



# **Transportation Level 4**

## **Accreditation Edition**

Prepared by: Patricia Ryan

Printed: 5/12/2003

TRP WG

## Transportation NVQ/SVQ Level 4

### Introduction to the qualification

This NVQ/SVQ Level 4 qualification is for transportation professionals working in transportation planning, road safety engineering, road safety education & training programmes, highway maintenance, network management, traffic management and control, and transportation infrastructure design. The award has been developed by practising transportation professionals working in both the public and private sectors, with the support of key sector professional institutions and associations and in conjunction with the Construction Industry Council.

This award is the first revision of the original Level 4 NVQ/SVQs in the sector. In place of a suite of discrete awards, this new single NVQ/SVQ is designed on a “core and options” basis to serve all Level 4 transportation practitioners, reflecting the current industry focus on an integrated approach to sustainable transport policy. This award is relevant to all those practitioners in the sector who are working in a specialist, technologist or junior/middle management capacity. Much of the work of transportation professionals is ‘project based’, the term project should be interpreted widely to include either small scale or large scale projects, whether in rural or urban areas.

This award is designed to apply throughout the UK. Candidates pursuing the award in a particular country within the UK will present evidence which will reflect the legislative framework and transportation context of that country.

**Figure 1 shows how this award is positioned within the overall National Qualifications Framework.**

Category Level of Attainment	General Qualifications	Vocationally Related Qualifications	Occupational Qualifications
<b>Higher/level 5</b>	<i>Awards in these categories are delivered in further &amp; higher education, e.g. HND/C, foundation, first and higher degrees</i>		e.g. transportation Level 5 N/SVQ
<b>Higher/level 4</b>			<b>Transportation Level 4 NVQ/SVQ</b>
<b>Advanced/level 3</b>	e.g. AS/A2 level	e.g. AVCE, ND/C	e.g. transportation Level 3 N/SVQ
<b>Intermediate/level 2</b>	e.g. GCSE A-C	e.g. Voc. GCSE	e.g. Level 2 N/SVQ
<b>Foundation/level 1</b>	e.g. GCSE D-G	e.g. Voc. GCSE	e.g. Level 1 N/SVQ
<b>Entry</b>			

This Figure 1 framework shows the progression opportunities from lower levels into the new NVQ/SVQ, and from this award into the higher level. The Level 4 NVQ/SVQ is expected to be recognised by relevant professional institutions as contributing to their membership requirements. The award is supported by all the major representative transportation organisations, and the relevant educational and professional bodies. The award has been designed with appropriate flexibility to accommodate regional characteristics in Scotland, Wales and Northern Ireland.

Figure 2 shows how the award is positioned in the NVQ/SVQ framework regarding its level of competence and responsibility.

<b>Level 1</b>  Competence which involves the application of knowledge in the performance of a range of varied work activities, most of which may be routine and predictable.
<b>Level 2</b>  Competence which involves the application of knowledge in a significant range of varied work activities, performed in a variety of contexts. Some of the activities are complex or non-routine, and there is some individual responsibility or autonomy. Collaboration with others, perhaps through membership of a work group or team, may often be a requirement.
<b>Level 3</b>  Competence which involves the application of knowledge in a broad range of varied work activities performed in a wide variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy, and control or guidance of others is often required.
<b>Level 4</b>  <b><i>Competence which involves the application of knowledge in a broad range of complex technical or professional work activities performed in a wide range of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and the allocation of resources is often present.</i></b>
<b>Level 5</b>  Competence which involves the application of a significant range of fundamental principles across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources feature strongly, as do personal accountabilities for analysis and diagnosis, design, planning, execution and evaluation.

**Figure 2**

The “core and options” matrix is shown in Figure 3. The purpose of this arrangement is to combine a “core” of areas of competence that all Level 4 practitioners should possess, with a controlled selection of additional competences reflecting the particular transportation discipline of the candidate.

The Level 4 award consists of nine Units. Candidates must complete all five Core Units, plus four Optional Units. The four Optional Units must be chosen from at least two different categories. At least one of the Optional Units must be from the "interpersonal" category.

**FIGURE 3: TRANSPORTATION NVQ/SVQ LEVEL 4 -SCHEDULE OF CORE AND OPTIONAL UNITS**

CORE UNITS (All to be completed)	OPTIONAL UNITS (Four units chosen from at least two different categories - at least one from "interpersonal" category)						
	Policies, procedures	Forecasts, research, surveys, tests	Procurement, tenders, contracts	Legal, statutory	Design, specification	Accounts, budgets	Interpersonal
1 Agree transportation project requirements and prepare a brief	6 Plan and implement monitoring and assessment of transportation policies	8 Test the suitability of strategy options	12 Establish requirements for transportation project procurement	18 Assess and comply with statutory controls	20 Develop and present project solutions for transportation projects	23 Estimate and plan transportation project funding	25 Design Learning programmes
2 Investigate factors affecting transportation project developments	7 Implement procedures and maintain compliance with transportation policy requirements	9 Select, plan and commission test methods	13 Prepare and process estimate, bid and tender enquiries for transportation projects	19 Prepare and present evidence on disputes	21 Recommend and advice on the selection of a transportation project solution	24 Prepare and agree accounts and claims	26 Prepare and develop resources to support learning
3 Control transportation project quality standards progress and cost		10 Develop and implement transportation research and communicate findings	14 Prepare and submit estimates, bids and tenders for transportation projects		22 Prepare specifications and bills of quantities for transportation projects		27 Chair and participate in meetings
4 Enhance and maintain working relationships		11 Collect transportation data and present analysis	15 Prepare and agree contracts for transportation projects				28 Manage the performance of teams and individuals
5 Implement health, safety and environmental policy			16 Prepare procurement programmes and schedules of works for transportation projects				29 Provide professional advice and develop self and others
			17 Plan and implement the maintenance of transportation infrastructure				
<b>Separate Qualification</b>							O30 Assess candidates using a range of methods

The rules for selection of the Optional Units are intended to help candidates to design awards that include:

- the necessary core competences for a practitioner at Level 4
- a reflection of the particular transportation discipline of the candidate
- a balance between technical and personal competences
- recognition of the importance of health, safety, welfare and environmental care.

Examples of how particular transportation practitioners could select their optional units are as follows. These examples are only indicative. Each candidate will wish to make his/her own selections.

<b>Transportation discipline</b>	<b>Relevant optional units</b>
Transport planning	6, 7, 8, 10, 11, 20, 21
Road safety engineering	6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24
Road safety ETP	6, 7, 10, 11, 20, 25, 26, 27 & 30
Highway maintenance	12, 13, 14, 15, 16, 17
Network management	12, 13, 14, 15, 16, 17, 20, 21, 22
Traffic management & control	6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24
Transportation infrastructure design	8, 9, 10, 11, 20, 21, 22
Development controls	6, 7, 8, 9, 11, 15, 18, 19, 20, 21, 25, 27, 28, 29

Many of the Optional Units will apply across several transportation disciplines. The interpersonal units will have a general relevance to all disciplines within the transportation sector. The matrix therefore provides a rich source of opportunities for level 4 candidates to build awards to reflect their individual job roles.

## List of Units and Elements for Transportation Level 4 NVQ/SVQ

### CORE UNITS (Complete all 5)

<b>TRP4/CO1</b>	<b>Agree transportation project requirements and prepare a brief</b> <i>(Based on CISC B11.1,2,4 &amp; B13.1)</i>
CO1.1	Identify and assess stakeholder requirements and preferences <i>(Based on CISC B11.1)</i>
CO1.2	Identify and evaluate user factors <i>(Based on CISC B11.2)</i>
CO1.3	Identify and assess community needs <i>(Based on CISC B11.4)</i>
CO1.4	Prepare and present a project brief <i>(Based on CISC B13.1)</i>
<b>TRP4/CO2</b>	<b>Investigate factors affecting transportation project developments</b> <i>(Based on CISC B31.1, B31.2)</i>
CO2.1	Identify investigation requirements for transportation projects <i>(Based on CISC B31.1)</i>
CO2.2	Investigate and evaluate options for transportation projects <i>(Based on CISC B31.2)</i>
<b>TRP4/CO3</b>	<b>Control transportation project quality standards, progress and costs</b> <i>(Based on CISC D31.1,2,3,4,5)</i>
CO3.1	Control projects against agreed quality standards <i>(Based on CISC D31.1)</i>
CO3.2	Maintain project compliance with legal and statutory requirements <i>(Based on CISC D31.2)</i>
CO3.3	Control project progress against agreed programmes <i>(Based on CISC D31.3)</i>
CO3.4	Control project costs against agreed budgets <i>(Based on CISC D31.4)</i>
<b>TRP4/CO4</b>	<b>Enhance and maintain working relationships</b> <i>[Based on CISC F46.1,2,3 (MSC C5.1,2,3)&amp; F47.1]</i>
CO4.1	Enhance the trust and support of colleagues <i>[Based on CISC F46.1 (MCI C6.1)]</i>
CO4.2	Enhance the trust and support of those to whom you report <i>[Based on CISC F46.1 (MCI C6.2)]</i>
CO4.3	Provide guidance on values at work <i>[Based on CISC F46.3 (MCI C6.3)]</i>
CO4.4	Develop and maintain relationships with people who benefit from one's work <i>(Based on CISC F47.1)</i>
<b>TRP4/CO5</b>	<b>Implement health, safety and environmental policy</b> <i>(Based on CISC E42.1,2 &amp; F15.1)</i>
CO5.1	Identify and present project hazards and assess risks <i>(Based on CISC E42.1)</i>
CO5.2	Implement methods and procedures to reduce project risks <i>(Based on CISC E42.2)</i>
CO5.3	Implement health, safety and environmental policies <i>(Based on CISC F15.1)</i>
<b>OPTIONAL UNITS (Complete four units from at least two categories of the matrix. At least one of these units must be from the interpersonal category.)</b>	
<b>TRP4/O06</b>	<b>Plan and implement monitoring and assessment of transportation policies</b> <i>(Based on CISC A22.1, A23.1,2)</i>
O06.1	Develop plans for implementation of transportation policies <i>(Based on CISC A22.1)</i>
O06.2	Monitor the implementation of transportation policies <i>(Based on CISC A23.1)</i>
O06.3	Assess the impact of the implementation of transportation policies <i>(Based on CISC A23.2)</i>
<b>TRP4/O07</b>	<b>Implement procedures and maintain compliance with transportation policy requirements</b> <i>(Based on CISC A31.1,2 &amp; A32.1)</i>
O07.1	Identify processes and criteria to meet transportation policy guidelines <i>(Based on CISC A31.1)</i>
O07.2	Provide guidance and advice about transportation policy, requirements and procedures <i>(Based on CISC A31.2)</i>
O07.3	Evaluate feedback against transportation policy requirements <i>(Based on CISC A32.1)</i>
<b>TRP4/O08</b>	<b>Test the suitability of strategy options</b> <i>(Based on CISC A21.1 &amp; A21.2)</i>
O08.1	Select forecast models to test the suitability of strategy options <i>(Based on CISC A21.1)</i>
O08.2	Develop forecast models to test the suitability of strategy options <i>(Based on CISC A21.2)</i>
<b>TRP4/O09</b>	<b>Select, plan and commission test methods</b> <i>(Based on CISC B25.1,2 &amp; B26.3)</i>
O09.1	Identify test requirements, data standards and outputs <i>(Based on CISC B25.1)</i>
O09.2	Select and plan test processes <i>(Based on CISC B25.2)</i>
O09.3	Present test data <i>(Based on CISC B26.3)</i>
<b>TRP4/O10</b>	<b>Develop and implement transportation research and communicate findings</b> <i>(Based on CISC F16.3, F17.1,2 &amp; F18.1)</i>
O10.1	Develop and implement transportation research projects <i>(Based on CISC F16.3)</i>
O10.2	Implement transportation research data collection <i>(Based on CISC F17.1)</i>
O10.3	Analyse transportation research data <i>(Based on CISC F17.2)</i>
O10.4	Evaluate and disseminate the results of transportation research <i>(Based on CISC F18.1)</i>

<b>TRP4/O11</b>	<b>Collect transportation data and present analysis</b> <i>(Based on CISC B21.1,2,3)</i>
O11.1	Identify data collection requirements <i>(Based on CISC B21.1)</i>
O11.2	Select and plan transportation data collection processes and operations <i>(Based on CISC B21.2)</i>
O11.3	Analyse and present transportation data <i>(Based on CISC B22.3)</i>
<b>TRP4/O12</b>	<b>Establish requirements for transportation project procurement</b> <i>(Based on CISC B12.1,2)</i>
O12.1	Agree project procurement <i>(Based on CISC B12.1)</i>
O12.2	Agree a form of contract <i>(Based on CISC B12.2)</i>
<b>TRP4/O13</b>	<b>Prepare and process estimate, bid and tender enquiries for transportation projects</b> <i>(Based on CISC D13.1,2,3)</i>
O13.1	Evaluate and select potential tenderers for transportation projects <i>(Based on CISC D13.1)</i>
O13.2	Obtain estimate, bids and tenders for transportation projects <i>(Based on CISC D13.2)</i>
O13.3	Assess and select successful estimates, bids and tenders <i>(Based on CISC D13.3)</i>
<b>TRP4/O14</b>	<b>Prepare and submit estimates, bids and tenders for transportation projects</b> <i>(Based on CISC D14.1,2,3)</i>
O14.1	Evaluate estimate, bid and tender enquiry documentation for transportation projects <i>(Based on CISC D14.1)</i>
O14.2	Assess the resource requirements and costs within an estimate, bid and tender for transportation projects <i>(Based on CISC D14.2)</i>
O14.3	Finalise and submit bids for transportation projects <i>(Based on CISC D14.3)</i>
<b>TRP4/O15</b>	<b>Prepare and agree contracts for transportation projects</b> <i>(Based on CISC D15.1,2)</i>
O15.1	Prepare and modify forms of transportation contract <i>(Based on CISC D15.1)</i>
O15.2	Agree and conclude contracts for transportation projects <i>(Based on CISC D15.2)</i>
<b>TRP4/O16</b>	<b>Prepare procurement programmes and schedules of works for transportation projects</b> <i>(Based on CISC D11.1,2)</i>
O16.1	Develop a procurement programme for transportation projects <i>(Based on CISC D11.1)</i>
O16.2	Develop a schedule of work for transportation projects <i>(Based on CISC D11.2)</i>
<b>TRP4/O17</b>	<b>Plan and implement the maintenance of transportation infrastructure</b> <i>(Based on CISC E33.2,3)</i>
O17.1	Plan and schedule the maintenance of transportation infrastructure <i>(Based on CISC E33.2)</i>
O17.2	Implement the maintenance of transportation infrastructure <i>(Based on CISC E33.3)</i>
<b>TRP4/O18</b>	<b>Assess and comply with statutory controls</b> <i>(Based on CISC B32.3, B54.1)</i>
O18.1	Report and advise on options for potential transportation developments <i>(Based on CISC B32.3)</i>
O18.2	Obtain statutory consents for transportation developments <i>(Based on CISC B54.1)</i>
<b>TRP4/O19</b>	<b>Prepare and present evidence on disputes</b> <i>(Based on CISC D42.1,2)</i>
O19.1	Prepare evidence to resolve disputes <i>(Based on CISC D42.1)</i>
O19.2	Present evidence to resolve disputes <i>(Based on CISC D42.2)</i>
<b>TRP4/O20</b>	<b>Develop and present solutions for transportation projects</b> <i>(Based on CISC B51.2, B52.1,2)</i>
O20.1	Select and refine project options <i>(Based on CISC B51.2)</i>
O20.2	Present options for transportation projects <i>(Based on CISC B52.1)</i>
<b>TRP4/O21</b>	<b>Recommend and advise on the selection of a transportation project solution</b> <i>(Based on CISC B53.1,4)</i>
O21.1	Agree a transportation project solution <i>(Based on CISC B53.1)</i>
O21.2	Analyse and produce a detailed transportation project solution <i>(Based on CISC B53.4)</i>
<b>TRP4/O22</b>	<b>Prepare specifications and bills of quantities for transportation projects</b> <i>(Based on CISC B63.1, B64.1,2)</i>
O22.1	Prepare specifications <i>(Based on CISC B63.1)</i>
O22.2	Prepare bills of quantities <i>(Based on CISC B64.1)</i>
O22.3	Measure quantities <i>(Based on CISC B64.2)</i>
<b>TRP4/O23</b>	<b>Estimate and plan proposed transportation project funding</b> <i>(Based on CISC B42.2,3)</i>
O23.1	Prepare forecast of proposed project funding <i>(Based on CISC B42.3)</i>
O23.2	Plan and control proposed project funding <i>(Based on CISC B42.2)</i>

- TRP4/O24 Prepare and agree accounts and claims** *(Based on CISC D32.1,2 & D31.5)*  
O24.1 Prepare and agree interim valuations and final accounts *(Based on CISC D32.1)*  
O24.2 Prepare and agree claims for reimbursement for loss and expense *(Based on CISC D32.2)*  
O24.3 Prepare and issue approvals for projects *(Based on CISC D31.5)*
- TRP4/O25 Design learning programmes** *(Based on EMPNTO L4.1,2)*  
O25.1 Choose options for meeting learning needs *(Based on EMPNTO L4.1)*  
O25.2 Design learning programmes for learners *(Based on EMPNTO L4.2)*
- TRP4/O26 Prepare and develop resources to support learning** *(Based on EMPNTO L7.1,2)*  
O26.1 Develop learning materials *(Based on EMPNTO L7.1)*  
O26.2 Choose materials to support learning *(Based on EMPNTO L7.2)*
- TRP4/O27 Chair and participate in meetings** *[Based on CISC F28.4,5 (MCI D3.1,2) & CISC F28.3]*  
O27.1 Chair meetings *[Based on CISC F28.4 (MCI D3.1)]*  
O27.2 Participate in meetings *[Based on CISC F28.5 (MCI D3.2)]*  
O27.3 Produce and progress records of meetings *(Based on CISC F28.3)*
- TRP4/O28 Manage the performance of teams and individuals**  
*[Based on CISC F44.1,2,3,4 (MCI C14.1,2,3,4)]*  
O28.1 Allocate work to teams and individuals *[Based on CISC F44.1 (MCI C14.1)]*  
O28.2 Agree objectives and work plans with teams and individuals *[Based on CISC F44.2 (MCI C14.2)]*  
O28.3 Assess the performance of teams and individuals *[Based on CISC F44.3 (MCI C14.3)]*  
O28.4 Provide feedback to teams and individuals on their performance *[Based on CISC F44.4 (MCI C14.4)]*
- TRP4/O29 Provide professional advice and develop self and others** *(Based on CISC F48.1, F49.3,4)*  
O29.1 Exchange information and provide advice on technical problems *(Based on CISC F48.1)*  
O29.2 Undertake personal development in the occupational practice area *(Based on CISC F49.3)*  
O29.3 Enable others to learn and benefit from one's experience *(Based on CISC F49.4)*

#### Separate Qualification

- TRP4/O30 Assess candidates using a range of methods** *(Based on Employment NTO A1)*  
O30.1 Developing plans for assessing competence with candidates *(Based on EMPNTO A1.1)*  
O30.2 Judging evidence against agreed standards on your assessment decisions  
*(Based on EMPNTO A1.2)*  
O30.3 Giving candidates feedback and support on your assessment decisions *(Based on EMPNTO A1.3)*  
O30.4 Contributing to the internal quality assurance process *(Based on EMPNTO A1.4)*

This Assessment Unit O30 originates from the Employment NTO and forms a separate qualification in its own right and is technically not part of this award. However, this function is considered to be fundamental for road safety ETP officers and those completing this Unit can count it towards achievement of Transportation Level 4. This means that road safety ETP candidates will need to complete three optional units from any category. Candidates not taking Unit O30 will be required to complete nine Units from the list of core and optional Units.