

Level 2 NVQ Diploma in Steelfixing Occupations (Construction) (2455-02)

March 2017 Version 1.0

Candidate Logbook/Work-Based Evidence Record

About City & Guilds

As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

City & Guilds Group

The City & Guilds Group operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Land Based Services (land-based qualifications), the Centre for Skills Development (CSD works to improve the policy and practice of vocational education and training worldwide) and Learning Assistant (an online e-portfolio).

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent. However, approved City & Guilds centres and candidates studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching candidates working towards a City & Guilds qualification, or for internal administration purposes
- candidates may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* (see the City & Guilds website) also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Published by City & Guilds, a registered charity established to promote education and training

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds

1 Giltspur Street

London EC1A 9DD

www.cityandguilds.com

learnersupport@cityandguilds.com

Level 2 NVQ Diploma in Steelfixing Occupations (Construction) (2455-02)



Version 1.0
March 2017

Qualification title	City & Guilds qualification number	Qualification Accreditation Number (QAN)
Level 2 NVQ Diploma in Steelfixing Occupations (Construction)	2455-02	603/1168/X

Contents

1	About your Candidate Logbook/Work-Based Evidence Record	5
2	About your approved centre	7
3	About candidates	9
4	Qualification assessment	10
5	Using your logbook	12
Unit 201	Conforming to general health, safety and welfare in the workplace	28
Unit 202	Conforming to productive working practices in the workplace	34
Unit 203	Moving, handling and storing resources in the workplace	38
Unit 204	Cutting and Bending Reinforcement Steel to Shape in the Workplace	45
Unit 205	Fixing Steel in Situ in the Workplace	51
Unit 206	Prefabricating Reinforcement Steel Sections in the Workplace	59
Unit 207	Slinging and hand signalling the movement of suspended loads in the workplace	67
Appendix 1	Summary of City & Guilds assessment policies	79

1 About your Candidate Logbook/Work-Based Evidence Record



1.1 Contact details

Candidate name	
Candidate address	
Centre name	
Centre number	
Programme start date	
City & Guilds registration number	
Date of registration with City & Guilds	

This Candidate Logbook/Work-Based Evidence Record is your personal achievement in practical work carried out mostly in the workplace and knowledge assessments achieved. It may not be possible to replace this document, therefore it should be kept in good condition and in a safe place to be used by you to record your progress.

Once completed, you must keep this portfolio for a period of three years. During this time your training centre can request that you submit your portfolio to them. This will be returned to you.

Keep a record of relevant contact details in the space provided below. You may find it helpful to make a note of phone numbers and e-mail addresses here.

Your Assessor(s)	
Internal Quality Assurer (IQA)	
Quality Consultant (QC)	

1.2 Introduction to the logbook

This logbook will help you complete the units in **Level 2 NVQ Diploma in Steelfixing Occupations (Construction) (2455)**. It contains forms you can use to record your evidence of what you have done.

This Logbook contains all the units within the qualification.

About City & Guilds

City & Guilds is your awarding body for this qualification. City & Guilds is the UK's leading awarding body for vocational qualifications.

Information about City & Guilds and our qualifications is available on our website **www.cityandguilds.com**.

2 About your approved centre

Types of approved centres

Assessment for your qualification will be carried out at your centre. Your centre may be your place of work, a college, training provider or a combination of these.

City & Guilds approves centres to offer their qualifications and regularly monitors them to make sure they meet our quality standards and follow our assessment policies.

Centre responsibilities

Your centre is responsible for the administration of your qualification. Centre staff will:

- register you with City & Guilds
- give you your City & Guilds enrolment number
- apply for your certificate(s) when you have completed your qualification or units.

Centres are also responsible for supporting you as your work towards your qualification. Centres will:

- carry out an initial assessment with you
- tell you about any learning or training (and resources) you will need to help you complete your qualification
- provide an induction programme to explain how the assessment process works
- produce an assessment plan for you.

Assessment roles

The following people at your centre will help you achieve your qualification.

The Assessor

The assessor is the person you will have the most contact with as you work towards your qualification. Your assessor will:

- help you identify any training you need
- agree an assessment plan with you
- help you plan and organise your workload and evidence
- observe you carrying out your job in the workplace over a period of time
- ask you questions about the work you do
- make decisions about your evidence
- judge when you are competent and meet the national standards
- give you feedback about your evidence and competence.

You may have more than one assessor depending on which units of the qualification you take.

The Internal Quality Assurer (IQA)

The Internal Quality Assurer (IQA) maintains the quality of assessment within the centre.

The Work-Based Recorder/Expert Witness

The role of the work-based recorder/expert witness is to:

- observe you carrying out work activities
- take photographs as evidence of work carried out
- authenticate work based recordings and testimonies
- ensure all work meets current industrial standards
- ensure all work is carried out in a safe manner
- be in regular communication with your assessor to evaluate your performance on site
- try to make sure you get the relevant work experience needed to meet the criteria of your qualification
- provide support, guidance and motivation to help you complete your qualification successfully

3 About candidates

Candidate role and responsibilities

Your responsibilities as a City & Guilds candidate are to:

- provide your centre with your personal details so you can be registered with City & Guilds
- participate in an initial assessment and induction
- agree a personal assessment plan with your assessor
- collect and organise your evidence as agreed in your assessment plan
- attend regular meetings with your assessor to discuss your progress and to amend your plan when required
- meet with other centre and City & Guilds staff to talk about your qualification and evidence
- make sure you understand and comply with health and safety law and regulations.

Your centre **may** ask you to agree and sign a learning contract with them to show how you will be assessed for your qualification.

Learner registration number

Make sure you keep a note of your unique City & Guilds registration number on the front page of this logbook.

Moving to a new centre

If you change jobs or move to a new centre before you complete your qualification, you may be able to complete it at a new centre. Ask your centre to apply for any certificates of unit credit for you before you leave, and add them to your records.

A new centre will need your candidate enrolment number, your assessment records and evidence to help you complete your qualification.

4 Qualification assessment

4.1 Before you start your qualification

Initial assessment

Before you start work on your qualification you will meet with your assessor to discuss what you need to do to complete your qualification. This can include:

- checking you are taking the right qualification level
- checking you have chosen suitable units
- identifying any training or learning you will need to help you gain your qualification
- agreeing an assessment plan
- signing a learning contract.

Skill scan

As part of this meeting, you will discuss the skills and knowledge you may already have, and decide how this can be used towards your qualification. This process is sometimes called a skill scan. There is a Skill Scan Form in this logbook you can use to record the skills you may already have.

4.2 The assessment process

Once you have chosen your units you will make and agree an assessment plan with your assessor. This will show:

- the units the plan covers
- when you will be assessed
- where the assessment will take place
- what you will be doing
- what evidence you will produce
- who will assess you.

The plan should also indicate the methods of assessment to be used to collect your evidence.

Evidence can include:

- direct observation in the workplace by a qualified assessor
- witness testimony of work carried out by you in the workplace written by an expert witness
- questioning – this could be verbal, written or computer based
- other evidence which can include photographs or personal accounts.

Assessment requirements

Site Observations (SO) should be conducted in the workplace by your Assessor. For individual criteria not directly observed, evidence of your ability to complete a number of different tasks to confirm competence must be recorded.

Types of evidence

SO = Site Observation

OQ = Oral Question

WQ = Written Question & Answer

WT = Witness Testimony

PS = Photographic Supplementary

PD = Professional Discussion

The following people at your centre will explain the assessment and recording process and help you achieve your unit(s).

The assessor/tutor

The assessor/tutor is the person you will have the most contact with as you work towards your unit(s). You may have more than one assessor/tutor depending on which unit(s) you take or you may be assessed by a person who is not your tutor.

The Internal Quality Assurer (IQA)

The IQA maintains the quality of assessment within the centre.

The Qualification Consultant (QC)

The QC works for City & Guilds and helps to ensure that your centre meets the required standards for quality and assessment.

5 Using your logbook

Recording forms

This logbook contains all of the forms you and your assessor will need to plan, review and organise your evidence. Your assessor will be able to help you decide which forms you need to complete and help you fill them in.

Candidate job profile

You can use this form to record your personal details if you don't already have a Candidate Résumé/ CV.

Skill scan/Initial assessment

This can be used to record the skills and knowledge you may already have. This may be part of your initial assessment.

Overall unit sign-off

You can use this form to log your achievement of the units for the whole qualification including completion of assignments and online assessment

On-site assessment plan/feedback

You and your assessor will use this form to plan each assessment session. Your assessor will use this form to give feedback on the task. It will also enable you and your assessor to plan what actions need to be done before the next session.

On-site observation report

Your assessor will complete during observation. You will both sign this as a true record.

Professional discussion supplementary evidence sheet

To be completed by you, your work-based recorder or another witness to evidence meeting assessment criteria that could not be signed off during direct observation with your assessor.

Oral questioning supplementary evidence sheet

Your assessor will use this form to log any additional questions and answers asked during observation or to mop up any missing evidence.

Photographic supplementary evidence

Use this form to include a photo and brief description of the task being carried out.

Work-based recorder details

To be completed by your work-based recorders to confirm occupational competence.

Assessor briefing and report continuation sheet

Additional space for your assessor to make notes

Signature sheet

This is used to record the details of staff that will provide you with witness testimony.

Units

These record where the evidence you produce meets the requirements of the unit. You should give each piece of evidence an evidence reference number.

Please photocopy these forms as many times as required to log the evidence.

5.1 Candidate job profile



If you already have your own CV you can use that instead of this form.

Candidate name:	
Place of work:	
Assessor:	

Outline of job role:

Previous roles & responsibilities relevant to the qualification:

Previous qualification and training relevant to the qualification

Qualification/Training	Where achieved	Date achieved	Grade

5.2 Units

To achieve the **Level 2 NVQ Diploma in Steelfixing Occupations (Construction) (2455-02)**, you must achieve **10** credits from the mandatory units and a minimum of **38** credits from the optional units available. Additional units may be achieved from the elective units but they will not count towards the qualification.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
Mandatory					
201	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
202	J/503/1169	2	Conforming to productive working practices in the workplace	3	10
203	F/503/1171	2	Moving, handling and storing resources in the workplace	5	17
Optional					
204	T/504/9585	2	Cutting and bending reinforcement steel to shape in the workplace	16	53
205	J/504/9591	2	Fixing steel in situ in the workplace	22	73
206	M/504/9598	2	Prefabricating reinforcement steel sections in the workplace	25	83
Elective					
207	R/506/3929	2	Slinging and hand signalling the movement of suspended loads in the workplace	10	33

5.3 Skill scan/initial assessment – Mandatory units



Qualification title: **Level 2 NVQ Diploma in Steelfixing Occupations (Construction) (2455)**

Qualification No: 2455-02

Candidate name: _____

Unit	Duties	Examples	Training Required
201	Conforming to general health, safety and welfare in the workplace		
	Comply with all workplace health, safety and welfare legislation requirements.		
	Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.		
	Comply with organisational policies and procedures to contribute to health, safety and welfare.		
	Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.		
	Comply with and support all organisational security arrangements and approved procedures.		
202	Conforming to productive working practices in the workplace		
	Communicate with others to establish productive work practices		
	Follow organisational procedures to plan the sequence of work.		
	Maintain relevant records in accordance with the organisational procedures		
	Maintain good working relationships when conforming to productive working practices.		

203	Moving, handling and storing resources in the workplace		
	Comply with given information when moving, handling and/or storing resources.		
	Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.		
	Maintain safe working practices when moving, handling and/or storing resources.		
	Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources.		
	Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.		
	Complete the work within the allocated time when moving, handling and/or storing resources.		
	Comply with the given occupational resource information to move, handle and/or store resources to the required guidance.		

Optional units

204	Cutting and bending reinforcement steel to shape in the workplace		
	Interpret the given information relating to the work and resources when cutting and bending reinforcement steel.		
	Know how to comply with relevant legislation and official guidance when cutting and bending reinforcement steel.		
	Maintain safe and healthy working practices when cutting and bending reinforcement steel.		
	Select the required quantity and quality of resources for the methods of work to cut and bend reinforcement steel.		
	Minimise the risk of damage to the work and surrounding area when cutting and bending reinforcement steel		

	Complete the work within the allocated time when cutting and bending reinforcement steel.		
	Comply with the given contract information to cut and bend reinforcement steel to the required specification		
205	Fixing steel in situ in the workplace		
	Interpret the given information relating to the work and resources when fixing steel in situ.		
	Know how to comply with relevant legislation and official guidance when fixing steel in situ.		
	Maintain safe and healthy working practices when fixing steel in situ.		
	Minimise the risk of damage to the work and surrounding area when fixing steel in situ.		
	Complete the work within the allocated time when fixing steel in situ.		
	Comply with the given contract information to fix steel in situ to the required specification.		
206	Prefabricating reinforcement steel sections in the workplace		
	Interpret the given information relating to the work and resources when prefabricating reinforcement steel sections		
	Know how to comply with relevant legislation and official guidance when prefabricating reinforcement steel sections.		
	Maintain safe and healthy working practices when prefabricating reinforcement steel sections.		
	Select the required quantity and quality of resources for the methods of work to prefabricate reinforcement steel sections		
	Minimise the risk of damage to the work and surrounding area when prefabricating reinforcement steel sections.		
	Complete the work within the allocated time when prefabricating reinforcement steel sections.		

	Comply with the given contract information to prefabricate reinforcement steel sections to the required specification		
207	Slinging and hand signalling the movement of suspended loads in the workplace		
	Interpret the given information relating to the preparation for and the slinging and signalling of loads.		
	Organise with others the sequence and operation in which the slinging and signalling of loads is to be carried out.		
	Know how to comply with relevant legislation and official guidance to carry out slinging and signalling of loads.		
	Maintain safe and healthy working practices when preparing for and slinging and signalling loads.		
	Select the required quantity and quality of resources to prepare for and when slinging and signalling loads.		
	Minimise the risk of damage to the work and surrounding area when preparing to and slinging and signalling loads.		
	Complete the work within the allocated time when preparing to and slinging and signalling loads		
	Comply with the given contract information to prepare to and sling and signal suspended loads for movement to the required specification.		

5.4 Tracking Document

To achieve the **Level 2 NVQ Diploma in Steelfixing Occupations (Construction) (2455-02)**. You must achieve **10** credits from the mandatory units and a minimum of **38** credits from the optional units available. Additional units may be achieved from the elective unit but will not count towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
201	1	Conforming to general health, safety and welfare in the workplace	2		
202	2	Conforming to productive working practices in the workplace	3		
203	2	Moving, handling and storing resources in the workplace	5		
Optional units					
204	2	Cutting and bending reinforcement steel to shape in the workplace	16		
205	2	Fixing steel in situ in the workplace	22		
206	2	Prefabricating reinforcement steel sections in the workplace	25		
Elective units					
207	2	Slinging and hand signalling the movement of suspended loads in the workplace	10		

5.5 On site assessment plan/feedback



Portfolio evidence reference:	
--------------------------------------	--

Candidate name:		Date:	
------------------------	--	--------------	--

Candidate prepared for assessment	Yes / No	Candidate requires support	Yes / No
Candidate briefed on appeals procedure	Yes / No	Support required	Yes / No

Assessment location/address and postcode:

Type of work to be carried out:

Assessor feedback:
(Use Assessor continuation sheet if required)

Forward Planning:

Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

5.6 On site observation report



Portfolio evidence reference:	
--------------------------------------	--

Candidate name:		Date:	
------------------------	--	--------------	--

Candidate prepared for assessment	Yes / No	Candidate requires support	Yes / No
-----------------------------------	----------	----------------------------	----------

Candidate briefed on appeals procedure	Yes / No	Support required	Yes / No
--	----------	------------------	----------

Assessment location/address and postcode:

Learning outcome reference

Assessor observation:
(Use Assessor continuation sheet if required)

Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

5.7 Professional discussion supplementary evidence sheet



Unit number:		Portfolio evidence reference:	
Candidate name:			Date:

Completed by: (please tick)

Candidate: **Work-based Recorder** **Witness**

Learning outcome reference	Written evidence:

Reading taken (eg flow rates, pressure, temperature):

Candidate signature:		Date:
Assessor/Work-Based Recorder name:		Date:
Assessor/Work-Based Recorder signature:		Date:
IQA name:	IQA signature:	Date:

5.8 Oral questioning supplementary evidence sheet



Unit number:		Portfolio evidence reference:	
Candidate name:		Date:	

Assessor question:	Candidate answer:
Assessor feedback:	

Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

5.9 Photographic supplementary evidence



Unit number:		Portfolio evidence reference:	
Candidate name:		Date:	

Brief description of task being carried out in the photograph (to be completed by the candidate):

(Attach photo in this box)

A large, empty rectangular box with a thin black border, intended for the candidate to attach a photograph of the task being performed.

Where the photograph was taken:

Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

5.10 Work-based recorder/expert witness details



If a work-based recorder/expert witness is to be used to confirm your competence in the workplace (system to be agreed by assessor) then to meet the requirements of the construction industry qualification assessment strategy (as agreed by the key industry bodies) he/she must be occupationally competent, endorsed by the employer the IQA or the assessor. The designated work-based recorder should ordinarily be your immediate work supervisor. It is recognised that over the lifetime of the qualification you may be allocated more than one work-based recorder. The requirements detailed below therefore **must** be completed by each work-based recorder allocated to you.

I confirm I am suitably experienced or qualified in line with the industry requirements for work-based recorders detailed above. I acknowledge that I will only counter sign documentation requested by the candidate where to my knowledge only the candidate has completed the work and on the understanding that the work has been carried out to a commercially acceptable standard.

Work-Based Recorder name:	
Work-Based Recorder signature:	Date:

I confirm that I am suitably experienced or qualified in line with the industry requirements for work-based recorders detailed above. I acknowledge that I will only counter sign documentation requested by the candidate where to my knowledge only the candidate has completed the work and on the understanding that the work has been carried out to a commercially acceptable standard.

Work-Based Recorder name:	
Work-Based Recorder signature:	Date:

I confirm that I am suitably experienced or qualified in line with the industry requirements for work-based recorders detailed above. I acknowledge that I will only counter sign documentation requested by the candidate where to my knowledge only the candidate has completed the work and on the understanding that the work has been carried out to a commercially acceptable standard.

Work-Based Recorder name:	
Work-Based Recorder signature:	Date:

5.11 Assessor continuation sheet
 On site assessment plan/feedback
 On site observation



Portfolio evidence reference:	
--------------------------------------	--

Candidate name:		Date:	
------------------------	--	--------------	--

Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

5.12 Signature Sheet

Candidate name:		Date:	
------------------------	--	--------------	--

Anyone who witnesses and signs a piece of the candidate's evidence must provide a specimen signature in the table below

Witnesses relationship to candidate eg supervisor, customer, lecturer, assessor	Name	Signature	Date

Unit 201

Conforming to general health, safety and welfare in the workplace

2 credits

Level: 1
UAN: A/503/1170

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1.1 Comply with all workplace health, safety and welfare legislation requirements.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area							
1.2 use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements							
1.3 comply with:							
statutory requirements							
safety notices and warning notices displayed within the workplace and/or on equipment							
1.4 state why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to:							
• collective protective measures							
• Personal Protective Equipment (PPE)							
• Respiratory Protective Equipment (RPE)							

• Local Exhaust Ventilation (LEV)							
1.5 state how the health and safety control equipment relevant to the work should be used in accordance with the given instructions							
1.6 state which types of:							
• health, safety and welfare legislation							
• notices and warning signs are relevant to the occupational area and associated equipment							
1.7 state why:							
• health, safety and welfare legislation							
• notices and warning signs are relevant to the occupational area and associated equipment							
1.8 state how to comply with control measures that have been identified by risk assessments and safe systems of work.							

2.1 Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 report any hazards created by changing circumstances within the workplace in accordance with organisational procedures							
2.2 list typical hazards associated with the work environment and occupational area in relation to:							
• resources							
• substances							
• asbestos							
• equipment							
• obstructions							
• storage							
• services							
• work activities							
2.3 list the current Health and Safety Executive top ten safety risks							
2.4 list the current Health and Safety Executive top five health risks							
2.5 state how changing circumstances within the workplace could cause hazards							
2.6 state the methods used for reporting changed circumstances, hazards and incidents in the workplace.							

3.1 Comply with organisational policies and procedures to contribute to health, safety and welfare.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 interpret and comply with given instructions to maintain safe systems of work and quality working practices							
3.2 contribute to discussions by offering/providing feedback relating to health, safety and welfare							
3.3 contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures							
3.4 safely store health and safety control equipment in accordance with given instructions							
3.5 dispose of waste and/or consumable items in accordance with legislation							
3.6 state the organisational policies and procedures for health, safety and welfare, in relation to:							
• dealing with accidents and emergencies associated with the work and environment							
• methods of receiving or sourcing information							
• reporting							
• stopping work							
• evacuation							
• fire risks and safe exit procedures							
• consultation and feedback							
3.7 state the appropriate types of fire extinguishers relevant to the work							
3.8 state how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.							

4.1 Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare							
4.2 state how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to:							
• recognising when to stop work in the face of serious and imminent danger to self and/or others							
• contributing to discussions and providing feedback							
• reporting changed circumstances and incidents in the workplace							
• complying with the environmental requirements of the workplace							
4.3 give examples of how the behaviour and actions of individuals could affect others within the workplace.							

5.1 Comply with and support all organisational security arrangements and approved procedures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 provide appropriate support for security arrangements in accordance with approved procedures:							
• during the working day							
• on completion of the day's work							
• for unauthorised personnel (other operatives and the general public)							
• for theft							
5.2 state how security arrangements are implemented in relation to:							
• the workplace							
• the general public							
• site personnel							
• resources							

Unit 201 Conforming to general health, safety and welfare in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 202 Conforming to productive working practices in the workplace

3 credits

Level: 2

UAN: J/503/1169

Unit aim:

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony

PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1 Communicate with others to establish productive work practices.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively							
1.2 describe the different methods of communicating with:							
• line management							
• colleagues							
• customers							
1.3 describe how to use different methods of communication to ensure that the work carried out is productive.							
2 Follow organisational procedures to plan the sequence of work.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 interpret relevant information from organisational procedures in order to plan the sequence of work							
2.2 plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively							

2.3	describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to:							
	<ul style="list-style-type: none"> using resources for own and other's work requirements 							
	<ul style="list-style-type: none"> allocating appropriate work to employees 							
	<ul style="list-style-type: none"> organising the work sequence 							
	<ul style="list-style-type: none"> reducing carbon emissions 							
2.4	describe how to contribute to zero/low carbon work outcomes within the built environment.							

3 Maintain relevant records in accordance with the organisational procedures.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	complete relevant documentation according to the occupation as required by the organisation							
3.2	describe how to complete and maintain documentation in accordance with organisational procedures, in relation to:							
	<ul style="list-style-type: none"> job cards 							
	<ul style="list-style-type: none"> worksheets 							
	<ul style="list-style-type: none"> material/resource lists 							
	<ul style="list-style-type: none"> time sheets 							
3.3	explain the reasons for ensuring documentation is completed clearly and within given timescales.							

4 Maintain good working relationships when conforming to productive working practices.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
4.1	carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships													
4.2	apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others													
4.3	describe how to maintain good working relationships, in relation to :													
	• individuals													
	• customer and operative													
	• operative and line management													
	• own and other occupations													
4.4	describe why it is important to work effectively with:													
	• line management													
	• colleagues													
	• customers													
4.5	describe how working relationships could have an effect on productive working													
4.6	describe how to apply principles of equality and diversity when communicating and working with others.													

Unit 202 Conforming to productive working practices in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 203

Moving, handling and storing resources in the workplace

5 credits

Level: 2

UAN: F/503/1171

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1.1 Comply with given information when moving, handling and/or storing resources.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation							
1.2 interpret the given information relating to the use and storage of lifting aids and equipment							
1.3 describe the different types of technical, product and regulatory information, their source and how they are interpreted							
1.4 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.5 describe how to obtain information relating to using and storing lifting aids and equipment.							

2.1 Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities under current legislation and official guidance whilst working:							
• in the workplace							
• in confined spaces							
• below ground level							
• at height							
• with tools and equipment							
• with materials and substances							
• with movement/storage of materials							
• by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
• site							
• workplace							
• company							
• operative							
2.3 explain what the accident reporting procedures are and who is responsible for making the reports							
2.4 state the appropriate types of fire extinguishers relevant to the work							
2.5 describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance.							

3.1 Maintain safe working practices when moving, handling and/or storing resources.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when moving, handling and/or storing resources							
3.2 use lifting aids safely as appropriate to the work							
3.3 protect the environment in accordance with safe working practices as appropriate to the work							
3.4 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling and/or storing resources, and the types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to:							
• collective protective measures							
• Personal Protective Equipment (PPE)							
• Respiratory Protective Equipment (RPE)							
• Local Exhaust Ventilation (LEV)							
3.5 describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions							
3.6 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
• fires							
• spillages							
• injuries							
• other task-related hazards.							

4.1 Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 select the relevant resources to be moved, handled and/or stored, associated with own work							
4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to:							
• lifting and handling aids							
• container(s)							
• fixing, holding and securing systems							
4.3 describe how the resources should be handled and how any problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work.							

5.1 Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2 dispose of waste and packaging in accordance with legislation							
5.3 maintain a clean work space when moving, handling or storing resources							
5.4 describe how to protect work from damage and the purpose of protection in relation to:							
• general workplace activities							
• other occupations							
• adverse weather conditions							

5.5 explain why the disposal of waste should be carried out safely in accordance with:							
• environmental responsibilities							
• organisational procedures							
• manufacturers' information							
• statutory regulations							
• official guidance.							

6.1 Complete the work within the allocated time when moving, handling and/or storing resources.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:							
• progress charts, timetables and estimated times							
• organisational procedures for reporting circumstances which will affect the work programme.							

7.1 Comply with the given occupational resource information to move, handle and/or store resources to the required guidance.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when moving, handling and/or storing occupational resources:							
• moving							
• positioning							
• storing							
• securing and/or using lifting aids							
• kinetic lifting techniques							
7.2 move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following:							
• sheet material							
• loose material							
• bagged or wrapped material							
• fragile material							
• tools and equipment							
• components							
• liquids							
7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources							
7.4 describe the needs of other occupations when moving, handling and/or storing resources.							

Unit 203 Moving, handling and storing resources in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 204

Cutting and Bending Reinforcement Steel to Shape in the Workplace

16 credits

Level: 2

UAN: T/504/9585

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony

PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1.1 Interpret the given information relating to the work and resources when cutting and bending reinforcement steel.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 Interpret and extract relevant information from drawings, specifications, schedules and bending schedules, method statements, risk assessments and manufacturers' information							
1.2 Comply with information and/or instructions derived from risk assessments and method statements.							
1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.							
1.4 Describe different types of information, their source and how they are interpreted in relation to:							
• drawings							
• specifications							
• schedules							
• bending schedules							
• method statements							
• risk assessments							

• manufacturers' information							
• oral/written information							
• current regulations and official guidance associated with cutting and bending.							

2.1 Know how to comply with relevant legislation and official guidance when cutting and bending reinforcement steel.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 Describe their responsibilities regarding potential accidents and health hazards, whilst working:							
• in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.							
2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.							
2.3 explain what the accident reporting procedures are and who is responsible for making the reports							

3.1 Maintain safe and healthy working practices when cutting and bending reinforcement steel.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 Use health and safety control equipment safely to carry out the activity in accordance with current legislation and organisational requirements when cutting and bending reinforcement steel to shape.							
3.2 Comply with information relating to specific risks to health when cutting and bending reinforcement steel to shape.							
3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to cutting and bending reinforcement steel, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
• collective protective measures							
• personal protective equipment (PPE)							
• respiratory protective equipment (RPE)							
• local exhaust ventilation (LEV).							
3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.							
3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.							

4.1 Select the required quantity and quality of resources for the methods of work to cut and bend reinforcement steel.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.							
4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
• reinforcement steel							
• bending machines (hand or machine operated)							
• hand and/or portable power tools and equipment							
4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.							
4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.5 Describe any potential hazards associated with the resources and methods of work.							
4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to cutting and bending reinforcement steel.							

5.1 Minimise the risk of damage to the work and surrounding area when cutting and bending reinforcement steel.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.							
5.2 Minimise damage and maintain a clean work space.							
5.3 Dispose of waste in accordance with current legislation.							
5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.							
5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.							

6.1 Complete the work within the allocated time when cutting and bending reinforcement steel.							
---	--	--	--	--	--	--	--

You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 Demonstrate completion of the work within the allocated time.							
6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
<ul style="list-style-type: none"> types of progress charts, timetables and estimated times 							
<ul style="list-style-type: none"> organisational procedures for reporting circumstances which will affect the work programme. 							

7.1 Comply with the given contract information to cut and bend reinforcement steel to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 Demonstrate the following work skills when cutting and bending reinforcement steel to shape:							
<ul style="list-style-type: none"> marking out 							
<ul style="list-style-type: none"> cutting 							
<ul style="list-style-type: none"> bending 							
7.2 Cut and bend reinforcement steel to given working instructions to standard shapes using recognised codes by the use of one of the following:							
hand bending machines							
power bending machines.							
7.3 Safely use and handle materials, hand tools, portable power tools and ancillary equipment.							
7.4 Safely store the materials, tools and equipment used when cutting and bending reinforcement steel.							
7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
<ul style="list-style-type: none"> extract details from steel fixing drawings (hardcopy, digital and building information modelling) 							

• complete work to agreed quality criteria								
• identify grades of steel								
• work to given tolerance								
• measure, mark out, cut and bend reinforcement steel standard shapes using recognised codes								
• use hand bending machines and power bending machines								
• incorporate reinforcement coupler and continuity systems								
• use hand tools, portable power tools and equipment								
• work at height								
• use access equipment.								
7.6 Describe the needs of other occupations and how to effectively communicate within a team when cutting and bending reinforcement steel.								
7.7 Describe how to maintain the tools and equipment used when cutting and bending reinforcement steel.								

Unit 204 Cutting and Bending Reinforcement Steel to Shape in the Workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 205

Fixing Steel in Situ in the Workplace

22 credits

Level: 2

UAN: J/504/9591

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT – Witness testimony

PS – Product supplementary

PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1.1 Interpret the given information relating to the work and resources when fixing steel in situ							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 Interpret and extract relevant information from drawings, specifications, schedules, bending schedules, method statements, risk assessments and manufacturers' information.							
1.2 Comply with information and/or instructions derived from risk assessments and method statements							
1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.							
1.4 Describe different types of information, their source and how they are interpreted in relation to:							
<ul style="list-style-type: none"> • drawings • site instructions • specifications • schedules • bending schedules • method statements • risk assessments • manufacturers' information • current regulations and official guidance associated with fixing steel reinforcement. 							

2.1 Know how to comply with relevant legislation and official guidance when fixing steel in situ.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 Describe their responsibilities potential accidents and health hazards, whilst working:							
<ul style="list-style-type: none"> • in the workplace • below ground level • at height • in confined spaces • with tools and equipment • with materials and substances 							

• with movement/storage of materials and by manual handling and mechanical lifting.							
2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.							
2.3 Explain what the accident reporting procedures are and who is responsible for making reports							

3.1 Maintain safe and healthy working practices when fixing steel in situ.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 Use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with current legislation and organisational requirements when fixing steel in situ.							
3.2 Comply with information relating to specific risks to health when fixing steel in situ.							
3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to fixing steel in situ, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
• collective protective measures							
• personal protective equipment (PPE)							
• respiratory protective equipment (RPE)							
• local exhaust ventilation (LEV).							
3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.							
3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.							

4.1 Select the required quantity and quality of resources for the methods of work to fix steel in situ.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
4.1	Select resources associated with own work in relation to materials, components, fixings, tools and equipment.													
4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:													
	<ul style="list-style-type: none"> pre-cut and bent components, reinforcement steel, tie wire and spacers 													
	<ul style="list-style-type: none"> hand and/or portable power tools and equipment. 													
4.3	Describe how the resources should be used correctly and how problems associated with the resources are reported.													
4.4	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.													
4.5	Describe any potential hazards associated with the resources and methods of work.													
4.6	Describe how to calculate quantity, length, area and wastage associated with the method/procedure to fix steel in situ.													

5.1 Minimise the risk of damage to the work and surrounding area when fixing steel in situ.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.													
5.2	Minimise damage and maintain a clean work space.													
5.3	Dispose of waste in accordance with current legislation.													
5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.													
5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.													

6.1 Complete the work within the allocated time when fixing steel in situ.							
--	--	--	--	--	--	--	--

You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 Demonstrate completion of the work within the allocated time.							
6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
<ul style="list-style-type: none"> types of progress charts, timetables and estimated times organisational procedures for reporting circumstances which will affect the work programme. 							

7.1 Comply with the given contract information to fix steel in situ to the required specification.	*PER	SO	OQ	WQ	WT	PS	PD
You must be able to:							
7.1 Demonstrate the following work skills when fixing steel in situ:							
sorting, measuring, marking out, fitting, positioning and securing.							
7.2 Install in situ, reinforcement steel or prefabricated sections of reinforcement steel to given working instructions in order to form four of the following concrete structures:							
<ul style="list-style-type: none"> beams 							
<ul style="list-style-type: none"> bases 							
<ul style="list-style-type: none"> columns 							
<ul style="list-style-type: none"> slabs 							
<ul style="list-style-type: none"> staircases 							
<ul style="list-style-type: none"> walls 							
7.3 Safely use and handle materials, hand tools, portable power tools and ancillary equipment.							
7.4 Safely store the materials, tools and equipment used when fixing steel in situ.							
7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							

• extract details from steel fixing drawings (hardcopy, digital and building information modelling)							
• complete work to agreed quality criteria							
• identify grades of steel							
• work to given tolerance							
• measure, mark out, cut and bend reinforcement steel standard shapes using recognised codes							
• fix steel in situ for horizontal and vertical elements							
• relate shaped steel to bending schedules							
• identify sequence of fixing							
• identify integration and interface with embedded items							
• prepare mesh and steel bar for in situ installation							
• prepare prefabricated steel sections for in situ installation							
• install mesh, steel bar, spacers, cover block and ties in situ							
• position chairs, cover blocks and spacers							
• secure reinforcement steel in situ							
• secure prefabricated sections of reinforcement steel in situ							
• incorporate reinforcement coupler and continuity systems							
• move and position steel							

<ul style="list-style-type: none"> • sort, store and protect steel and fixings 							
<ul style="list-style-type: none"> • use hand tools, portable power tools and equipment 							
<ul style="list-style-type: none"> • work at height 							
<ul style="list-style-type: none"> • use access equipment 							
<p>7.6 Describe the needs of other occupations and how to effectively communicate within a team when fixing steel in situ.</p>							
<p>7.7 Describe how to maintain the tools and equipment used when fixing steel in situ.</p>							

Unit 205 Fixing Steel in Situ in the Workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 206
25 credits

Prefabricating Reinforcement Steel Sections in the Workplace

Level: 2
UAN: M/504/9598

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1.1 Interpret the given information relating to the work and resources when prefabricating reinforcement steel sections.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 Interpret and extract relevant information from drawings, specifications, schedules, bending schedules, method statements, risk assessments and manufacturers' information.							
1.2 Comply with information and/or instructions derived from risk assessments and method statements.							
1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.							
1.4 Describe different types of information, their source and how they are interpreted in relation to:							
• drawings							
• specifications							
• schedules							
• bending schedules							
• method statements							
• risk assessments							
• manufacturers' information							
• current regulations							
• official guidance associated with prefabricating reinforcement steel sections.							

2.1 Know how to comply with relevant legislation and official guidance when prefabricating reinforcement steel sections.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 Describe their responsibilities regarding potential accidents and health hazards, whilst working:							
• in the workplace							
• below ground level							
• at height							

• in confined spaces							
• with tools and equipment							
• with materials and substances							
• with movement/storage of materials and by manual handling and mechanical lifting							
2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.							
2.3 Explain what the accident reporting procedures are and who is responsible for making reports.							

3.1 Maintain safe and healthy working practices when prefabricating reinforcement steel sections.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 Use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with current legislation and organisational requirements when prefabricating reinforcement steel sections.							
3.2 Comply with information relating to specific risks to health when prefabricating reinforcement steel sections.							
3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to prefabricating reinforcement steel sections, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
• collective protective measures							
• personal protective equipment (PPE)							
• respiratory protective equipment (RPE)							
• local exhaust ventilation (LEV).							
3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.							
3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.							

4.1 Select the required quantity and quality of resources for the methods of work to fix steel in situ.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.							
4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
<ul style="list-style-type: none"> pre-cut and bent components, reinforcement steel, tie wire and spacers 							
<ul style="list-style-type: none"> hand and/or portable power tools and equipment. 							
4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.							
4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.5 Describe any potential hazards associated with the resources and methods of work.							

5.1 Minimise the risk of damage to the work and surrounding area when prefabricating reinforcement steel sections.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.							
5.2 Minimise damage and maintain a clean work space.							
5.3 Dispose of waste in accordance with current legislation.							
5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.							
5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.							

6.1 Complete the work within the allocated time when fixing steel in situ.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD

6.1 Demonstrate completion of the work within the allocated time.							
6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
<ul style="list-style-type: none"> types of progress charts, timetables and estimated times 							
<ul style="list-style-type: none"> organisational procedures for reporting circumstances which will affect the work programme. 							

7.1 Comply with the given contract information to prefabricate reinforcement steel sections to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 Demonstrate the following work skills when prefabricating reinforcement steel sections:							
<ul style="list-style-type: none"> measuring, marking out, fitting, positioning, bracing and securing. 							
7.2 Prefabricate reinforcement steel to given working instructions:							
<ul style="list-style-type: none"> bases 							
<ul style="list-style-type: none"> columns 							
<ul style="list-style-type: none"> beams 							
<ul style="list-style-type: none"> slabs 							
<ul style="list-style-type: none"> walls. 							
7.3 Incorporate two of the following into prefabricated steel sections:							
<ul style="list-style-type: none"> temporary construction bars 							
<ul style="list-style-type: none"> bracing 							
<ul style="list-style-type: none"> lifting points. 							

7.4 Safely use and handle materials, hand tools, portable power tools and ancillary equipment.									
7.5 Safely store the materials, tools and equipment used when prefabricating reinforcement steel sections.									
7.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:									
<ul style="list-style-type: none"> • prefabricate reinforcement from pre-cut and bent components to form sections for bases, columns, beams, slabs and walls 									
<ul style="list-style-type: none"> • extract details from steel fixing and temporary works drawings (hardcopy, digital and building information modelling) 									
<ul style="list-style-type: none"> • complete work to agreed quality criteria 									
<ul style="list-style-type: none"> • identify grades of steel 									
<ul style="list-style-type: none"> • work to given tolerance 									
<ul style="list-style-type: none"> • fix prefabricated reinforcement steel sections for horizontal and vertical elements 									
<ul style="list-style-type: none"> • form associated wire ties 									
<ul style="list-style-type: none"> • identify other fixings, clamps, U bolts 									
<ul style="list-style-type: none"> • fix, secure and remove temporary construction bars 									
<ul style="list-style-type: none"> • fix and secure bracing for section movement 									
<ul style="list-style-type: none"> • fix and secure lifting points for section movement 									
<ul style="list-style-type: none"> • incorporate embedment's into prefabricated steel sections 									
<ul style="list-style-type: none"> • incorporate reinforcement coupler and continuity systems 									

<ul style="list-style-type: none"> • move and position steel 							
<ul style="list-style-type: none"> • sort, store and protect steel and fixings 							
<ul style="list-style-type: none"> • use hand tools, portable power tools and equipment 							
<ul style="list-style-type: none"> • work at height 							
<ul style="list-style-type: none"> • use access equipment. 							
7.7 Describe the needs of other occupations and how to effectively communicate within a team when prefabricating reinforcement steel sections.							
7.8 Describe how to maintain the tools and equipment used when prefabricating reinforcement steel sections							

Unit 206

Prefabricating Reinforcement Steel Sections in the Workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 207

Slinging and hand signalling the movement of suspended loads in the workplace

10 credits

Level: 2

UAN: R/506/3929

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1.1 Interpret the given information relating to the preparation for and the slinging and signalling of loads							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 Interpret and extract relevant information from drawings, specifications, schedules, risk assessments, method statements (lift plans) and manufacturers' information.							
1.2 Comply with information and/or instructions derived from risk assessments and method statements.							
1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.							
1.4 Describe different types of information, their source and how they are interpreted in relation to:							
• drawings							
• specifications							
• schedules							
• bending schedules							
• method statements							
• risk assessments							
• lift plans							
• work instructions							
• manufacturers' information							
• approved procedures and Codes of Practice.							

2.1 Organise with others the sequence and operation in which the slinging and signalling of loads is to be carried out.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 Organise the work according to given information or instructions.							
2.2 Describe how to communicate ideas between team members.							
2.3 Organise and communicate with team members and other associated occupations.							
2.4 Describe how to organise resources prior to and when slinging and signalling of loads.							

3.1 Know how to comply with relevant legislation and official guidance to carry out slinging and signalling of loads.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:							
3.2 in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.							
3.3 Explain what the accident reporting procedures are and who is responsible for making reports.							

4.1 Maintain safe and healthy working practices when preparing for and slinging and signalling loads.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when slinging and signalling loads.							
4.2 Demonstrate compliance with given information and relevant legislation when carrying out the slinging and signalling of loads in relation to at least three of the following:							
• safe use and storage of tools and equipment							
• safe use, storage and handling of lifting accessories							

<ul style="list-style-type: none"> • safe use of access equipment 							
<ul style="list-style-type: none"> • specific risks to health. 							
4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to slinging and signalling of loads, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
<ul style="list-style-type: none"> • Collective protective measures 							
<ul style="list-style-type: none"> • Personal protective equipment (PPE) 							
<ul style="list-style-type: none"> • Respiratory protective equipment (RPE) 							
<ul style="list-style-type: none"> • local exhaust ventilation (LEV). 							
4.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.							
4.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.							

5.1 Select resources associated with slinging/signalling in relation to lifting accessories/aids, hand tools and ancillary equipment.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to:							
<ul style="list-style-type: none"> • lifting accessories 							
<ul style="list-style-type: none"> • signalling and communication equipment 							
<ul style="list-style-type: none"> • hand tools and ancillary equipment. 							

5.3 Describe how the resources should be used correctly, and how problems associated with the resources are reported.							
5.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
5.5 Describe any potential hazards associated with the resources and methods of work.							
5.6 Describe how to identify weight, quantity, length and area associated with the method/procedures to carry out slinging/signalling.							

6.1 Minimise the risk of damage to the work and surrounding area when preparing to and slinging and signalling loads.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.							
6.2 Prevent damage and maintain a clean work space.							
6.3 Dispose of waste in accordance with current legislation.							
6.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.							
6.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.							

7.1 Complete the work within the allocated time when preparing to and slinging and signalling loads.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 Demonstrate completion of the work within the allocated time.							
7.2 Describe the purpose of the work programme and describe why deadlines should be kept in relation to:							
<ul style="list-style-type: none"> types of progress charts, timetables and estimated times 							
<ul style="list-style-type: none"> organisational procedures for reporting circumstances which will affect the work programme. 							

8.1 Comply with the given contract information to prepare to and sling and signal suspended loads for movement to the required specification							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
8.1 Demonstrate the following work skills when preparing to and slinging and signalling loads:							
• measuring							
• gauging							
• estimating							
• calculating							
• fitting							
• fixing							
• testing							
• balancing							
• interpreting							
• inspecting							
• judging							

• explaining							
• preparing							
• indicating							
• informing							
• instructing							
• signing							
• positioning							
• adjusting							
• configuring							
• moving							
• securing							
• signalling							
• relaying							
8.2 Use and maintain lifting accessories, lifting aids and equipment.							

8.3 Inspect and prepare lifting accessories prior to slinging.								
8.4 Prepare to and attach suspended loads to lifting equipment, using appropriate lifting accessories and load securing methods, to given working instructions for three of the following:								
• balanced								
• unbalanced								
• loose								
• bundled								
• container								
• drum								
• a load where the machine operator cannot observe its full movement path.								
8.5 Guide, move and place suspended loads to specified destinations, using hand signals, to given working instructions for three of the following:								
• balanced								
• unbalanced								
• loose								
• bundled								
• container								
• drum								
• a load where the machine operator cannot observe its full movement path.								

8.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:							
<ul style="list-style-type: none"> identify the differences between: slinging and signalling, directing and guiding movement of vehicles, plant and machinery, and directing and guiding operations of plant and machinery not being used for lifting operation 							
<ul style="list-style-type: none"> confirm the authority, duties and responsibilities allocated 							
<ul style="list-style-type: none"> identify characteristics of lifting equipment and lifting accessories 							
<ul style="list-style-type: none"> identify and interpret valid certification for maintenance, inspection and thorough examination 							
8.7 lift and transfer people							
<ul style="list-style-type: none"> sling balanced, unbalanced, loose, live, bundled, container drum loads and loads that are blind to the equipment operator 							
<ul style="list-style-type: none"> communicate using hand signals, hand signalling equipment (lights, wands, fluorescent gloves, flags) and electronic communication equipment (loud hailers, radios) 							
<ul style="list-style-type: none"> confirm methods of communication 							
<ul style="list-style-type: none"> recognise blind-spots, potential crush zones and other limitations to driver visibility 							
<ul style="list-style-type: none"> consider the load characteristics including centre of gravity and lifting points to determine the method of slinging 							
<ul style="list-style-type: none"> determine and check the route of the load before and during the lift including distances, clearances and landing position 							
8.8 select, handle, inspect and use (assemble, set up and adjust) lifting accessories and aids							

<ul style="list-style-type: none"> • identify rejection criteria for removing lifting accessories from service 							
<ul style="list-style-type: none"> • recognise and determine when specific skills and knowledge are required and report accordingly 							
<ul style="list-style-type: none"> • attach lifting accessories and sling loads securely 							
<ul style="list-style-type: none"> • ensure balance and stability of loads 							
<ul style="list-style-type: none"> • attach and use load guidance equipment (tag lines) 							
<ul style="list-style-type: none"> • guide and place suspended loads by recognised methods of communication and agreed operational procedures 							
<ul style="list-style-type: none"> • land and position loads safely and securely 							
<ul style="list-style-type: none"> • remove and store lifting accessories 							
<ul style="list-style-type: none"> • use hand tools and ancillary equipment. 							
8.9 Describe the needs of other occupations and how to communicate within a team when preparing to and slinging and signalling loads.							
8.10 Describe how to maintain the lifting accessories, lifting aids and signalling and communication equipment used to sling and signal loads.							

Unit 207

Slinging and hand signalling the movement of suspended loads in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Appendix 1 Summary of City & Guilds assessment policies

Health and Safety

All centres have to make sure that they provide a safe and healthy environment for learning, including induction and assessment. City & Guilds external verifiers check this when they visit assessment centres.

Equal Opportunities

Your centre will have an equal opportunities policy. Your centre will explain this to you during your induction, and may give you a copy of the policy.

City & Guilds equal opportunities policy is available from our website www.cityandguilds.com, City & Guilds Customer Relations Team or your centre.

Access to assessment

City & Guilds qualifications are open to all candidates. Some candidates may need extra help with their assessment, for example, a person with a visual impairment may need a reader.

If you think you will need alternative assessment arrangements, you should discuss this with your centre during your induction, and record this on your assessment plan. City & Guilds will allow centres to make alternative arrangements for you if you are eligible and if the qualification allows for this. This must be agreed before you start your qualification.

City & Guilds guidance and regulations document *Access to assessment and qualifications* is available on the City & Guilds website www.cityandguilds.com, from the City & Guilds Customer Relations Team or your centre.

Complaints and appeals

Centres must have a policy and procedure to deal with any complaints you may have. You may feel you have not been assessed fairly, or may want to appeal against an assessment decision if you do not agree with your assessor.

These procedures will be explained during induction and you will be provided with information about the Quality Assurance Co-ordinator within your centre who is responsible for this.

Most complaints and appeals can be resolved within the centre, but if you follow the centre procedure and are still not satisfied you can complain to City & Guilds.

Our complaints policy is on our website www.cityandguilds.com or is available from the City & Guilds Customer Relations Team or your centre.

Useful contacts

UK learners General qualification information	E: learnersupport@cityandguilds.com
International learners General qualification information	E: intcg@cityandguilds.com
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	E: business@cityandguilds.com
Publications Logbooks, Centre documents, Forms, Free literature	

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication. If you have a complaint, or any suggestions for improvement about any of the services that we provide, email: feedbackandcomplaints@cityandguilds.com

About City & Guilds

As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

City & Guilds Group

The City & Guilds Group operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Land Based Services (land-based qualifications), the Centre for Skills Development (CSD works to improve the policy and practice of vocational education and training worldwide) and Learning Assistant (an online e-portfolio).

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent. However, approved City & Guilds centres and candidates studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching candidates working towards a City & Guilds qualification, or for internal administration purposes
- candidates may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* (see the City & Guilds website) also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council. Published by City & Guilds, a registered charity established to promote education and training

City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)844 543 0000

F +44 (0)20 7294 2413

www.cityandguilds.com

LB-02-6566

f