CUSTOMER ONBOARDING GUIDE

# Level 6 Construction NVQs

## A practical route to recognising workplace competence

This guide explains how McGovern Assessments supports experienced construction managers through a Level 6 NVQ using evidence from their real job. It covers the assessment journey, online or in-person assessment, the evidence list we supply and the steps learners and employers can take to make the process run smoothly.

| **Work based** | **Online or in person** | **Flexible** |
|---|---|---|
| Assessment built around the learner's normal role | Assessment arranged around the learner and evidence | Evidence and timescales reflect the qualification and learner |

**For employers, contractors, self-employed managers, supervisors progressing into management and experienced construction managers**

# Your Level 6 NVQ at a glance

A Level 6 NVQ is a competence-based qualification. The learner demonstrates that they can manage construction work safely, consistently and to the required occupational standard. Depending on the qualification, this may include planning and programming work, leading teams, managing resources, quality, health and safety, environmental performance, costs, communication and project information. It is assessment of existing workplace competence rather than a classroom course or a single practical test.

| Question | What to expect |
|---|---|
| **Who is it for?** | Experienced construction managers already carrying out the relevant Level 6 role and able to provide management and workplace evidence. |
| **Where does assessment happen?** | Online or in person. Evidence must still come from genuine workplace management activity. |
| **How long is an assessment session?** | A typical planned assessment session is around half a day. It may be shorter or longer depending on the qualification, evidence available and assessment plan. |
| **Is there an exam?** | There is no traditional written exam. Assessment may include professional discussion, questions, witness evidence, observation and review of management records. |
| **How long does the full NVQ take?** | From start to finish, the process takes approximately four weeks to receive the certificate. Timescales may vary depending on the qualification, evidence already available, access to suitable work and how quickly any gaps are addressed. |
| **What is the outcome?** | On successful completion and quality assurance, the awarding organisation issues the NVQ certificate. |

## A good fit usually looks like this

- The learner is already carrying out the construction management role covered by the NVQ.
- The learner can explain management decisions, plan and monitor work, coordinate people and resources, control risk and describe their responsibilities.
- The learner can supply a suitable selection of the items specified on the Level 6 evidence list. A copy is attached at the end of this document.

# The assessment journey

We plan the assessment around the qualification requirements and the learner's real work. The stages below help everyone understand what needs to happen and when.

1

### Initial enquiry and suitability check

We confirm the occupation, job role, experience, work location and likely qualification route. We also identify whether suitable workplace activity is available for assessment.

2

### Registration and induction

Once the route is agreed, we collect the required details and identification, complete registration and explain the standards, support available and expected timescales. We also supply the learner with the Level 6 evidence list. The learner should collate as much relevant evidence as possible before the first assessment session. Evidence can be digital, paper based or a mix of both.

3

### Assessment planning

The assessor reviews the supplied evidence list, confirms which evidence can be used, identifies any suitable witnesses and agrees whether assessment sessions will be online, in person or a combination of both.

4

### Assessment online or in person

The assessor reviews the collated evidence, explores how it is used in the workplace, asks planned questions and gathers any further evidence required. Where observation is needed, suitable workplace activity and access will be agreed.

5

### Evidence review and gap planning

The assessor reviews the full portfolio, gives clear feedback and identifies any missing evidence. Further evidence or another visit may be needed if the occupational standards have not yet been fully demonstrated.

6

### Completion and quality assurance

When all requirements are met, the portfolio goes through internal quality assurance and is submitted through the awarding process. Certification follows after the required checks are complete.

## Our approach

We aim to keep assessment practical, proportionate and easy to understand. Learners receive a named assessor, a clear evidence plan and feedback on what is complete and what remains outstanding. Assessment decisions must still be based on sufficient, authentic and current evidence. This qualification can be delivered in person on site or online, depending on the learner's location and preferences.

# What happens during assessment

Assessment can be completed online or in person and is designed around the learner's normal management duties. Online sessions are used for evidence review, questioning and professional discussion. Where observation or site-based evidence is required, the assessor will agree suitable workplace access.

## The assessor may

- Agree the online or in-person assessment arrangements and, when attending site, complete the induction and confirm safe access.
- Ask questions to confirm underpinning knowledge, choices and safe systems of work.
- Record assessment notes.
- Review workplace documents, permits, inspection records, drawings, method statements or other relevant records.
- Agree next actions, deadlines and any evidence still required.

## The learner should

- The learner should collate as much relevant evidence as possible from the Level 6 evidence list.
- Provide only their own work and be open about any areas they have not yet had the opportunity to demonstrate.

## Important assessment arrangements

Assessment can be completed online or in person. For online assessment, the learner needs a suitable device, reliable connection, a private space and secure access to their evidence. For site visits, the employer remains responsible for site control, permits, welfare and health and safety. Please tell us in advance about access restrictions, photography rules and the named site contact.

## What affects the length of an assessment session

| Factor | Possible impact |
|---|---|
| **Qualification and units** | Some routes require a wider range of activities or endorsements. |
| **Existing evidence** | Good, organised evidence may reduce follow-up work. |
| **Assessment format and access** | Online access, site permissions, inductions or restrictions can affect the usable assessment time. |

# Preparing for assessment

Good preparation helps us use each online or in-person assessment session effectively and reduces avoidable follow-up. We supply each learner with a Level 6 evidence list. The assessor will explain which items apply and how the evidence should be labelled and submitted.

## Employer and site checklist

| | |
|---|---|
| ☐ | Confirm the assessment date, time, format and any planned workplace activity. |
| ☐ | Tell us about online access requirements or site induction, security, PPE, parking and access arrangements. |
| ☐ | Confirm whether photographs, video or screen sharing are permitted and identify any client restrictions. |
| ☐ | Have relevant management and workplace records available, with confidential information protected. |
| ☐ | Allow the learner enough uninterrupted time for questions and professional discussion. |
| ☐ | Notify us promptly if work, access or availability changes before the assessment session. |

## Learner evidence checklist

| | |
|---|---|
| ☐ | Acceptable identification and any registration information requested. |
| ☐ | Use the Level 6 evidence list supplied by us to collect and label recent management evidence for the required units. |
| ☐ | Photographs or videos of the learner's own work, with dates and context where possible. |
| ☐ | Work records such as job sheets, inspection sheets, permits, risk assessments or daily records. |
| ☐ | Any existing certificates, cards or training records relevant to the occupation. |
| ☐ | Access to email, telephone or the agreed system for remote discussions and evidence sharing. |

**Protecting information.** Do not send client-sensitive, commercially confidential or personal information unless it is required and an appropriate method has been agreed. Documents can often be redacted while still providing valid evidence.

# How competence is evidenced

No single item normally proves the whole qualification. The assessor uses a balanced range of evidence to confirm that performance meets the occupational standards.

| Evidence type | What it shows | Example |
|---|---|---|
| **Professional discussion** | Management role and responsibilities, decisions, planning, coordination and previous work history. | Discussion about programme, resources, risk, quality, progress and people management. |
| **Work products** | The output and records created through the learner's role. | Completed checks, job records or photographs. |
| **Witness testimony** | Performance seen over time by a suitable person. This is not a mandatory requirement. | Supervisor confirms consistent workplace practice. |
| **Questions** | Knowledge that may not be visible during observation. | Questions about faults, emergencies or regulations. |
| **Prior evidence** | Relevant achievement or experience already demonstrated. | Current certificates or authenticated recent evidence. |

## Support for learners

Learners should tell us as early as possible about any disability, learning difficulty, literacy need, language need or other barrier that may affect assessment. We will discuss appropriate support and reasonable adjustments within the qualification and awarding requirements. Adjustments support access to assessment; they do not reduce the occupational standard that must be met.

## Keeping the portfolio moving

- Respond to assessor messages and agreed actions promptly.
- Use the supplied evidence list to label and track evidence by unit, learner, date, site and task.
- Send evidence in the agreed format and keep original records where required.
- Raise problems early, especially if work patterns change or access to tasks is limited.

# Completion and next steps

When the assessor confirms that all required units are complete, the portfolio moves through internal quality assurance and the awarding process. Certification can only be requested once the evidence meets the required standard and all registration and quality checks are complete.

## Your evidence list

At induction, we provide each learner with the Level 6 evidence list. It shows the types of management and workplace evidence that may be collected and helps the learner, employer and assessor track what is complete and what is still needed. The assessor will confirm which items are relevant and explain how to label and submit evidence securely.

## Frequently asked questions

### Can assessment be completed in one session?

Sometimes a large amount of evidence can be reviewed in one session, but we cannot promise full completion in a single session. The assessor must confirm enough valid evidence across all required units.

### Does the learner need time away from work?

Assessment is built around normal management work. Dedicated time is still needed for induction, professional discussion, questions, evidence organisation and follow-up.

### What if the planned task is cancelled?

Contact us as soon as possible. We may rearrange the observation or session, use other valid evidence or agree a revised plan.

### Can photographs be used?

Yes, where they are permitted, authentic and supported by enough context. Photographs alone are unlikely to cover every requirement.

### Can an experienced manager fail?

Assessment decisions are evidence-based. If requirements are not yet met, the assessor explains the gaps and agrees what further evidence or development is needed.

### Can several managers be assessed together?

Often yes. We can coordinate online or in-person sessions for groups where the evidence, assessor availability and qualification routes make this practical.

### Is funding available?

Funding or grant support may be available for some learners, employers or qualifications. Eligibility, availability and contribution rules vary, so this must be checked before enrolment.

# What else we do

McGovern Assessments supports construction employers and individuals with qualifications, plant competence, safety training and workforce development. Availability and delivery arrangements vary by course and location.

| Service area | How we can help |
|---|---|
| **Construction NVQs** | Work-based qualifications across a range of occupations and levels, including supervisory and management routes where available. |
| **NPORS plant training and testing** | Operator training, testing and support for plant categories, delivered at suitable centres or customer sites where arrangements allow. |
| **Card progression support** | Guidance on evidence and qualification routes for relevant plant and construction competence-card applications. |
| **Site safety courses** | A range of practical courses such as abrasive wheels, cable avoidance, face fit, confined spaces and other workforce safety topics. |
| **Supervisory and management training** | Courses such as SSSTS and SMSTS, subject to scheduled availability and entry requirements. |
| **Streetworks** | Operative and supervisor training and assessment for relevant New Roads and Street Works routes. |
| **Funded programmes** | Selected funded skills and employability programmes where contracts, geography and learner eligibility permit. |
| **Bespoke employer delivery** | Planned training and assessment programmes for teams, including on-site coordination and workforce skills reviews. |

# Ready to discuss your workforce

Send us the learner's job role, experience, usual work activities, site location and the card or qualification outcome required. We will help identify the most suitable route, explain what evidence is likely to be needed and outline the next steps before registration.

## Contact McGovern Assessments

Use the enquiry details on our website and ask about a Level 6 NVQ suitability check.

Assessment and qualification requirements are confirmed during the suitability and registration process. This guide is general information and does not replace the requirements of the selected qualification, awarding organisation or card scheme.

# Level 6 NVQ Evidence List

## Management Evidence Summary

Use this checklist to collate management and workplace evidence before and during assessment. Not every item will apply to every qualification or learner. The assessor will confirm what is relevant. Tick Available when the evidence is ready and Submitted when it has been provided.

| Ref | Evidence item | Available | Submitted |
|---|---|---|---|
| 1 | **Site Observation 1** | | |
| 2 | **Site Observation 2** | | |
| 3 | **Professional Discussion** | | |
| 4 | **Witness Testimony / Evidence** | | |
| 5 | **Site Induction** | | |
| 6 | **Toolbox Talks** | | |
| 7 | **Drawings** | | |
| 8 | **Programme of Works** | | |
| 9 | **Method Statement** | | |
| 10 | **Risk Assessments** | | |
| 11 | **Quality Control Sheets** | | |
| 12 | **Specifications** | | |
| 13 | **Schedules** | | |
| 14 | **COSHH Data Sheets** | | |
| 15 | **Snag / Desnag Lists** | | |
| 16 | **Permits to Work / Dig / Hot Works** | | |
| 17 | **Timesheets** | | |
| 18 | **Materials Requisition** | | |
| 19 | **Delivery Sheets** | | |
| 20 | **Meeting Minutes** | | |
| 21 | **Daywork** | | |
| 22 | **Daily / Weekly Briefing** | | |
| 23 | **Health and Safety Plans** | | |
| 24 | **Health and Safety Audit** | | |
| 25 | **Safety Inspection** | | |
| 26 | **RAMS Register** | | |
| 27 | **PPE Allocation** | | |
| 28 | **Work Allocation** | | |
| 29 | **Accident / Emergency / Near Misses** | | |
| 30 | **Site Inspections** | | |
| 31 | **Team Meetings** | | |

| Ref | Evidence item | Available | Submitted |
|---|---|---|---|
| 32 | **Performance Reviews** | | |
| 33 | **Appraisals by Line Manager** | | |
| 34 | **Personal Development / CPD** | | |
| 35 | **Completed Training / Courses** | | |
| 36 | **Emails from Colleagues / Customers** | | |
| 37 | **Progress Reviews** | | |
| 38 | **Plant Inspections** | | |
| 39 | **Project Technical Information** | | |
| 40 | **Costs or Quotes** | | |
| 41 | **Environmental Information** | | |
| 42 | **Requests for Information** | | |
| 43 | **Instructions / Variations** | | |
| 44 | **Implemented Traffic Plans** | | |
| 45 | **Project Data** | | |
| 46 | **Non-Compliance Documentation** | | |
| 47 | **Statutory and Legal Information** | | |
| 48 | **Cost Control Systems** | | |
| 49 | **Monitoring Documents** | | |
| 50 | **Progress Charts** | | |
| 51 | **Copies of Any Documentation That Identifies You as a Manager** | | |
| 52 | **Copies of Any Documentation That You Generate as Part of Your Job** | | |
| 53 | **Up-to-Date CV Showing Management Experience** | | |