

L6 Construction Contracting Operations – Estimating

EVIDENCE EXAMPLES

As you place the evidence in the portfolio, register it on this sheet. This allows you to reference the same piece of evidence for different Units/Outcomes and Criteria.

Evidence No.	Evidence Description CCO Estimating
1	Construction Phase Plan
2	Survey (Asbestos, Soil etc)
3	RAM's (Include Brief sheet)
4	Proof of Induction
5	Competence checks (CSCS CPCS)
6	PQQ/Subcontractor Agreement
7	Toolbox Talk
8	H & S Inspection
9	H &S Audit
10	Pre-start Meeting
11	Progress Meeting
12	Handover Meeting
13	Design Programme
14	Programme of Work
15	Two week Look Ahead
16	Quality Plan
17	ITP
18	Early Warning Notification
19	Variation
20	Compensation Event
21	RFI/TQ
22	Snagging
23	Day works
24	H&S File, O&M, Warranties, Guarantees
25	Personal Development Plan https://www.highspeedtraining.co.uk/hub/personal-development-plan-template/
26	Annual review (Self and Others)
27	Course Request (Self and Others)
28	Certificates
29	Company reference On company headed paper, confirming length of time in current role and responsibilities, signed by line manager.
30	Training matrix
31	Payment release schedule and programme

32	Payment amendments
33	Retention payment confirmation
34	T&C's
35	Proposed, Revised and As built drawings
36	Material/Plant requisitions
37	Material/Plant Log/Register
38	Tender Invite- Out and In
39	Tender Package
40	Sub-contractor Order
41	Bill Of Quants
42	Schedule of works/rates
43	Reviewed Tenders
44	Amended Bill of Quants
45	Tender Queries (concerns/issues)
46	Tender Acceptance
47	Finance report
48	Risk Register (commercial)

Compiling your evidence:

Remember there is no need to print large documents. Front page, index page and where your name appears will suffice.

Staple, hole punch and highlight where your name is on each document and place in order as listed into a folder.

Don't index, number or place in plastic sleeves as they will be going into the centre file ready for submission for your level 6 certificate.