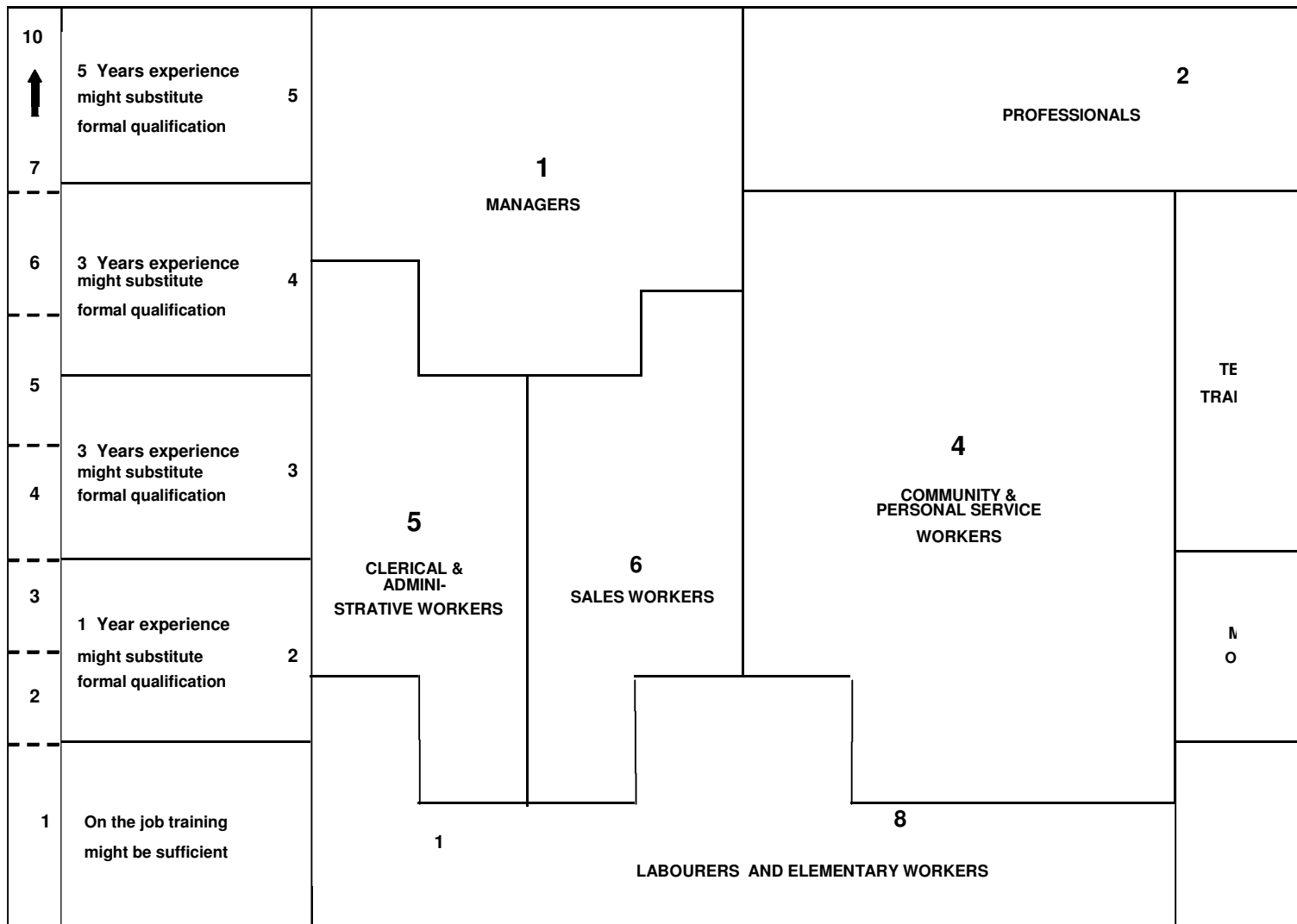
Naturally Occurring Evidence [52]

If you chose not to complete the assignment evidence starting on page 53 because you have enough naturally occurring evidence, then you will insert that evidence here. Note that you must still do the knowledge questions that start on page 28

You must cross-reference your evidence carefully. Note that the automatic references on the Evidence Summary sheets starting on page 24 will be incorrect for you and you must delete these and put your own cross referencing in.

If you did not submit naturally occurring evidence, you may leave this section blank.

Annexure 1: SAQA's NQF and Vocational Qualification Structure

10			
	5 Years experience might substitute formal qualification **5**		**2** PROFESSIONALS
7		**1** MANAGERS	
6	3 Years experience might substitute formal qualification **4**		
5			TE TRAI
4	3 Years experience might substitute formal qualification **3**	**4** COMMUNITY & PERSONAL SERVICE WORKERS	
3	1 Year experience might substitute formal qualification **2**	**5** CLERICAL & ADMINI- STRATIVE WORKERS	**6** SALES WORKERS
2			N O
1	On the job training might be sufficient	**1**	**8** LABOURERS AND ELEMENTARY WORKERS

Annexure2: NQF level and Bands

Level	Band
Level 1 and below	**General Education and Training band. (GET)** This band indicates grade R to grade 9 and equates to the free and compulsory education offered in South Africa as well as Adult Basic Education and Training (ABET). It culminates with a General Education and Training Certificate (GETC).
Level 2 -4	**Further Education and Training Band (FET)** This is post compulsory, pre-tertiary learning. It integrates academic, technical and commercial aspects of learning. It culminates with a Further Education and Training Certificate (FETC).
Level 5 -8	**Higher Education and Training band. (HET)** This is learning related to National certificates, diplomas, degrees and professional qualifications.

Annexure 3: Level Descriptors

NQF Level NQF level descriptors are used as an indication of the level of Descriptors complexity of the processes that are applied according to the level of learning on the NQF structure.

Level	Carry out processes that are:	Learning Demand Employing:	Responsibility Applied:	Application To be qualified for:
1	Limited in range Repetitive and familiar Employed within closely defined contexts	Recall A narrow range of knowledge and cognitive skills No generation of new ideas	In directed activity Under close supervision With no responsibility for the work of learning of others	Entry to secondary education Entry to career-based training Certification as a process worker or entry-level service worker
2	Are moderate in range Are established and familiar Offer a clear choice of routine responses	Basic operational knowledge Readily available information Known solutions to familiar problems Little generation of new ideas	In directed activity Under general supervision and quality control With some responsibility for quantity and quality	Senior secondary study beyond entry-level Training towards certification in sub-crafts and sub-trades Certification in semi-skilled occupations
3	Require a range o well-developed skills Offer a significant choice of procedures Are employed within a range of familiar contexts	Some relevant theoretical knowledge Interpretation of available information Discretion and judgement A range of known responses to familiar problems	In directed activity with some autonomy Under general supervision with quality checking With significant responsibility for the quantity and quality of output With possible responsibility for the output of others	Entry to tertiary level education Training toward certification in skilled occupations, crafts and sub-trades Certification in sub-crafts and sub-trades

Level	Carry out process that are:	Learning Demand Employing:	Responsibility Applied:	Application To be qualified for:
4	**Require a wide range of technical or scholastic skills** **Offer a considerable choice of procedures** **Are applied in a variety of familiar and unfamiliar contexts**	**A broad knowledge base incorporating some theoretical concepts** **Analytical interpretation of information** **Informed judgement** **A range of sometimes innovative responses to concrete but often unfamiliar problems**	**In self-directed activity** **Under broad guidance and evaluation** **With complete responsibility for quantity and quality of output** **With possible responsibility for the output of others**	**Entry to undergraduate or equivalent education** **Training towards certification in advanced trade and technical occupations** **Certification in basic crafts and trades**
5	**Require a wide range of technical or scholastic skills** **Offer a considerable choice of procedures** **Are applied in a variety of familiar and unfamiliar contexts**	**A broad knowledge based with substantial depth in some areas** **Analytical interpretation of a wide range of data** **The determination of appropriate methods and procedures in response to a range of concrete problems with some theoretical elements**	**In self-directed and sometimes directed activity** **Within broad, general guidelines or functions** **With full responsibility for the nature, quantity and quality of outcomes** **With possible responsibility for the achievement of group outcomes**	**Continuing undergraduate or equivalent tertiary education** **Training towards certification in technology or professional occupations** **Certification in advanced trade or technical occupations**
6	**Require a command of wide-ranging specialised technical or scholastic skills** **Involve a wide choice of standard and non-standard procedures, often in non-standard combinations** **Are employed in highly variable routine and non-routine contexts**	**Specialised knowledge with depth in more than one area** **The analysis, reformatting and evaluation of a wide range of information** **The formulation of appropriate responses to resolve both concrete and abstract problems**	**In managing processes** **Within broad parameters for defined activities** **With complete accountability for determining and achieving personal and/or group outcomes**	**Subsequent completion of undergraduate or equivalent tertiary education** **Subsequent completion of professional certification** **Certification for professional or paraprofessional occupations**

Level	Carry out process that are:	Learning Demand Employing:	Responsibility Applied:	Application To be qualified for:
7	Require a command of highly specialised technical, scholastic and basic research skills across a major discipline Involve the full range of procedure in a major discipline Are applied in complex, variable and specialised contexts	Knowledge of a major discipline with areas of specialisation in depth The analysis, transformation and evaluation of abstract data and concepts The creation of appropriate responses to resolve given or contextual abstract problems	In planning, resourcing and managing processes Within broad parameters and functions With accountability for determining, achieving and evaluation personal and/or group outcomes	Entry to Honours, post-graduate or equivalent tertiary education Entry to research-based occupations Certification for professional or middle managerial occupations
8	Require expertise in highly specialised and advanced technical or research skills Involve complex and advanced technical or research procedures Are applied in highly specialised and unpredictable contexts	Great depth of knowledge in complex and specialised areas The generation, evaluation and synthesis of information and concepts at highly abstract levels The creation of responses to abstract problems that expand or redefine existing knowledge	In planning, resourcing, managing and optimising all aspects of the processes engaged in Within complex and unpredictable contexts With complete accountability for determining, achieving, evaluating and applying all personal and/or group outcomes	Academic leadership Advanced research Senior managerial occupations

Annexure 4: Portfolio of Evidence Requirements

A Portfolio A Portfolio of Evidence is the total evidence of APPLIED of Evidence COMPETENCE, which a applicant presents to demonstrate

> **competence. The Portfolio presents a 'paper trail' to follow and ensure the process of assessment is clearly visible throughout the Portfolio.**

> **The term is used to refer to a candidate-led process of collecting and structuring evidence. All names and signatures must be completed to link competence to the candidate.**

> **Portfolios do not have to be only paper-based but may also include videos, a tape recording and c.d.**

General Guidelines

> **Put your name on all pages in the header.**

> **Make sure your contact details are correct.**

> **MAKE A COPY OF YOUR PORTFOLIO.**

> **Put your name on the spine of the file.**

> **Use the templates provided as far as possible because it makes it easier for the assessor to find your evidence.**

> **As a general rule you will fill in blank spaces on all the templates unless your facilitator has indicated otherwise.**

> **You will insert in the correct places documents that you have designed as indicated by your facilitator or by the guidelines supplied in that section.**

> **You will remember you are establishing a "Paper Trail" for your Reviewer to follow so he/she can readily determine your competence. Make sure the process of Assessment is clearly visible throughout your Portfolio. This means that names and signatures must be filled in.**

DO NOT place key documents in an annexure. Your evidence should be in the correct place.

Please use a lever arch file. Do not bind your document as this makes it very difficult for your Reviewer to work with and does not enable the changing of the order or the insertion of new/amended documents.

Please ensure your file is big enough as we often receive files with papers falling out.

Do not use PLASTIC POCKETS to insert some of your Portfolio Documents because pages may slip out of these.

Failure to submit a portfolio with any of the minimum evidence requirements missing will mean a NOT YET ACCEPTED decision and the portfolio will be returned to you.

The Portfolio of Evidence has been designed to enable you to meet the standards with the minimum of paperwork. Before submitting, go over this checklist and ensure you have everything in place.

Do not forget you are seeking registration with the SACPCMP and this means that you will demonstrate the sort of competencies expected on the higher levels.

The quality of the evidence collected should comply with the following quality criteria:

Quality of Evidence	Explanation
Validity	Does the evidence relate to the specific outcomes and criteria to be assessed?
Authenticity	Can the evidence be attributed to the Applicant? The evidence has to be verified as the Applicants' own work, and in the case of a group result, that he/she has made a contribution.
Sufficiency	Is there enough evidence? Can the Applicant repeat the performance? The use of various sources of evidence and a variety of assessment activities assist in ensuring that the evidence is sufficient to meet all the criteria and the applicable range statements
Currency	Is the evidence related to current competence? Currency refers to the applicability of knowledge, skills and understanding in the present circumstances.

Annexure 5: Collecting your evidence

All your evidence must be presented in a portfolio of evidence (POE) and you have been given a POE template to make it easier to put this together. As far as possible, please use the template, as it will make it easier for your assessor to find your evidence.

There are three ways to prove your competence. Select the option that suits you best and

let the Reviewer know which option you have chosen. The options are:

Option 1: submit naturally occurring evidence (of work conducted in your workplace that meets the assessment criteria of the unit standards);

Option 2: complete the assignments and given assessment tasks to prove competence against all the criteria;

Option 3: combine naturally occurring evidence with the given assignment – i.e. where you have some naturally occurring evidence, but not enough to show total competence.

> **Regardless of the option you select you must complete the knowledge test because you need to show the Reviewer that you have the underpinning knowledge. These can be found from page 24.**

Remember for purposes of RPL for registration with the SACPCMP, you must:

- Still show proof of competence against all the requirements criteria under each of the stages. In other words, even if you give your reviewer naturally occurring evidence it must show that you are aware of and competent at all the assessment criteria.

- Clearly indicate to the reviewer which option you have selected for which registration requirement. Please also label each piece of evidence with the stage number that you are giving evidence for.

- Cross-reference your evidence clearly using the evidence summary sheets (provided from page24).

> **Remember, you need to show your reviewer that you have the SKILL (in the assignment or naturally occurring evidence), the KNOWLEDGE (in the knowledge test) and the ability to REFLECT (on your evidence summary sheets).**
>
> **All three will tell the reviewer that you are competent to be registered with the SACPCMP.**

Option 1: Naturally Occurring Evidence

If you have kept copies of work that you have done, you can include it as evidence against the assessment criteria stipulated in the unit standards. Read through the assignment, as it will serve as a guide to what evidence you could include. It will also give you an idea of the minimum that needs to be submitted in order to be assessed.

Your naturally occurring evidence must, however, meet the following requirements:

A <u>relevant witness</u> (your manager or supervisor) must sign your evidence to state that it is your own work. This is called validating your evidence. Talk to them first about validating your evidence and they will assist you to approach previous managers if necessary.

You must ensure that you have <u>enough evidence</u> to show the reviewer that you have all the learning required for the registration with SACPCMP. Read through the assessment criteria for the requirements to gauge this.

The evidence must be <u>current</u> (i.e. it must have been compiled by you in the last two years – this time requirement can be waived for certain types of evidence).

The evidence must be <u>sufficient</u> to show that you are competent. Match your evidence to the relevant registration requirements (in the evidence summary sheets) and assessment criteria and give supplementary evidence if you feel it does not cover all that is required.

Remember to <u>cross-reference</u> your evidence – your reviewer must know why you are giving them a piece of evidence and how it relates to the registration requirements (and to which stage of requirements).

You will insert your naturally occurring evidence into your portfolio of evidence from page (56)

Option 2: The assignment

Your assignment questions can be found from page 53 of this qualification pack.

Your answers must meet the following requirements:

You must ensure that you have <u>enough evidence</u> to show the reviewer that you have all the learning required for the registration requirements. Read through the assessment criteria for the registration requirements to gauge this.

The evidence must be <u>sufficient</u> to show that you are competent. Match your evidence to the relevant registration requirements (in the evidence summary sheets) and assessment criteria and give supplementary evidence if you feel it does not cover all that is required.

Remember to <u>cross-reference</u> your evidence – your reviewer must know why you are giving them a piece of evidence and how it relates to the registration requirements (and to which category of registration)

Option 3: A combination of some naturally occurring evidence and some assignment answers

Remember to indicate the requirements that you are giving evidence for. This will make it

easier for the reviewer to match your evidence with the registration requirements.

Your evidence must meet the requirements listed above for each option.

Annexure 6: Deadline Dates

| | **Prepare yourself for RPL** |
| | **Portfolio submitted** |

Annexure 7: Appeal Form

The SACPCMP ensures that an Appeals Procedure is in place, i.e. an appeal against an assessment decision. Applicants should be secure in the knowledge that they can appeal against an unfair assessment. The provider has to develop an appeals procedure in line with the requirements of the SACPCMP.

Appeals can be brought against:

- Unfair assessments
- Invalid assessments
- Unreliable assessments
- The reviewers' judgement, if considered biased
- Inadequate expertise and experience of the reviewer if it influenced the assessment
- Unethical practices

The SACPCMP Centre Appeal Procedure

You must appeal in writing – write to The Assessor Manager: Appeals; P.O. Box 6286, Halfway House, 1685.

Complete the attached RPL form. You will be required to pay R350 for your appeal. This will be returned to you if the original decision is changed.

You must appeal within 7 days of receiving feedback from your reviewer.

Your reviewer will meet with you. You will explain your appeal to the reviewer, who will re-evaluate his/her decision in light of your appeal. The reviewer will give further feedback to you. If you are still not satisfied with the outcome, inform your reviewer immediately. You will be asked to return your portfolio of evidence.

Your reviewer will communicate your escalated appeal to the Registration Manager at SACPCMP. The Registration Manager will discuss your appeal with a Moderator. Your portfolio of evidence will be re-assessed by the Moderator and Reviewer.

You will be informed of the outcome of your appeal in writing within 14 days of it being referred to the Registration Manager.

To: The Review Manager,
SACPCMP Centre;
P.O. Box 6286
Halfway House
1685

Fax: 011 318 3405

I wish to appeal the decision of my RPL Review. My details are as follows:

Name	
ID number	
SACPCMP Centre branch	
Name of Reviewer/Assessor	
Details of Registration assessed	
My reasons for disagreeing with the Reviewer/Assessor	
Applicants signature	

For office use – stage 1:	
Reviewer / Assessor contacted by/date	
Date of Reviewer / Assessor review meeting with Applicant and outcome of meeting Reviewer/Assessor's reason	
for changing decision or not changing decision	
Reviewer / Assessor's signature	

For office use stage 2:	
Portfolio resubmitted to Support Centre on	
Date of Reviewer/Assessor Manager/Moderator review meeting and outcome of meeting Reviewer /	
Assessor Manager's reason for changing decision or not changing decision	
Written feedback given to applicant/date	
Discussion with applicant/date	
Reviewer / Assessor Manager's signature	
Moderators signature	

Additional comments

Annexure 8: Portfolio of Evidence Checklist

Instructions: Work through this checklist to see if you have left anything out. If you have, include it BEFORE you hand your portfolio in.

Item to check	Yes	No	What plans have you made to get this done?
Have you completed the Applicant info registration form for the NLRD on page 9			
Are your contact details clear and correct? (Remember to update these with us if you change your contact details)			
Is every page numbered and are pages in order? (Handwritten is fine)			
Have you linked (cross referenced) your evidence to the relevant registration requirements (page5)			
Have you made a copy of your portfolio?			
Have you signed where you need to?			
Have you marked off every block on your cross-reference grid? (In other words, is there enough evidence to show competence for every outcome?) Are			
your certificates and ID book validated (certified as true copies) by a Commissioner of oaths? (Page 12)			
Have you written a motivation for your request for RPL? (Page 13)			
Have you notified your manager of your request for RPL (if applicable)?			

Annexure 9: RPL Evaluation Form

<table>
<tr><td colspan="3">Please tell us what you thought of the RPL Process. You can either post this back to SACPCMP Centre (P.O. Box 6286, Halfway House, 1685) or hand it in at your local SACPCMP Centre branch</td></tr>
</table>

<u>Applicant Evaluation Report of the Assessment Process</u>

	Yes/no	Comments
Your name: Your ID number:		
SACPCMP Centre branch:		
Did you enjoy the process?		
Did your RPL Adviser explain the process to you?		
Did your RPL Adviser ask if you had any particular needs?		
Did you feel that you were well supported by the Call Centre?		
Did you understand what was expected of you?		
Did your reviewer encourage you?		
Did you receive clear and constructive feedback?		
Did your reviewer tell you if you were competent or not yet competent?		
Was the appeals procedure explained to you?		
Did you think that the RPL assessment process was useful?		

Thank you.