PROMT8
Confirm work activities and resources for the work

Overview

This standard is about:

- identifying the work activities involved
- adopting safe and healthy working practices
- identifying resources to carry out the work
- confirmation of a work programme/schedule for the occupational area of work being carried out

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Performance criteria

You must be able to:

P1	Identify the work activities and assess the resources required from the information available and plan the programme of work to be carried out..
P2	Obtain clarification and advice where the resources required are not available.
P3	Evaluate the work activities against project requirements and the requirements of any significant external factors.
P4	Identify work activities which influence each other and make the best use of the resources available.
P5	Identify changed circumstances that will require alterations to the work programme and justify them to the decision makers

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Knowledge and understanding		Programme and resources
You need to know and understand:	K1	How to identify the work activities.
	K2	How to assess the resources needed from the information available.
	K3	How to prepare a work programme.
		Clarification and advice on the resources
You need to know and understand:	K4	How to obtain clarification and advice where the resources required are not available.
		Project requirements and external factors
You need to know and understand:	K5	Evaluation of the work activities against project requirements and the requirements of significant external factors.
		Work activities
You need to know and understand:	K6	How to identify which work activities influence each other.
	K7	How to determine how long each work activity will take and the sequence of activities.
		Alterations to the work programme
You need to know and understand:	K8	How to identify alterations to the work programme to meet changed circumstances.
	K9	How to assess the contractual/work effects resulting from alterations to the work programme.
	K10	How to justify to decision makers the effects resulting from alterations to the work programme.

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Scope related to performance criteria	**1**	**Record(s) containing the resources required for the work relating to**
	1.1	occupations associated with the work
	1.2	tools, plant and/or ancillary equipment
	1.3	materials and components.
	2	**Record(s) which confirms and advises on what resources are available for the work.**
	3	**Record(s) covering project requirements. External factors influencing work relating to:– other occupations**
	3.1	resources
	3.2	environmental conditions
	3.3	health and safety requirements**.**
	4	**Record(s) covering activities that have an influence on each other and the best use of resources**
	4.1	other occupations
	4.2	materials and components
	4.3	tools, plant and/or ancillary equipment
	5	**Record(s) of proposed alterations to the work and the circumstances to justify them**
	5.1	inform line management of changes required

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Scope related to knowledge and understanding

1 Clarification and advice from

1.1 organisation employees
1.2 manufacturer's technical information
1.3 organisational procedures.

2 Evaluation by

2.1 work study (formal or informal)
2.2 risk assessment.

3 External factors

3.1 Other related programmes.
3.2 Special working conditions.
3.3 Environmental conditions.
3.4 Other occupations/people.
3.5 Resources.
3.6 Health and safety requirements.

4 Programme documentation relating to

4.1 action lists *
4.2 method statements *
4.3 duration *
4.4 schedules *
4.5 *and/or occupation specific requirements

5 Project requirements

5.1 Work schedules and conditions.
5.2 Health and safety requirements of operatives.

6 Resources

6.1 Other occupations/people associated with the work.
6.2 Tools, plant and/or ancillary equipment.
6.3 Materials and components.

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