

EXAMPLE OF THE EV STRUCTURE FOR THE CCO6 NVQ

Unit 1 – H&S and RAMS

- EV1 – Toolbox Talk
- EV2 – Safety Induction
- EV3 – RAMS with RAMS Review sheets (or email feedback on the RAMS)
- EV4 – Accident/Near-Miss Report
- EV5 – H&S Inspections (could also be other inspections related to the H&S i.e. First Aid supplies; Hoardings etc)
- EV6 – Emails discussing H&S issues/Minutes of H&S Meetings
- EV7 - RAMS Briefing registers/RAMS Review Sheet/Permits
- EV8 – H&S Policy/Construction Phase Plan

Unit 2 – Managing Teams

- EV9 – Daily Briefings/Safe Starts
- EV10 – Training Matrix/Copies of operatives' cards and certificates
- EV11 – Anti-Bullying/Harassment Policy
- EV12 – Anti Bribery/Ethical Policy
- EV13 – Emails discussing people's performance/Appraisals

Unit 3 – Meetings & Information

- EV14 – Agendas/Invitations sent to the attendees
- EV15 – Minutes of the Meetings
- EV16 – Emails with Minutes provided to the attendees after the meeting
- EV17 – Drawings/Specifications/Data Sheets
- EV18 – RFI/Emails asking for additional information

Unit 4 – Professional Development

- EV19 – Emails organising training activities/courses for the learner
- EV20 – Copies of competency cards and training certificates/diplomas

Unit 6 – Progress of Work and Costs

- EV21 – Overall Programme of Works
- EV22 – Material Schedule/Prelims/Call out schedule
- EV23 - Progress Report/Emails reporting on and discussing the progress/Minutes of a Progress Meeting
- EV24 – Progress reports from site/Site Diaries/Emails from others reporting on progress and issues
- EV25 - Emails discussing variations to the scope and the extra cost with clients and/or QS/Minutes of Cost Meetings
- EV26 – Instructions/CVI issued to the learners or to subcontractors to carry out the variation works

Unit 10 – Scope & Planning

- Evidence from Unit 6 and other Units

Unit 17 – Supply of Materials, Equipment and Services

- EV27 – Quotations from suppliers (could be on the email)
- EV28 – Purchase/Requisition Orders
- EV29 – Emails to suppliers and/or buyers changing the supply requirements
- EV30 – Feedback to the suppliers and/or buyers on the issues with the supply and/or suppliers' performance (this could be incorporated into Minutes of Meetings)

Unit 16 – Quality and Mandatory requirements

- EV31 – Quality Management Plan or Policy/Inspection & Test Plan etc.
- EV32 – Snagging Lists
- EV33 – Emails discussing and reporting quality issues
- EV34 – Emails reporting on the quality issues/NHBC or other warranty inspection reports/Building Control reports
- EV35 - Examples of the Building Regulations applicable to the project i.e. Planning Rules; Council Permits; Heritage; Environmental Policy; Drugs and Alcohol Policy; NHBC Standards Book; Building Control guidelines etc.
- EV36 – Statutory checks or surveys e.g. Asbestos Survey; Gas Safe; Electrical Certificate; Planning consent etc.