



**Level 5 Award in Understanding Project & Change  
Management in the Water & Environmental Industries**

**Qualification Specification**

# Contents

	<b>Page</b>
Introduction	3
Qualification profile	3
Qualification structure	4
Centre requirements	4
Support for candidates	5
Assessment	5
Internal quality assurance	6
Adjustments to assessment	6
Results enquiries and appeals	6
Certification	6
Learning Outcomes and Assessment Criteria	7

## Introduction

The **Level 5 Award in Understanding Project & Change Management in the Water & Environmental Industries** is aimed at candidates who wish to demonstrate their knowledge and understanding of project and change management within the water or environmental industries.

The Regulated Qualifications Framework (RQF) is the single framework for regulated qualifications, the regulatory body for this qualification is the Office of Qualifications and Examinations Regulation (Ofqual). This qualification is accredited onto the RQF.

## Qualification Profile

Qualification title	<b>ProQual Level 5 Award in Understanding Project &amp; Change Management in the Water &amp; Environmental Industries</b>
Ofqual qualification number	603/4350/3
Level	Level 5
Total qualification time	20 hours
Credits	2 credits
Guided learning hours	16
Assessment	Pass or fail Assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	4/4/2019
Qualification end date	

## Entry Requirements

There are no formal entry requirements for this qualification. Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

## Qualification Structure

To achieve the qualification candidates must complete ONE Mandatory unit.

Unit Reference Number	Unit Title	Credits	Unit Level	GLH
M/617/5289	Project and Change Management in the Water and Environmental Industries	2	5	16

## Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

### Staff

Staff delivering this qualification must be appropriately qualified and occupationally competent.

### Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or quality assurance verifier qualifications, such as:

- ProQual Level 3 Certificate in Teaching, Training and Assessing
- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

## Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

## Assessment

Candidates must demonstrate the level of knowledge and/or skills described in the units. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence could include:

- observation report by assessor
- assignments/projects/reports
- professional discussion
- witness testimony
- record of oral and written questioning
- Recognition of Prior Learning

**Learning outcomes** set out what a candidate is expected to know, understand or be able to do. **Assessment criteria** specify the standard a candidate must meet to show the learning outcome has been achieved.

*Learning outcomes and assessment criteria for this qualification can be found from page 7 onwards.*

To achieve this qualification all candidates must produce evidence which demonstrates their achievement of all of the assessment criteria.

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Simulations are permitted where candidates, during the course of their qualification, are not able to provide evidence from naturally occurring events.

## Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

## Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements. Centres should contact ProQual for further information or queries about the contents of the policy.

## Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

## Certification

Candidates who achieve the requirements for qualifications will be awarded:

- A certificate listing the units achieved, and
- A certificate giving the full qualification title -

### **ProQual Level 5 Award in Understanding Project & Change Management in the Water & Environmental Industries**

#### **Claiming certificates**

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the requirements for a qualification. All certificates will be issued to the centre for successful candidates.

#### **Unit certificates**

If a candidate does not achieve all of the units required for a qualification, the centre may claim a unit certificate for the candidate which will list all of the units achieved.

#### **Replacement certificates**

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

## Learning Outcomes and Assessment Criteria

### Unit M/617/5289

## Project and Change Management in the Water & Environmental Industries

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the principles and key processes of effective project management	1.1 Explain the principles of project management
	1.2 Explain the key processes of project management
	1.3 Conduct research, collect data and information relevant to the work-based project
	1.4 Evaluate information and research data to evaluate and identify optimal intervention to achieve desired business outcome
	1.5 Process data and information to allow evaluation of need and identify potential solutions including opportunities for innovation
	1.6 Plan, research and identify sources of data and information relevant to the work-based project
	1.7 Establish, review and modify on-going work-based project plans
2 Understand the principles to undertake an effective work-based project	2.1 Negotiate with stakeholders to establish the need, purpose and direction of a work-based project
	2.2 Establish a flexible plan of action, review and modify the plan as the project progresses
	2.3 Conduct research and collect data to establish relevant information necessary to progress the project
	2.4 Process and evaluate information to identify optimal intervention to achieve desired business benefit
	2.5 Implement stakeholder mobilisation across the project by influencing and organising internal and external suppliers, customers and partners to provide resource for project implementation
3 Understand how to show effective and beneficial use of a work-based project proposal to stakeholders	3.1 Identify key stakeholders and conduct analysis of stakeholder interests and concerns
	3.2 Influence key stakeholders to conduct effective business negotiations to agree terms of reference for a work-based project
	3.3 Disseminate recommendations and proposals to stakeholders for implementation of beneficial change within the business
	3.4 Review the project to identify successes and key learning points

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
4 Understand the principles and key processes of effective change management	4.1 Explain the principles of change management 4.2 Conduct research and identify best practice in change management relevant to the water and environmental industries 4.3 Identify and construct recommendations and prepare proposals to implement beneficial change within the water and environmental industries 4.4 Disseminate recommendations and make proposals to stakeholders for implementation of beneficial change within the water and environmental industries 4.5 Review the project identifying lessons to be taken forward for business improvement 4.6 Review the project identifying lessons to be taken forward for personal and professional development 4.7 Explain and assess the impact of change on personnel in the organisation and plan and manage for the emotional impact of change
5 Understand the importance of data, information, research and evidence in preparing project proposals	5.1 Identify and access data and sources of information in relation to change management relevant to the water and environmental industries

## Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.



[www.proqualab.com](http://www.proqualab.com)

[enquiries@proqualab.com](mailto:enquiries@proqualab.com)

Tel: +44 (0)1430 423822

ProQual AB Limited, ProQual House, Westbridge Court, Annie Med Lane, South Cave HU15 2HG  
Company Registration Number: 07464445