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Issue:	1
Date:	07 March 2015
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Guidance Note

Guidance for Assessment of Construction (Design and Management) Regulation Competencies

Endorsement and Authorisation

Endorsed by:



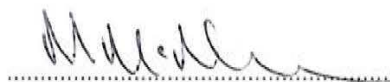
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User information

This Network Rail standard contains colour-coding according to the following Red–Amber–Green classification.

Red requirements – *No variations, could stop the railway*

- **Red requirements shall** always be complied with and achieved.
- Red requirements shall be presented in a red box with the word “shall” or expressed as a direct instruction.
- Accountability for the efficacy of red requirements lies with the Professional Head/Standard Owner.
- Red requirements are monitored for compliance.
- Corrective actions shall be enforced if variations are discovered through functional checks (e.g. engineering verification visits, audit or Operations Self-Assurance).

Amber requirements – *Controlled variations, approved risk analysis and mitigation*

- **Amber requirements shall** be complied with unless variation has been approved in advance.
- Amber requirements shall be presented with an amber sidebar and with the word “shall” or expressed as a direct instruction.
- Accountability for the efficacy of these requirements lies with the Professional Head/Standard Owner, or their nominated Delegated Authority.
- Amber requirements are monitored for compliance.
- Variations **may** be permitted. Variations are approved by the Standard Owner or through existing Delegated Authority arrangements.
- Corrective actions shall be enforced if **non-approved** variations are discovered through functional checks (e.g. engineering verification visits, audit or Operations Self-Assurance).

Green – *Guidance*

- Guidance is based on good practice. Guidance represents supporting information to help achieve Red and Amber requirements.
- Guidance shall be presented with a dotted green sidebar and with the word “should” (usually in notes) or as a direct instruction.
- Guidance is **not mandatory** and is not monitored for compliance.
- Alternative solutions may be used. Alternative solutions do not need to be formally approved.
- Decisions made by a competent person to use alternative solutions should be backed up by appropriate evidence or documentation.

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Issue record

Issue	Date	Comments
1	7 th March 2015	This Guidance Note provides information for Line Managers / Assessors and should be used when completing NR/L2/OHS/0047/F0001.

Reference documentation

Reference No.	Title
HSG L144:	<i>Health and Safety Executive Approved Code of Practice (HSE ACOP) for "Managing Health and Safety in Construction"</i>
CDM07/01	<i>Construction Skills Industry Guidance for Clients (www.cskills.org/uploads/CDM_Clients4web_tcm17-4640.pdf)</i>
CDM07/02	<i>Construction Skills Industry Guidance for CDM Co-ordinators(www.cskills.org/uploads/CDM_Co-ordinators_tcm17-4642.pdf)</i>
CDM07/04	<i>Construction Skills Industry Guidance for Designers (www.cskills.org/uploads/CDM_Designers4web_07_tcm17-4643.pdf)</i>
CDM07/05	<i>Construction Skills Industry Guidance for Principal Contractors (www.cskills.org/uploads/CDM_PrincipalContractors_web_tcm17-4644.pdf)</i>
NR/L2/OHS/0047/F0001	<i>CDM Representative Competence Assessment Form</i>
NR/L2/INI/02009	<i>Engineering Management for Projects</i>
NR/L2/CTM/201	<i>Competency Management</i>

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1 Purpose

This guidance note explains the process for both the assessment and appointment of candidates who undertake the role of a Construction Design Management (CDM) Representative on Network Rail Construction Projects. Assessing the competency should assist the Line Manager / Assessor in appointing the ideal candidate to a Network Rail Construction Project. It defines the process that should be implemented to confirm that people who fulfil this role are competent to perform the work.

2 Scope

Information contained within this guidance note applies to candidates required to discharge and manage Network Rail's CDM duties when undertaking the role a CDM Representative.

3 Roles and responsibility of a CDM Representative

A role created by Network Rail and assigned to an individual who facilitates the discharging of CDM duties.

4 Definitions

Assessor	An individual who has: • experience in assessment techniques /methods • relevant construction experience • current knowledge of Legislation, Group and Network Rail standards.
Assessment	A process of gathering and judging evidence to prove or determine competence.
Behavioural Statement	Those indicators that relate to the underpinning skills and characteristics associated with a person resulting in effective performance.
Candidate	An individual whose competence is being assessed.
Competence	The ability to undertake responsibilities and to perform activities to a recognised standard on a regular basis; this can be demonstrated by a combination of practical thinking skills, experience, knowledge and behaviours.
Competency Profile	Description of the competences that apply to a specific job, role or post. The competence profile defines the assessment requirements for the person occupying the post.
Competency Standard	A statement detailing: • What a candidate is able to do and how well, in order to achieve an intended outcome; • The range of circumstances in which the ability

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	has to be demonstrated; • The knowledge requirement to complete the activity; • The types of evidence needed to demonstrate that performance is consistent and can be sustained and how it would be assessed.
Continual Professional Development	Process by which an individual maintains and develops knowledge and skills relating to their role as a CDM Representative. Information should be documented, reviewed, validated and measured by it's relevance)
Evidence	Anything that is presented to support and capture details of an individual's competence. Supporting information should provide examples from working in projects and sources of information applicable to Appendix A.
Leadership Behaviours	Behaviours of a successful leader who contributes to high performance teams and organisations. These include acting to raise the performance and results of an organisation beyond the level that would have been achieved without them.
Line Manager	An individual who has immediate managerial responsibility for others and undertakes the role as the Assessor.
Mentor	A Competent and Experienced CDM Representative who provides advice and support to a candidate on how to apply the role of a CDM Representative within a Network Rail Construction Project.
Mentoring	A relationship and an activity by which a more experienced colleague uses their greater knowledge and understanding of the work, tasks or range of activities to support the development, over a specified period of time, of a less experience colleague.

5 Deployment

Information contained within this guidance note provides support to Line Managers to assist their assessment of a candidate when determining the level of competency achieved. It provides a process by which Line Managers can assure themselves that candidates has the ability to fulfil the role of the CDM Representative when discharging CDM duties on behalf of Network Rail as defined by the CDM Regulations.

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6 Training and Mentoring

All candidates are required to be trained and assessed before fulfilling the role as a CDM Representative. Where a Line Manager has identified that the candidate requires development in the role the Line Manager should seek and appoint a mentor. This should be recorded and presented as evidence when the candidate undertakes a competence assessment.

7 Assessing Competency

Line Managers are responsible for assessing the competence of candidates who discharge CDM responsibilities. In instances where the Line Manager does not have the necessary skills to make such an assessment they should seek guidance from an Assessor.

As identified within Appendix A the Line Manager and candidate should have a conversation to discuss the role requirements of a CDM Representative. Following such discussions assessments against each of the competence statements are required to be completed. Prior to the meeting the candidate should prepare evidence in line with guidance provided in Appendix A.

The assessment should take into account planned design and construction activities, project complexity and determine whether or not the specific performance statements can be demonstrated.

7.1 Assessment Levels

Following assessment the Line Manager and candidate agree the candidates level of competence against one of the four levels of competence listed below.

Pre-competent

- a) Level 1 (L1) – Requires Training
- b) Level 2 (L2) – Trained

Competent

- c) Level 3 (L3) – Competent
- d) Level 4 (L4) – Competent and Experienced

The following identifies how competence is assessed.

7.2 Pre Competent - Level 1 Requires Training

The candidate demonstrates little or no experience in the application of the principles of the Health and Safety at Work Act 1974 and associated Regulations such as CDM. The options to the Line Manager are:

- a) the candidate should be briefed on the role of the CDM Representatives;
- b) Establish a Continual Professional Development plan which provides the candidate with training in order to develop knowledge. Options are: