PROFILING QUESTIONAIRE

Welcome to Endeavour Training and Assessment UK Ltd Profiling questionnaire. As a high-quality training provider, we need to ensure that all of our learners who sign up with us are able to achieve their chosen qualification in the best possible way and be confident that they will be supported throughout the process from start to finish.

Making sure that each learner is matched to the correct qualification is key to ensuring that our joint goals are achieved. This process is simple, we do however need you (the learner) to be completely honest in the answers given in this questionnaire. There are 2 steps to this part of the process.

Step 1: Complete the information below and return it to us, without this information we can’t proceed any further.

**Parts A** and **B** need to be completed by you; **Part C** is for the allocated assessor to compete once the telephone discussion has taken place.

Step 2: Once we receive your completed Part A and B back a member of Endeavour Training team will be in touch by telephone to discuss with you the information provided and evaluate the best NVQ for you. In some circumstances this may be a different level than you had originally thought, this will be based on the on the completed forms and follow on from the telephone discussion. The assessor will use his knowledge and experience to ensure that you can are placed at the correct level of NVQ to be able to achieve the qualification to the standard and criteria required by the awarding body. This should be seen as a positive, rather than a judgement on your ability. As a responsible provider we want you to achieve your qualification and not be set up to fail.

**ALL** the fields must be completed by you and be to the best of your knowledge and understanding.

**Part A Please complete the following personal information**

|  |  |
| --- | --- |
| **Title of qualification interested in?** | Choose an item. |
| **Title** | Choose an item. | **Forename** |  | **Surname** |  |
| **D.O.B** |  | (dd/mm/yy) | **Gender** | Choose an item. | **National Insurance Number** |  |
| **Home Address** |  | **Post Code** |  |
| **Home Phone** |  | **Mobile Phone** |  |
| **Email** |  | **First Language** |  |
| **Employers Name** |  | **Employers Contact Name** |  |
| **Employers Address** |  |
| **Employers Contact Email Address** |  | **Employers Contact Phone** |  |
| **Have you been a legal resident of the UK /EEA for the last 3 years?** **Tick Box Yes/No** | **YES** |[ ]  **NO** |[ ]
| **Do you have a Disability and/or Learning Disability?**(Will you need any support or special considerations to achieve your chosen qualification?) | **YES** |[ ]  **NO** |[ ]

**Part B Please complete the following profiling questions for the**

**L6 Construction Contracting Operations Management NVQ**

 **Pathway 4 – General**

**Mandatory units, a response is required in each box please.**

Please answer the following questions to the best of your understanding and ability. To ensure the authenticity of this profiling process, please do NOT ask anyone for help (including Google).

|  |  |
| --- | --- |
| **TOTAL CREDITS FOR MANDATORY UNITS 1-4. 31** | For office use |
| Unit 1: Maintain Health, Safety and Welfare Systems in Construction Contracting Operations Management | Describe 3 systems you have in place to manage Health, Safety and Welfare |  | Credit value 10[ ]  |
| What input do you have with RAMS? |  |
| How do you embed a positive H&S culture? |  |
| Unit 2: Plan, Allocate and Monitor Work in Own Area of Responsibility | Briefly describe how you formulate a workforce plan to deliver any project |  | Credit value5[ ]  |
| What monitoring of work are you actively involved in? |  |
| Unit 3: Chair Meetings and Take Decisions in Construction Contracting Operations Management | What is the purpose of good planning for meetings that you lead? |  | Credit value8[ ]  |
| Unit 4: Develop and Maintain Working Relationships and Personal Development in Construction Contracting Operations Management | How can you promote a culture of respect within your workforce? |  | Credit value 8[ ]  |
| What was your last piece of personal development and why did you do it? |  |
| **OPTIONAL UNITS 5-18, please choose an item for each unit to show your level of involvement. 50 CREDITS REQ** |
| Unit 5: Plan Measured Surveys in Construction Contracting Operations Management | Are you involved in this aspect of construction management to any degree?  | Choose an item. |
| Unit 6: Establish the Condition of Property in Construction Contracting Operations Management | Are you involved in this aspect of construction management to any degree?  | Choose an item. |
| Unit 7: Identify, Assess and Evaluate Project Requirements in Construction Contracting Operations Management | Are you involved in this aspect of construction management to any degree?  | Choose an item. |
| Unit 8: Develop and Agree Detailed Project Designs in Construction Contracting Operations Management | Are you involved in this aspect of construction management to any degree?  | Choose an item. |
| Unit 9: Specify and Control Production Documents in Construction Contracting Operations Management | Are you involved in this aspect of construction management to any degree?  | Choose an item. |
| Unit 10: Prepare Procurement Schedules and Programmes of Works in Construction Contracting Operations Management | Are you involved in this aspect of construction management to any degree?  | Choose an item. |
| Unit 11: Implement Strategic and Integrated Supply Chain Management and Sourcing Partnerships in Construction Contracting Operations Management | Are you involved in this aspect of construction management to any degree?  | Choose an item. |
| Unit 12: Obtain Tenders and Appoint Successful Contractors in Construction Contracting Operations Management | Are you involved in this aspect of construction management to any degree?  | Choose an item. |
| Unit 13: Evaluate Enquiries and Submit Tenders in Construction Contracting Operations Management | Are you involved in this aspect of construction management to any degree?  | Choose an item. |
| Unit 14: Evaluate Work Methods and Programme in Construction Contracting Operations Management | Are you involved in this aspect of construction management to any degree?  | Choose an item. |
| Unit 15: Analyse, Monitor and Optimise Materials, Plant and Services in Construction Contracting Operations Management | Are you involved in this aspect of construction management to any degree?  | Choose an item. |
| Unit 16: Control Contract Work in Construction Contracting Operations Management | Are you involved in this aspect of construction management to any degree?  | Choose an item. |
| Unit 17: Optimise and Control Contract Progress and Costs in Construction Contracting Operations Management | Are you involved in this aspect of construction management to any degree?  | Choose an item. |
| Unit 18: Prepare and Agree Contract Accounts and Entitlement in Construction Contracting Operations Management | Are you involved in this aspect of construction management to any degree?  | Choose an item. |

Thank you for completing this form. Please save this file to your computer and then email it to paul.kent@endeavour-learning.co.uk You will receive confirmation of receipt and an invitation to complete the telephone profiling to discuss your application above.

Many thanks for taking the time to complete this and we look forward to helping you achieve your qualification.

 **Paul Kent - Head of Training. 07951788930 - 02038 654 374**

 **Part C (for office use only) Profiling Validation Result for the L6 NVQ**

**Eligibility (tick as appropriate)**

YES – the learner can meet the qualification [ ]

NO – the learner needs to be referred [ ]

Is the learner’s literacy level suitable to meet the qualification and industry demands? Choose an item.

Date of Validation Click or tap to enter a date. Confirmed Level Choose an item.

Credit Value:

No of units chosen:

Summary of learner’s current competence including IAG delivery and referral, this can be a recording or written statement below.

STATEMENT.

Identified Units

MANDATORY

Unit 1: Maintain Health, Safety and Welfare Systems in Construction Contracting Operations Management

Unit 2: Plan, Allocate and Monitor Work in Own Area of Responsibility

Unit 3: Chair Meetings and Take Decisions in Construction Contracting Operations Management

Unit 4: Develop and Maintain Working Relationships and Personal Development in Construction Contracting Operations Management

OPTIONAL

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

ANY FURTHER TRAINING IDENTIFIED TO COMPLETE THE NVQ? Choose an item.

NATURE OF TRAINING REQUIRED?

SIGNATURE OF ASSESSOR COMPLETING THIS PROFILING.

SIGN HERE.

DATE COMPLETED. Click or tap to enter a date.