



BCATS

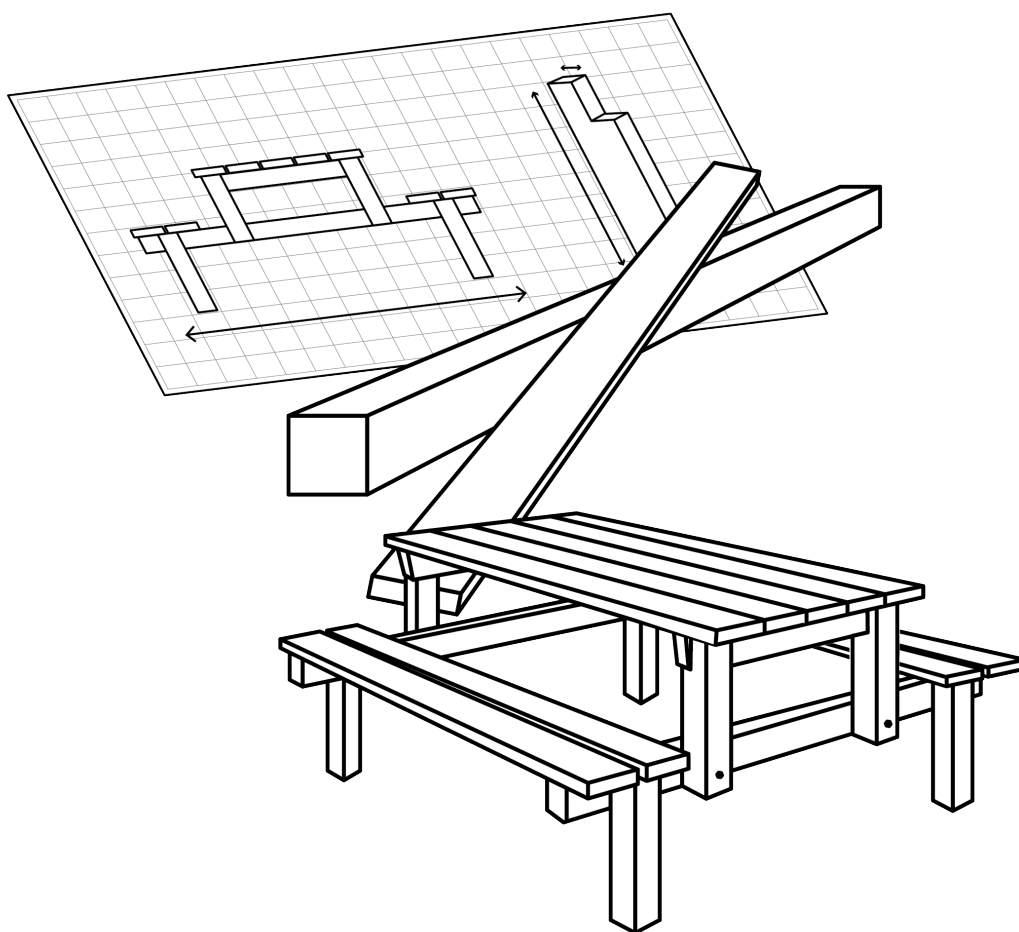
BUILDING, CONSTRUCTION
AND ALLIED TRADES SKILLS

Level

3

Project coordination

Assessment resource



5 credits

Skill Standard 40574 (v1)

Plan and monitor stages of a BCATS project

Learner name: _____

BCATS project: _____

BCITO
He Hunga Hanga Mātou
building people

Assessment: Project coordination

Learner instructions

This assessment is about planning and monitoring the stages of a BCATS project.

You need to show you can do the following without being prompted.

- Create a detailed project plan so you can carry out the project safely and smoothly.
- Monitor the project closely and carry out thorough checks to reach a quality outcome.
- Find solutions to any issues proactively and make changes to your project plan.



Your teacher will observe you monitoring the project and carrying out quality checks. They will provide comments in this assessment resource as evidence to support their observations.

You will need to provide the following evidence to support this (using the *Level 3: Project diary* templates provided). Submit it using myBCITO or the process at your school/organisation.



A completed *Project plan* template, showing project stages, health and safety requirements, materials needed and how waste will be dealt with.

Completed *Progress record* templates, showing project processes completed from start to finish, quality checks and any changes made, feedback received and actioned, and forward planning.

Use the assessment checklist in this resource to keep track of the evidence you have collected.

The grade you are awarded will be based on your ability to create an effective project plan, and monitor project completion to reach a quality outcome.

Assessment checklist: Project coordination

To be completed by the learner and the teacher.

Assessment activity	Evidence needed	Date all evidence collected (Learner to complete)	Teacher sign-off
Plan and monitor your project	A completed <i>Project plan</i> template.		
	Completed <i>Progress record</i> templates for all project processes.		
Note: A copy of the project brief must also be included in your overall portfolio of evidence.			

Teacher observation: Project coordination

Learner name: _____

Project: _____

Teacher instructions

Below are criteria for the available grades.

Not Achieved	Achieved	Merit	Excellence
Stages of the BCATS project are not appropriately planned and monitored.	Plan and monitor stages of a BCATS project.	Efficiently plan and monitor stages of a BCATS project	Skilfully plan and monitor stages of a BCATS project.



Provide comments on the learner's ability to meet the following assessment criteria, considering everything you observed throughout the project.

Stages of the BCATS project are identified and planned.	
Project is monitored and quality checks are completed at appropriate stages.	
Changes are made to the plan as required following monitoring and quality checks.	

Grade awarded: Project coordination

Teacher instructions

After considering all the evidence collected, enter the grade you will award for Skill Standard 40574, with comments that explain your decision.

Final grade		Date	
Justification for final grade (Provide overall comments, considering all evidence collected)			

Teacher and learner sign-off

		Date
Learner signature (Grade received and accepted)		
Teacher sign-off	Name: _____ Signature: _____	