



# Level 7 NVQ in Construction Senior Management

Learner Handbook

## Welcome to M2HSE Training

Dear Learner,

Congratulations on taking the next step in advancing your career with our Level 7 NVQ in Construction Senior Management. At M2HSE Training, we are dedicated to providing a smooth and supportive learning experience, ensuring you achieve your qualification with confidence and efficiency.

This handbook provides a detailed overview of what to expect during your NVQ journey, including the structure of your qualification, guidance on assessments, and tips to succeed.

Our team of experienced industry professionals will work closely with you, ensuring the process is both educational and empowering.

Should you have any questions, feel free to reach out at any stage of your journey.

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## About Your Qualification

The Level 7 NVQ in Construction Senior Management is a competency-based qualification tailored for experienced professionals leading large-scale construction projects. It validates your expertise in managing complex operations, ensuring compliance, and fostering team leadership.

## Key Benefits

- Eligibility for a **Black CSCS** Card, symbolizing senior-level competence.
- Recognition by industry bodies, including **CITB, CSCS, CIOB, CPCS, and NPORS**.
- Flexible timelines to accommodate your professional commitments.
- Accelerated pathway to achieving MCIQB membership, enhancing your professional credentials.



## Units and Learning Outcomes

The NVQ consists of core and optional units. Core units are mandatory, while optional units allow customization based on your role and expertise.

### Core Units:

- **Manage Project Processes:** Oversee construction processes to meet timelines and budgets.
- **Manage Teams:** Lead teams effectively to achieve project objectives.
- **Provide Ethical Advice and Service:** Deliver guidance adhering to industry standards.
- **Develop Self and Others:** Foster continuous professional growth within your team.
- **Control Projects:** Monitor and adjust project progress to stay on track.
- **Plan Workforce:** Strategically allocate resources and skilled professionals.

### Optional Units

(Select based on your role)

- Direct the Management of Design Development and Processes
- Prepare and Agree a Project Brief and Outline Programme
- Evaluate Sustainable Resources for Construction Projects
- Ensure Contracts Are Prepared and Negotiated
- Manage Tendering Processes and Bids
- Control Budgets and Contract Payments
- Manage Marketing and Customer Services

Each unit is assessed to ensure competency in real-world applications.

## Understanding the E-Portfolio System

M2HSE Training utilizes the Quals Direct E-Portfolio System, offering a secure and efficient platform for managing your NVQ.

### Features

- **Evidence Upload:** Submit documents, photos, and videos easily.
- **Progress Tracking:** Monitor unit completion and overall progress.
- **Resource Access:** Download templates and guides.
- **Communication:** Stay connected with your assessor

Login credentials will be emailed upon registration. An induction session will guide you through using the platform effectively.



## Step-by-Step Guide to Completing Your NVQ

**1**

**Registration:**

Complete the registration form sent via email

**2**

**Awarding Body Enrolment:**

Receive confirmation and login details.

**3**

**Induction:**

Schedule your induction with your assessor (typically within 48 hours).

**4**

**Portal Familiarization:**

Learn how to use the E-Portfolio system.

**5**

**Knowledge Questions:**

Begin uploading evidence and completing knowledge packs.

**6**

**Assessment:**

Participate in structured evaluations site evidence, professional discussions, witness testimony.

**7**

**Portfolio Submission:**

Your portfolio undergoes internal and external quality checks

**8**

**Completion:**

Receive your digital NVQ certificate

**Note:** While most learners complete their NVQ in 8–12 weeks, we offer flexible timelines.

## Your Induction Process

Your induction is a personalized session to:

- Explain the NVQ structure and requirements.
- Help you select optional units suited to your role.
- Review and update your CV (mandatory for submission).
- Introduce the E-Portfolio system.

Our experienced assessors will guide you every step of the way.

## Knowledge Questions Explained

Knowledge questions assess your understanding of core and optional units.

## Tips for Success

**Provide detailed responses with real-world examples.**

**Approach each question as an opportunity to showcase your expertise.**

**Choose between written answers or verbal discussions with your assessor**

Assessors may request revisions to ensure responses meet the required criteria

## Evidence Collection and Submission

Evidence demonstrates your competency and should include, but not limited to

- Reports, audits, and risk assessments.
- Health and safety documentation.
- Team performance reviews.
- Emails, meeting notes, and inspection records
- Design documentation
- Tendering documentation
- Costing and pricing documentation
- Continuous Professional Development plan

Ensure evidence is less than two years old, clearly labelled, and uploaded via the E-Portfolio system.



## Assessment Methods in Detail

We employ diverse methods to validate your skills:

- **Projects documentation: Remote** evaluations of your site evidence and documents.
- **Knowledge questions:** Structured questions designed to reflect your knowledge and experience
- **Professional Discussions:** Structured conversations about your responsibilities.
- **Witness Testimonies:** Colleagues or supervisors provide recorded feedback.

Your assessor will recommend the most suitable methods.

## Frequently Asked Questions

### Q: How long will my NVQ take?

A: While most learners complete their NVQ in 8–12 weeks, timelines can be adjusted.

### Q: Can I switch optional units midway?

A: Yes, discuss this with your assessor for guidance.

### Q: What happens if I exceed one year?

A: Extensions are possible, but additional fees may apply.



## Getting Started

### Pricing

The total cost of the Level 7 NVQ in Construction Senior Management is £1400 + VAT

### Payment Options:

- **Full Payment:** 10% discount if paid upfront.
- **50/50 Split:** Half upfront, half upon completion or after six months.
- **3 Instalments:** Split into three payments over six months.
- **6 Instalments:** 6 Equal Payments over Six months

### Ready to begin?

You can enrol on our website or contact us at [sales@m2hse.co.uk](mailto:sales@m2hse.co.uk) or **02080599944**



## Our Accreditations



Our qualifications, regulated by Ofqual, are recognized by CITB, CIOB, and CSCS, ensuring high standards and career advancement.

**Note:** NVQs assess competency through evidence, not training sessions. Awarding bodies require proof of your skills and experience at the applicable level.

M2HSE TRAINING LTD

## Level 7 NVQ in Construction Senior Management



SO

Stewart O'Brien



### NVQ Level 7 Diploma in Construction Senior Management and easy to.....

The course was well defined and easy to navigate. My assessor was very helpful and knowledgeable. they made the experience worth while. Highly recommended.

**Address:** M2HSE Training Ltd. Ceme Business Campus, Commercial 1, Marsh Way, Rainham, RM13 8EU

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