

# Construction Management

## Higher Apprenticeship

### Level 4

There are many roles in the construction and civil engineering industries that require good management skills.

This Higher Apprenticeship offers broad-based training suitable for experienced candidates who want to progress their careers in a number of potential roles:

- Site Manager – managing staff and budgets, ensuring contracts are delivered on time and to programme, responsible for hiring staff, deliveries, quality management and costs.
- Project Manager – operating the site in a safe and secure manner, providing management information for reports, assisting in client liaison meetings and sub-contractor meetings.
- Site Engineer – surveying and levelling sites, checking drawings and quantities to ensure accuracy, organising site facilities, monitoring work of sub-contractors and attending site meetings.

Once completed, your trainee will have the skills to manage staff, budgets, deliveries and quality management, as well as liaise with clients and oversee projects.

The HNC, which is a component of this course, has been validated and approved by the Institution of Civil Engineers and RICS.

#### Quick Information:

**Sector:**

Construction

**Who is it for?**

New recruits and existing staff

**Start date:**

Flexible to suit employers

**Level:**

Level 4

**Duration:**

24 months

**How does it work?**

Delivered in your workplace with one day a week at College

**Content:**

Key competence and knowledge to suit your organisation

**Assessment:**

Work-based assessments throughout the course and a portfolio of evidence

**Qualification:**

All apprentices will complete a Level 4 HNC Diploma in Construction and one of either a Level 4 NVQ in Construction and Building Services Management and Supervision or a Level 4 NVQ in Construction Site Supervision



## **Key Areas of Study**

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There are two qualifications within the apprenticeship: firstly, a Level 4 HNC Diploma in Construction which is the knowledge qualification; secondly, either a Level 4 NVQ in Construction and Building Services Management and Supervision (Sustainability) or a Level 4 NVQ in Construction Site Supervision which are the competency qualifications.

Your trainee will cover essential knowledge, skills and behaviours in both the diploma and the NVQ, together with pathways units. The menu of optional pathways is detailed below from which you and your trainee can select the areas of most importance to your organisation.

### **NVQ units**

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#### **The Level 4 NVQ in Construction and Building Services Management and Supervision (Sustainability)**

has four mandatory units:

- Monitoring Quality Standards in Construction and the Built Environment
- Monitoring Environmental Factors and Sustainability in Construction and the Built Environment
- Managing the Progress of Projects in Construction and the Built Environment
- Maintaining Systems for Health, Safety, Welfare and Environmental Protection in the Workplace

Plus the choice of one of the following pathways:

- Construction and the Built Environment
- Building Services

#### **The Level 4 NVQ in Construction Site Supervision** has six mandatory units:

- Maintaining Systems for Health, Safety, Welfare and Environmental Protection in the Workplace
- Assessing and Recommending Work Methods for Carrying Out Site Operations in the Workplace
- Planning Activities and Resources to Meet Work Requirements in the Workplace
- Co-ordinating and Organising the Control of Work in the Workplace
- Controlling Work Progress Against Agreed Programmes in the Workplace
- Allocating and Monitoring the Use of Plant, Equipment or Machinery in the Workplace

Plus a choice of one of the following pathways:

- Building and Civil Engineering
- Highways Maintenance and Repair
- Residential Development
- Conservation
- Demolition
- Tunnelling

## **HNC Diploma units**

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### **Mandatory units**

- Individual project
- Construction technology
- Science and materials
- Construction practice management
- Legal and statutory responsibilities in construction
- Construction information (drawing, detailing, specification)

Plus two additional units agreed with the College.

## **Training, Tutoring and Assessment**

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The whole programme takes 24 months to complete. Over the two-year period, your trainee will spend four days a week working with you on site as a trainee and the other one day a week in College building their skills and knowledge.

Whilst at College, your trainee will receive training to cover the technical diploma units of the qualification.

The HNC diploma is assessed through practical tasks, written assignments and presentations.

For the NVQ, assessment involves building a portfolio of evidence gathered in the workplace which demonstrates that trainees cover the range of skills required for their qualification.

We will offer support to you and your trainee through regular one-to-one visits by a trained assessor every six to eight weeks. These visits will cover one-to-one support and individual learning, as well as observations to assess your trainee's competencies in the workplace and a review of their portfolio

## **Apprenticeship Entry Requirements**

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For this apprenticeship, candidates will need a Level 3 qualification in a construction related course or prior work experience in the sector. This apprenticeship is not suitable for trainees under 19.

## Future / Other Opportunities

HND in Construction and the Built Environment Level 5  
Higher Apprenticeship in Construction Management Level 5  
Foundation Degree Professional Practice in Construction  
Operations Management  
BA (Hons) Construction Site Management or BA (Hons)  
Quantity Surveying & Commercial Management at Level 6

## More Information

To find out more about the opportunities and financing of apprenticeships and to discuss your particular requirements, please email [employer@sheffcol.ac.uk](mailto:employer@sheffcol.ac.uk) or call **0114 260 2600** to speak to one of our friendly employer advisors.

## Why choose The Sheffield College?

As one of the region's largest providers of apprenticeships, The Sheffield College is more than just your local provider; we deliver the dedicated support you need to source, train and get the best out of your apprentice.

We have undertaken significant capital investment in supporting our construction trades provision. Staff are fully qualified and have vast experience within the industry, continuing to work on site themselves in some cases. This ensures that we stay up to date with the latest industry techniques and any new materials that come on to the market. It also means that we can relate well to trainees' own experiences in the workplace and provide pastoral support in addition to guidance related to the course.

We appreciate how difficult and time consuming it can be to recruit staff. That's why, when you recruit an apprentice with us, our dedicated apprenticeship recruitment service, Job Connect, will advertise the vacancy, engage your candidates and even pre-screen them to make the process as easy as possible for you.

We help you get the best deal by finding the right funding and we handle the paperwork to make the process of arranging an apprenticeship training programme as smooth as possible. Our employer partnership team, apprenticeship tutors and assessment staff are experts, and we invest time and money in training and upskilling them regularly so their knowledge is up-to-date and industry standard.

At The Sheffield College we go above and beyond; we know that every business is different and we help to develop apprentices who will meet the needs of your business.

## Get In Touch

**Email:**

[employer@sheffcol.ac.uk](mailto:employer@sheffcol.ac.uk)

**Call:**

0114 260 2600

**Twitter:**

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