

Level 2 NVQ Diploma in Roofing Occupations (Construction) (6569)

June 2018 Version 5.0



Qualification at a glance

Subject area	Construction
City & Guilds number	6569
Age group approved	16-18, 19+
Assessment	Portfolio of evidence
Fast track	Available
Support materials	Centre handbook Candidate logbook
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

City & Guilds number	Title and level	Accreditation number
6569-10-20	Level 2 NVQ Diploma in Roofing Occupations (Construction)	603/3397/2

Version and date	Amendment	Section
5.0 June 2018	Ammends made to support changes to NVQ affecting all units. New unit numbers introduced New unit titles introduced New pathways created	Entire Handbook
4.0 January 2018	New City and Guilds numbers introduced. Extensive revisions to existing units. Pathway 'Metal Roofer' has become 'Fully Supported Lead and Hard Metal Roofer and Cladder' the units within this structure have changed.	
3.0 May 2014	Changes to units and credits in Thatching pathway	Units, Structure
	Changes to units in Solar Collector Roofer – Protection/Handover pathway	Units, Structure



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1 Introduction

This document tells you what you need to do to deliver the qualifications:

Area	Description
Who are the qualifications for?	This qualification is for candidates who work or want to work as a roof slater, tiler or a thatcher in the construction sector.
What do the qualifications cover?	It allows candidates to learn, develop and practise the skills required for employment and/or career progression in roofing occupations. It covers the following specialist occupations: <ul style="list-style-type: none">• Roof tiling• Roof slating• Roof slating and tiling• Metal roofing• Thatching• Solar collector roofing
Are the qualifications part of a framework or initiative?	This qualification forms the competence based element of the Intermediate Apprenticeship in Construction Specialist (Level 2), pathway 10: Roofing Occupations.
What opportunities for progression are there?	It allows candidates to progress into employment or onto a Level 3 NVQ Diploma in Roofing Occupations. Roofing occupations has a wide range of opportunities that apprentices can be involved with in a structured career path, such as new builds and refurbishments. The apprenticeship will enable progression to the Advanced (Level 3) Apprenticeship in Construction Specialist: Roofing Occupations.

Structure

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Tiler (6569-10)**, learners must achieve all Mandatory units.

Learners can also undertake the elective units, however, completion of these units **do not** contribute to the overall achievement of this qualification.

Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Tiler

City & Guilds unit number	Unit title	Unit Level
Mandatory		
300	Conforming to general health, safety and welfare in the workplace	1
301	Clearing the site and handing over on completion in the workplace	2
302	Moving, handling and storing resources in the work place	2
308	Installing underlay, battens and roofing components in the workplace	2
309	Installing pre-formed weathering flashings to roofs in the workplace	2
310	Installing single-lap roof tiles to a variable gauge in the workplace	2
311	Installing plain tile roof coverings in the workplace	2
Elective Units		
313	Installing solar collectors to roofs in the workplace	2
322	Applying solid render to background surfaces and producing finishes in the workplace	2
323	Installing double-lap artificial roof slates in the workplace	2
324	Stripping and reclaiming roof coverings in the workplace	2
325	Installing components for warm and cold roof construction in the workplace	2

326	Installing single-lap roof tiles to a fixed gauge in the workplace	2
327	Installing wood shingle roof coverings in the workplace	2

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Slater (6569-11)**, learners must achieve all Mandatory units.

Learners can also undertake the elective units, however, completion of these units **do not** contribute to the overall achievement of this qualification.

Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Slater

City & Guilds unit number	Unit title	Unit Level
Mandatory		
300	Conforming to general health, safety and welfare in the workplace	1
301	Clearing the site and handing over on completion in the workplace	2
302	Moving, handling and storing resources in the work place	2
308	Installing underlay, battens and roofing components in the workplace	2
309	Installing pre-formed weathering flashings to roofs in the workplace	2
312	Installing regular sized natural roof slate to standard roof details in the workplace	2
Elective Units		
313	Installing solar collectors to roofs in the workplace	2
322	Applying solid render to background surfaces and producing finishes in the workplace	2
323	Installing double-lap artificial roof slates in the workplace	2
324	Stripping and reclaiming roof coverings in the workplace	2
325	Installing components for warm and cold roof construction in the workplace	2
326	Installing single-lap roof tiles to a fixed gauge in the workplace	2
327	Installing wood shingle roof coverings in the workplace	2

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Slater and Tiler (6569-12)**, learners must achieve all Mandatory units.

Learners can also undertake the elective units, however, completion of these units **do not** contribute to the overall achievement of this qualification.

Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Slater and Tiler

City & Guilds unit number	Unit title	Unit Level
Mandatory		
300	Conforming to general health, safety and welfare in the workplace	1
301	Clearing the site and handing over on completion in the workplace	2
302	Moving, handling and storing resources in the work place	2
308	Installing underlay, battens and roofing components in the workplace	2
309	Installing pre-formed weathering flashings to roofs in the workplace	2
310	Installing single-lap roof tiles to a variable gauge in the workplace	2
311	Installing plain tile roof coverings in the workplace	2
312	Installing regular sized natural roof slate to standard roof details in the workplace	2
Elective Units		
313	Installing solar collectors to roofs in the workplace	2
322	Applying solid render to background surfaces and producing finishes in the workplace	2
323	Installing double-lap artificial roof slates in the workplace	2
324	Stripping and reclaiming roof coverings in the workplace	2
325	Installing components for warm and cold roof construction in the workplace	2
326	Installing single-lap roof tiles to a	2

	fixed gauge in the workplace	
327	Installing wood shingle roof coverings in the workplace	2

To achieve **Level 2 NVQ Diploma in Roofing Occupations (Construction) – Fully Supported Lead and Hard Metal Roofer and Cladder (6569-13)**, learners must achieve all Mandatory units.

Level 2 NVQ Diploma in Roofing Occupations (Construction) – Fully Supported Lead and Hard Metal Roofer and Cladder

City & Guilds unit number	Unit title	Unit Level
Mandatory		
300	Conforming to general health, safety and welfare in the workplace	1
301	Clearing the site and handing over on completion in the workplace	2
302	Moving, handling and storing resources in the work place	2
314	Installing fully supported lead and hard metal roofing, cladding and weatherings in the workplace	2
315	Repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings in the workplace	2

To achieve **Level 2 NVQ Diploma in Roofing Occupations (Construction) – Thatching (6569-14)**, learners must achieve all Mandatory units.

Level 2 NVQ Diploma in Roofing Occupations (Construction) – Thatching

City & Guilds unit number	Unit title	Unit Level
Mandatory		
300	Conforming to general health, safety and welfare in the workplace	1
301	Clearing the site and handing over on completion in the workplace	2
302	Moving, handling and storing resources in the work place	2
304	Preparing roof structures for thatching in the workplace	2
305	Preparing thatching materials in the workplace	2
306	Thatching structures in the workplace	2
307	Erecting and dismantling access/working platforms in the workplace	2

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) – Solar Collector Roofer – Access (6569-15)**, learners must achieve all Mandatory units. Learners must also undertake the one Optional Unit, to contribute to the overall achievement of this qualification.

Level 2 NVQ Diploma in Roofing Occupations (Construction) – Solar Collector Roofer – Access

City & Guilds unit number	Unit title	Unit Level
Mandatory		
300	Conforming to general health, safety and welfare in the workplace	1
301	Clearing the site and handing over on completion in the workplace	2
302	Moving, handling and storing resources in the work place	2
303	Maintaining slate and tile roofing in the workplace	2
313	Installing solar collectors to roofs in the workplace	2
Optional		
307	Erecting and dismantling access/working platforms in the workplace	2
320	Utilising provision of fall protection systems and/or equipment in the workplace	2

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) - Solar Collector Roofer – Protection/Handover (6569-16)**, learners must achieve all Mandatory units. Learners must also undertake the one Optional Unit, to contribute to the overall achievement of this qualification.

Level 2 NVQ Diploma in Roofing Occupations (Construction) - Solar Collector Roofer – Protection/Handover

City & Guilds unit number	Unit title	Unit Level
Mandatory		
300	Conforming to general health, safety and welfare in the workplace	1
301	Clearing the site and handing over on completion in the workplace	2
302	Moving, handling and storing resources in the work place	2
303	Maintaining slate and tile roofing in the workplace	2
313	Installing solar collectors to roofs in the workplace	2
Optional		
316	Installing, maintaining and removing work area protection and safety equipment in the workplace	2
321	Clearing the site and handing over on completion in the workplace	2

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) - Heritage Roof Tiler (6569-17)**, learners must achieve all Mandatory units.

Learners can also undertake the elective units, however, completion of these units **do not** contribute to the overall achievement of this qualification.

Level 2 NVQ Diploma in Roofing Occupations (Construction) - Heritage Roof Tiler

City & Guilds unit number	Unit title	Unit Level
Mandatory		
300	Conforming to general health, safety and welfare in the workplace	1
301	Clearing the site and handing over on completion in the workplace	2
302	Moving, handling and storing resources in the work place	2
308	Installing underlay, battens and roofing components in the workplace	2
309	Installing pre-formed weathering flashings to roofs in the workplace	2
310	Installing single-lap roof tiles to a variable gauge in the workplace	2
311	Installing plain tile roof coverings in the workplace	2
317	Replacing heritage roof coverings in the workplace	3
318	Repairing and maintaining heritage roof coverings in the workplace	3
Optional		
313	Installing solar collectors to roofs in the workplace	2
322	Applying solid render to background surfaces and producing finishes in the workplace	2
323	Installing double-lap artificial roof slates in the workplace	2
324	Stripping and reclaiming roof coverings in the workplace	2
325	Installing components for warm and cold roof construction in the	2

	workplace	
326	Installing single-lap roof tiles to a fixed gauge in the workplace	2
327	Installing wood shingle roof coverings in the workplace	2

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) - Heritage Roof Slater (6569-18)**, learners must achieve all Mandatory units.

Learners can also undertake the elective units, however, completion of these units **do not** contribute to the overall achievement of this qualification.

Level 2 NVQ Diploma in Roofing Occupations (Construction) - Heritage Roof Slater

City & Guilds unit number	Unit title	Unit Level
Mandatory		
300	Conforming to general health, safety and welfare in the workplace	1
301	Clearing the site and handing over on completion in the workplace	2
302	Moving, handling and storing resources in the work place	2
308	Installing underlay, battens and roofing components in the workplace	2
309	Installing pre-formed weathering flashings to roofs in the workplace	2
310	Installing single-lap roof tiles to a variable gauge in the workplace	2
312	Installing regular sized natural roof slate to standard roof details in the workplace	2
317	Replacing heritage roof coverings in the workplace	3
318	Repairing and maintaining heritage roof coverings in the workplace	3
Optional		
313	Installing solar collectors to roofs in the workplace	2
322	Applying solid render to background surfaces and producing finishes in the workplace	2
323	Installing double-lap artificial roof slates in the workplace	2
324	Stripping and reclaiming roof coverings in the workplace	2

325	Installing components for warm and cold roof construction in the workplace	2
326	Installing single-lap roof tiles to a fixed gauge in the workplace	2
327	Installing wood shingle roof coverings in the workplace	2

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) - Heritage Roof Slater and Tiler (6569-19)**, learners must achieve all Mandatory units.

Learners can also undertake the elective units, however, completion of these units **do not** contribute to the overall achievement of this qualification.

Level 2 NVQ Diploma in Roofing Occupations (Construction) - Heritage Roof Slater and Tiler

City & Guilds unit number	Unit title	Unit Level
Mandatory		
300	Conforming to general health, safety and welfare in the workplace	1
301	Clearing the site and handing over on completion in the workplace	2
302	Moving, handling and storing resources in the work place	2
308	Installing underlay, battens and roofing components in the workplace	2
309	Installing pre-formed weathering flashings to roofs in the workplace	2
310	Installing single-lap roof tiles to a variable gauge in the workplace	2
311	Installing plain tile roof coverings in the workplace	2
312	Installing regular sized natural roof slate to standard roof details in the workplace	2
317	Replacing heritage roof coverings in the workplace	3
318	Repairing and maintaining heritage roof coverings in the workplace	3
Optional		
313	Installing solar collectors to roofs in the workplace	2
322	Applying solid render to background surfaces and producing finishes in the workplace	2
323	Installing double-lap artificial roof slates in the workplace	2

324	Stripping and reclaiming roof coverings in the workplace	2
325	Installing components for warm and cold roof construction in the workplace	2
326	Installing single-lap roof tiles to a fixed gauge in the workplace	2
327	Installing wood shingle roof coverings in the workplace	2

To achieve **Level 2 NVQ Diploma in Roofing Occupations (Construction) – Heritage Fully Supported Lead and Hard Metal Roofing and Cladding (6569-20)**, learners must achieve all Mandatory units.

Level 2 NVQ Diploma in Roofing Occupations (Construction) – Heritage Fully Supported Lead and Hard Metal Roofing and Cladding

City & Guilds unit number	Unit title	Unit Level
Mandatory		
300	Conforming to general health, safety and welfare in the workplace	1
301	Clearing the site and handing over on completion in the workplace	2
302	Moving, handling and storing resources in the work place	2
314	Installing fully supported lead and hard metal roofing, cladding and weatherings in the workplace	2
315	Repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings in the workplace	2
319	Preparing and installing fully supported lead and hard metal decorative roofing and cladding in the workplace	3

Total Qualification Time (TQT)

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

Pathway Title	GLH	TQT
NVQ Diploma in Roofing Occupations - Roof Tiler	274	610
NVQ Diploma in Roofing Occupations - Roof Slater	274	560
NVQ Diploma in Roofing Occupations - Roof Slater and Tiler	367	860
NVQ Diploma in Roofing Occupations - Fully Supported Lead and Hard Metal Roofer and Cladder	227	530
NVQ Diploma in Roofing Occupations - Thatching	371	900
NVQ - Diploma in Roofing Occupations - Solar Collector Roofer – Access	193	380
NVQ Diploma in Roofing Occupations - Solar Collector Roofer - Protection/Handover	221	400
NVQ Diploma in Roofing Occupations - Heritage Roof Tiler	478	1160
NVQ Diploma in Roofing Occupations - Heritage Roof Slater	451	1110
NVQ Diploma in Roofing Occupations - Heritage Roof Slater and Tiler	571	1410
NVQ Diploma in Roofing Occupations - Heritage Fully Supported Lead and Hard Metal Roofing and Cladding	337	830



2. Centre requirements

Approval

The approval process for Construction qualifications is available at our website. Please visit www.cityandguilds.com/construction for further information.

Resource requirements

Centre staffing

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before designing a course programme.

Centres may design course programmes of study in any way which:

- best meets the needs and capabilities of their learners
- satisfies the requirements of the qualification.

When designing and delivering the course programme, centres might wish to incorporate other teaching and learning that is not assessed as part of the qualification. This might include the following:

- literacy, language and/or numeracy
- personal learning and thinking
- personal and social development
- employability.

Where applicable, this could involve enabling the learner to access relevant qualifications covering these skills.

Centre staff may undertake more than one role, eg tutor and assessor or internal verifier, but cannot internally verify their own assessments.

Assessors and internal verifiers

Assessors must have sufficient, verifiable, relevant current industry experience, knowledge and understanding of the occupational working area at, or above, the level being assessed.

This must be of sufficient depth to be effective and reliable when judging learners' competence. Assessors' experience, knowledge and understanding could be verified by a combination of

- curriculum vitae and employer endorsement
- references
- possession of a relevant NVQ/SVQ, or vocationally related qualification
- corporate membership of a relevant professional institution

- interview.

(The verification process must be recorded and available for audit)

Assessors **must** have sufficient occupational expertise so they have up to date experience, knowledge and understanding of the particular aspects of work they are assessing. This could be verified by records of continuing professional development achievements. Assessors:

- should only assess in their acknowledged area of occupational competence
- shall be prepared to participate in training activities for their continued professional development
- must have a sound, in-depth knowledge of, and uphold the integrity of, the sector's NOS and the Assessment Strategy
- must hold, or be working towards, a qualification as listed within 'Assessing and Assuring Quality of Assessment', either in the Qualifications and Credit Framework (QCF), or the Scottish Credit and Qualifications Framework (SCQF):
 - Level 3 Award in Assessing Competence in the Work Environment
 - Level 3 Certificate in Assessing Vocational Achievement
 - SVQ (SCQF level) Assessing Competence in the Work Environment
 - SVQ (SCQF level) Assessing Vocational Achievement

or hold one of the following:

- A1 Assess candidates using a range of methods
- D32/33 Assess candidate performance, using differing sources of evidence

Holders of A1 and D32/33 must assess to the reviewed National Occupational Standards (NOS) for Learning and Development.

In Scotland, approval for exemptions must be obtained from the Scottish Qualifications Authority.

Continuing Professional Development (CPD)

Centres must support their staff to ensure that they have current knowledge of the occupational area, that delivery, mentoring, training, assessment and verification is in line with best practice, and that it takes account of any national or legislative developments.

Learner entry requirements

City & Guilds does not set entry requirements for these qualifications. However, centres must ensure that candidates have the potential and opportunity to gain the qualifications successfully.

Age restrictions

These qualifications are approved for 16 – 18, and 19 + learners. However, centres must ensure that learners have the potential and opportunity to gain the qualification successfully.



3 Delivering the qualification

Initial assessment and induction

An initial assessment of each learner should be made before the start of their programme to identify:

- if the learner has any specific training needs,
- support and guidance they may need when working towards their qualifications
- any units they have already completed, or credit they have accumulated which is relevant to the qualifications
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so the learner fully understands the requirements of the qualifications, their responsibilities as a learner, and the responsibilities of the centre. This information can be recorded on a learning contract.

Support materials

The following resources are available for this qualification:

Description	How to access
Assessment guide for centres	www.cityand guilds.com
Qualification approval form	www.cityandguilds.com/construction
Candidate logbook	www.cityand guilds.com

Recording documents

Candidates and centres may decide to use a paper-based or electronic method of recording evidence.

City & Guilds endorses several ePortfolio systems, including our own, **Learning Assistant**, an easy-to-use and secure online tool to support and evidence learners' progress towards achieving qualifications. Further details are available at: www.cityandguilds.com/eportfolios.

City & Guilds has developed a set of Recording Forms including examples of completed forms, for new and existing centres to use as appropriate. *Recording forms* are available on the City & Guilds website.

Although new centres are expected to use these forms, centres may devise or customise alternative forms, which must be approved for use by the external verifier, before they are used by candidates and assessors at the centre. Amendable (MS Word) versions of the forms are available on the City & Guilds website.



4 Assessment

Assessment of the qualification

Candidates must have a completed portfolio of evidence for each unit. Centres are able to download the 6569 logbook from the City & Guilds website.

Aspects to be assessed through performance in the workplace

Direct evidence produced through normal performance in the workplace is the primary source for meeting the requirements. This includes naturally occurring documentary evidence (hard copy and electronic), direct observation of activities and witness testimony as relevant. Individual units will specify any exceptions to this position.

Workplace evidence must be supported by the required evidence of knowledge and understanding. This evidence may be identified by:

- questioning the candidate
- recognised industry education and training programme assessment or professional interview assessment that has been matched to NOS requirements
- performance evidence.

A holistic approach towards the collection of evidence should be encouraged. The focus should be on assessing activities generated by the whole work experience rather than focusing on specific tasks. This would show how evidence requirements could be met across the qualification to make the most efficient use of evidence.



5 Units

Structure of units

These units each have the following:

- City & Guilds reference number
- title
- level
- learning outcomes which are comprised of a number of assessment criteria
- notes for guidance.

Unit 300

Conforming to general health, safety and welfare in the workplace

Level:	1
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GLH:	7
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Learning outcome

The learner will:

- | |
|--|
| 1. comply with all workplace health, safety and welfare legislation requirements |
|--|

Assessment criteria

The learner can:

- | |
|--|
| 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: <ul style="list-style-type: none">• 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. |
| 1.8 state how to comply with control measures that have been identified by risk assessments and safe systems of work. |

Learning outcome

The learner will:

2. recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures

Assessment criteria

The learner can:

- 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 and 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.

Learning outcome

The learner will:

3. comply with organisational policies and procedures to contribute to health, safety and welfare

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

4. work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

5. comply with and support all organisational security arrangements and approved procedures

Assessment criteria

The learner can:

- 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 and resources.

Unit 300 Conforming to general health, safety and welfare in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

-the Additional Requirements for Qualifications using the title NVQ in QCF

-the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Unit 301

Conforming to productive working practices in the workplace

Level:	2
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GLH:	10
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Learning outcome

The learner will:

1. communicate with others to establish productive work practices.

Assessment criteria

The learner can:

- 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 and customers.
- 1.3 describe how to use different methods of communication to ensure that the work carried out is productive.

Learning outcome

The learner will:

2. follow organisational procedures to plan the sequence of work

Assessment criteria

The learner can:

- 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:
 - using resources for own and other's work requirements
 - allocating appropriate work to employees
 - organising the work sequence
 - reducing carbon emissions

2.4 describe how to contribute to zero/low carbon work outcomes within the built environment.

Learning outcome

The learner will:

3. maintain relevant records in accordance with the organisational procedures.

Assessment criteria

The learner can:

- 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:
 - job cards
 - worksheets
 - material/resource lists
 - time sheets
- 3.3 explain the reasons for ensuring documentation is completed clearly and within given timescales.

Learning outcome

The learner will:

4. maintain good working relationships when conforming to productive working practices.

Assessment criteria

The learner can:

- 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 and 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 301 Conforming to productive working practices in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Unit 302 Moving, handling and storing resources in the workplace

Level: 2

GLH: 17

Learning outcome
The learner will: 1. comply with given information when moving, handling and/or storing resources
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 2. know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources
Assessment criteria
The learner can: 2.1 describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none">• in the workplace• in confined space• 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 and 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.

Learning outcome

The learner will:

3. maintain safe working practices when moving, handling and/or storing resources

Assessment criteria

The learner can:

- 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 and other task-related hazards.

Learning outcome

The learner will:

4. select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

5. prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.

Assessment criteria

The learner can:

- 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 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.

Learning outcome

The learner will:

6. complete the work within the allocated time when moving, handling and/or storing resources.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

7. comply with the given occupational resource information to move, handle and/or store resources to the required guidance.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when moving, handling and/or storing occupational resources:
 - moving, positioning, storing, securing and/or using lifting aids and 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 302 Moving, handling and storing resources in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Unit 303

Maintaining slate and tile roofing in the workplace

Level:	2
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GLH:	47
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Learning outcome

The learner will:

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|--|
| 1. interpret the given information relating to the work and resources when maintaining slate and tile roofing. |
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Assessment criteria

The learner can:

- | |
|---|
| 1.1 interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules 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• risk assessments• method statements• specifications• schedules• manufacturers' information• regulations governing buildings. |

Learning outcome
The learner will: 2. know how to comply with relevant legislation and official guidance when maintaining slate and tile roofing.
Assessment criteria
The learner can: 2.1 describe their responsibilities regarding potential accidents and health hazards, whilst working: <ul style="list-style-type: none"> • in the workplace • 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 and operative. 2.3 explain what the accident reporting procedures are and who is responsible for making reports.

Learning outcome
The learner will: 3. maintain safe and healthy working practices when maintaining slate and tile roofing.
Assessment criteria
The learner can: 3.1 use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when maintaining slate and tile roofing. 3.2 comply with information relating to specific risks to health when maintaining slate and tile roofing. 3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to maintaining slate and tile roofing, 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 • 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.

Learning outcome

The learner will:

4. select the required quantity and quality of resources for the methods of work to maintain slate and tile roofing.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components and fixings, and tools and equipment.
- 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
 - slates
 - tiles
 - battens
 - underlays
 - sand
 - cement
 - limes
 - vents
 - lead
 - additives
 - guttering
 - downpipes
 - fixings
 - hand and/or powered 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 maintain slate and tile roofing.

Learning outcome

The learner will:

5. minimise the risk of damage to the work and surrounding area when maintaining slate and tile roofing.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

6. complete the work within the allocated time when maintaining slate and tile roofing.

Assessment criteria

The learner can:

- 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:
 - types of progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

7. comply with the given contract information to maintain slate and tile roofing to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when maintaining slate and tile roofing:
 - measuring
 - marking out
 - removing
 - fitting
 - positioning
 - securing.
- 7.2 repair specified roof areas to given working instructions for four of the following:
 - slate roofs (local material and style)
 - tiled roofs (local material and style)
 - flashings

- roof ventilation
 - rainwater goods.
- 7.3 safely use materials, hand tools, portable power tools and ancillary equipment.
- 7.4 safely store the materials, tools and equipment used when maintaining slate and tile roofing.
- 7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- remove existing battens, underlays, slates and tiles
 - replace new battens and underlays
 - remove, replace and treat lead work/flashings (patianation oil)
 - re-point
 - position and secure roof ventilation
 - remove and replace guttering and downpipes
 - mix mortar
 - work with plant and machinery
 - use hand tools, 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 maintaining slate and tile roofing.
- 7.7 describe how to maintain the tools and equipment used when maintaining slate and tile roofing.

Unit 303

Maintaining slate and tile roofing in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the following endorsements (i.e. own area of work):

- Solar collector roofer

Plus four of the following endorsements required:

- slate roofs
- tiled roofs
- flashings
- roof ventilation inadvertently
- rainwater goods.

Unit 304 Preparing Roof Structures for Thatching in the Workplace

Level: 2

GLH: 60

Learning outcome
The learner will: 1. interpret the given information relating to the work and resources when preparing roof structures for thatching
Assessment criteria
The learner can: 1.1 interpret and extract relevant information from drawings, specifications, method statements, risk assessments, schedules 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• specifications• schedules• method statements• risk assessments• manufacturers' information• current regulations governing buildings and associated with historical conservation and the preparation of roof structures for thatching.

Learning outcome
The learner will: 2. know how to comply with relevant legislation and official guidance when preparing roof structures for thatching.
Assessment criteria
The learner can: 2.1 describe their responsibilities regarding potential accidents and health hazards, whilst working: <ul style="list-style-type: none"> • in the workplace • at height • in confined spaces • with tools and equipment • with materials and substances • with movement/storage of materials • by manual handling. 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. 2.4 describe the types of fire extinguishers available when preparing roof structures for thatching and describe how and when they are used.

Learning outcome
The learner will: 3. maintain safe and healthy working practices when preparing roof structures for thatching
Assessment criteria
The learner can: 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 preparing roof structures for thatching. 3.2 comply with information relating to specific risks to health when preparing roof structures for thatching. 3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to preparing roof structures for thatching, 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 • 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.

Learning outcome

The learner will:

4. select the required quantity and quality of resources for the methods of work to prepare roof structures for thatching

Assessment criteria

The learner can:

- 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:
 - timber, fixings
 - cleaning agents and timber treatments
 - hand and/or portable powered 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 prepare roof structures for thatching.

Learning outcome

The learner will:

5. minimise the risk of damage to the work and surrounding area when preparing roof structures for thatching.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

6. complete the work within the allocated time when preparing roof structures for thatching.

Assessment criteria

The learner can:

- 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:
 - types of progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

7. comply with the given contract information to prepare roof structures for thatching to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when preparing roof structures for thatching:
 - measuring
 - marking out
 - removing
 - repairing
- 7.2 prepare for thatching to given working instructions by:
 - removing existing thatch (full and/or partial)
 - reinforcing and making good roof structure
 - cleaning and treating roof structure
- 7.3 safely use materials, hand tools, portable power tools and ancillary equipment
- 7.4 safely store the materials, tools and equipment used when preparing roof structures for thatching
- 7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
 - remove existing thatch (full or partial)
 - assess the integrity of roof structures
 - identify areas that require preparation, cleaning, treatment, repair, replacement and reinforcement
 - salvage and store components and materials that can be

reused

- protect replacement and salvaged materials
- reinforce and make good roof structure
- prepare, handle and apply cleaning and treatment substances and solutions
- confirm the prepared structure will support the proposed thatch materials thicknesses and depths to provide optimum long term performance
- work on buildings of historical significance
- apply fire prevention measures
- 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 preparing roof structures for thatching

7.7 describe how to maintain the tools and equipment used when preparing roof structures for thatching

Unit 304 Preparing Roof Structures for Thatching in the Workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Unit 305 Preparing Thatching Materials in the Workplace

Level: 2

GLH: 53

Learning outcome

The learner will:

1. interpret the given information relating to the work and resources when preparing thatching materials

Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from drawings, specifications, method statements, risk assessments, schedules 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
 - method statements
 - risk assessments
 - manufacturers' information
 - current regulations governing buildings and associated with historical conservation and the preparation of thatching materials.

Learning outcome
The learner will: 2. know how to comply with relevant legislation and official guidance when preparing thatching materials
Assessment criteria
The learner can: 2.1 describe their responsibilities regarding potential accidents and health hazards, whilst working: <ul style="list-style-type: none"> • in the workplace • at height • in confined spaces • 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 and operative. 2.3 explain what the accident reporting procedures are and who is responsible for making reports. 2.4 describe the types of fire extinguishers available when preparing thatching materials and describe how and when they are used.

Learning outcome
The learner will: 3. maintain safe and healthy working practices when preparing thatching materials.
Assessment criteria
The learner can: 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 preparing thatching materials. 3.2 comply with information relating to specific risks to health when preparing thatching materials. 3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to preparing thatching materials, 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 • 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.

Learning outcome

The learner will:

4. select the required quantity and quality of resources for the methods of work to prepare thatching materials

Assessment criteria

The learner can:

- 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:
 - cereal straw, water reed, sedge grass, heather, marram, bent, bracken, rush, flax and turf (other suitable material)
 - coppice materials (spars, sways, liggers)
 - hand and/or portable powered 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 prepare thatching materials.

Learning outcome

The learner will:

5. minimise the risk of damage to the work and surrounding area when preparing thatching materials.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

6. complete the work within the allocated time when preparing thatching materials

Assessment criteria

The learner can:

- 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:
 - types of progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

7. comply with the given contract information to prepare thatching materials to the required specification

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when preparing thatching materials:
 - measuring, bedding, damping, shaking, butting, bundling, bunching, pulling, yealming, tying, splitting and twisting
- 7.2 prepare two of the following thatching materials to given working instructions:
 - cereal straw
 - water reed
 - sedge grass
 - heather
 - marram
 - bent
 - bracken
 - rush
 - flax
 - turf
 - alternative specialist materials
 - spars, sways and liggers
- 7.3 safely use materials, hand tools, portable power tools and ancillary equipment.
- 7.4 safely store the materials, tools and equipment used when

preparing thatching materials.

- 7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- recognise thatch materials
 - prepare for use: cereal straw (long straw, combed wheat reed), water reed, sedge grass, heather, marram, bent, bracken, rush, flax, turf or alternative specialist materials
 - produce yealms, bunches, bundles, nitches and wads
 - make spars, sways and liggers
 - make dollies or ridge rolls and straw bonds
 - gather/harvest thatching material
 - work on buildings of historical significance
 - 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 preparing thatching materials.
- 7.7 describe how to maintain the tools and equipment used when preparing thatching materials.

Unit 305 Preparing Thatching Materials in the Workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against two of the following endorsements:

- Cereal straw
- Water reed
- Sedge grass
- Heather
- Marram
- Bent
- Bracken
- Rush
- Flax
- Turf
- Alternative specialist materials
- Spars, Sways, Liggers

Unit 306 Thatching structures in the workplace

Level: 2

GLH: 27

Learning outcome

The learner will:

1. Interpret the given information relating to the work and resources when thatching structures.

Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information
- 1.2 comply with information and/or instructions derived from risk assessments and method statement.
- 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
 - method statements
 - risk assessments
 - manufacturers' information
 - current regulations governing buildings and associated with historical conservation for thatching structures

Learning outcome
The learner will: 2. know how to comply with relevant legislation and official guidance when thatching structures.
Assessment criteria
The learner can: 2.1 describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> • in the workplace • at height • in confined areas • with tools and equipment • with movement/storage of materials • by manual handling. 2.2 explain what the accident reporting procedures are and who is responsible for making reports. 2.3 describe the types of fire extinguishers available when thatching structures and describe how and when they are used.

Learning outcome
The learner will: 3. maintain safe and healthy working practices when thatching structures.
Assessment criteria
The learner can: 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 thatching structures. 3.2 comply with information relating to specific risks to health when thatching structures. 3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to thatching structures, 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 • 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 working 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 activities.

Learning outcome

The learner will:

4. Select the required quantity and quality of resources for the methods of work to thatch structures.

Assessment criteria

The learner can:

- 4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment
- 4.2 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
 - **hatch** materials: cereal straw (long straw variants, combed wheat reed), water reed
 - specialist materials: sedge grass, heather, marram, bent, bracken, rush, flax and turf or other suitable material
 - coppice materials (spars, sways and liggers)
 - netting
 - lead
 - mortar
 - fixings and ancillary items
 - hand and/or portable powered 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 thatch structures.

Learning outcome

The learner will:

5. Minimise the risk of damage to the work and surrounding area when thatching structures.

Assessment criteria

The learner can:

- 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 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

Learning outcome

The learner will:

6. Complete the work within the allocated time when thatching structures.

Assessment criteria

The learner can:

- 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:
 - types of progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

7. comply with the given contract information to thatch structures to the required specification

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when thatching structures:

- measuring
- marking out
- fitting
- positioning
- securing
- finishing

- 7.2 Thatch structures to form main coatwork, eaves, gables and ridge work, to given working instructions, to provide a surface to prevent the penetration of water, using one of the following:

- long straw variants (cereal straw)
- combed wheat reed (cereal straw)
- water reed
- specialist materials: sedge grass, heather, marram, bent, bracken, rush, flax, turf or others

- 7.3 Prepare spars, sways and liggers to given working instructions

- 7.4 Safely use materials, hand tools, portable power tools and ancillary equipment

- 7.5 Safely store the materials, tools and equipment used when thatching structures

- 7.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- thatch structures with long straw variants (cereal straw)
- thatch structures with combed wheat reed (cereal straw)
- thatch structures with water reed
- thatch structures with specialist materials: sedge grass, heather, marram, bent, bracken, rush, flax and turf or other suitable material
- prepare spars, sways and liggers
- use thatching materials to form main coatwork, eaves, gables and ridge work
- form joints with other materials and abutments
- ensure thickness and depth of thatch materials will provide optimum long term performance
- position fixings to secure and maintain the integrity of the thatch (depth and spacing)
- apply fire prevention measures
- work on buildings of historical significance

- use hand tools, portable power tools and equipment
- work at height
- use of access equipment

7.7 Describe the needs of other occupations and how to effectively communicate within a team when thatching structures

7.8 Describe how to maintain the tools and equipment used when thatching structures

Unit 306 Thatching structures in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one the following endorsements (i.e. own area of work):

- Long straw variants (cereal straw)
- Combed wheat reed (cereal straw)
- Water reed
- Sedge grass
- Heather
- Marram
- Bent
- Bracken
- Rush
- Flax
- Turf
- Alternative specialist materials

Unit 307 Erecting and dismantling access/working platforms in the workplace

Level: 2

GLH: 27

Learning outcome
The learner will: 1. interpret the given information relating to the work and resources when erecting and dismantling access/working platforms.
Assessment criteria
The learner can: 1.1 interpret and extract information from specifications, method statements, risk assessments and manufacturers' information 1.2 comply with information and/or instructions derived from risk assessments and method statement. 1.3 state 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">• specifications• current legislation• method statements• risk assessments• manufacturers' information.

Learning outcome

The learner will:

2. know how to comply with relevant legislation and official guidance when erecting and dismantling access/working platforms.

Assessment criteria

The learner can:

- 2.1 describe their responsibilities under current legislation and official guidance whilst working:
 - in the workplace
 - at height
 - in confined areas
 - with tools and equipment
 - with movement/storage of materials
 - by manual handling.
- 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
- 2.3 state what the accident reporting procedures are and who is responsible for making reports.

Learning outcome

The learner will:

3. maintain safe working practices when erecting and dismantling access/working platforms.

Assessment criteria

The learner can:

- 3.1 use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when erecting and dismantling access/working platforms.
- 3.2 explain why, when and how personal protective equipment (PPE) should be used, relating to erecting and dismantling access/working platforms, and the types, purpose and limitations of each type.
- 3.3 state 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.

Learning outcome
The learner will: 4. select the required quantity and quality of resources for the methods of work to erect and dismantle access/working platforms.
Assessment criteria
The learner can: 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> • ladders/crawler boards • stepladders/platform steps • trestles • proprietary staging/podiums • proprietary towers • mobile scaffold towers • protection equipment and notices • tools and ancillary equipment. 4.2 select resources associated with own work in relation to materials, components, tools and equipment. 4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used. 4.4 outline potential hazards associated with the resources and method of work. 4.5 describe how to calculate quantity of equipment required associated with the method/procedure to erect and dismantle access equipment/working platforms.

Learning outcome
The learner will: 5. minimise the risk of damage to the work and surrounding area when erecting and dismantling access/working platforms.
Assessment criteria
The learner can: 5.1 protect the work and its surrounding area from damage. 5.2 minimise damage and maintain a clean work space. 5.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions. 5.4 dispose of waste in accordance with legislation. 5.5 state why the disposal of waste should be carried out in relation to the work.

Learning outcome

The learner will:

6. complete the work within the allocated time when erecting and dismantling access/working platforms.

Assessment criteria

The learner can:

- 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:
 - organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

7. comply with the given contract information to erect and dismantle access/ working platforms to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when erecting and dismantling access/working platforms:
 - moving
 - positioning/erecting
 - securing
 - checking
 - dismantling
 - removing
- 7.2 erect, dismantle and store two of the following access equipment to given access regulations:
 - ladders/crawler boards
 - stepladders/platform steps
 - proprietary towers
 - trestle platforms
 - mobile scaffold towers
 - proprietary staging/podiums
- 7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
 - provide protection to the work area
 - establish a base for equipment
 - erect proprietary access equipment to manufacturer's instructions suitable for the work
 - erect non-proprietary access equipment suitable for the

work

- place protective screens and notices
- check/monitor equipment during the period of use
- dismantle and store access equipment
- use tools and equipment
- work at height

7.4 safely use and store materials, hand tools and ancillary equipment

7.5 state the needs of other occupations and how to communicate within a team when erecting and dismantling access/working platforms

7.6 describe how to maintain the tools and equipment used when erecting and dismantling access/working platforms.

Unit 307 Erecting and dismantling access/working platforms in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one the following endorsements (i.e. own area of work):

- Solar collector roofer
- Thatching

Plus two of the following endorsements required:

- Ladders/crawler boards
- Step ladders/platform steps
- Proprietary towers
- Trestle platforms
- Mobile scaffold towers
- Proprietary staging/podiums

Unit 308 Installing underlay, battens and roofing components in the workplace

Level: 2

GLH: 37

Learning outcome
The learner will: 1. interpret the given information relating to the work and resources when installing underlay, battens and roofing components.
Assessment criteria
The learner can: 1.1 interpret and extract information from, oral/written working instructions, drawings, specifications, method statements, risk assessments, manufacturers' information. 1.2 comply with information and/or instructions derived from risk assessments and method statement. 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">• oral/written working instructions• electronic data• drawings• specifications• method statements• risk assessments• manufacturers' information• organisational procedures• current regulations governing buildings.

Learning outcome

The learner will:

2. know how to comply with relevant legislation and official guidance when installing underlay, battens and roofing components.

Assessment criteria

The learner can:

- 2.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:
 - in the workplace
 - in confined spaces
 - 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 and operative.
- 2.3 explain what the accident reporting procedures are and who is responsible for making reports.

Learning outcome

The learner will:

3. maintain safe and healthy working practices when installing underlay, battens and roofing components.

Assessment criteria

The learner can:

- 3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing underlay, battens and roofing components.
- 3.2 demonstrate compliance with given information and relevant legislation when installing underlay, battens and roofing components in relation to the following:
 - safe use of access equipment/working platforms
 - safe use, storage and handling of materials, tools and equipment
 - specific risks to health
- 3.3 explain why and when personal protective equipment (PPE) should be used, relating to installing underlay, battens and roofing components, 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 working 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 activities.

Learning outcome

The learner will:

4. select the required quantity and quality of resources for the methods of work to install underlay, battens and roofing components.

Assessment criteria

The learner can:

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:

- underlay
- battens
- counter-battens
- undercloak
- verge clips
- eave ventilation systems
- hip irons
- valley liners
- sand
- cement
- additives
- hand tools
- power tools
- ancillary equipment.

4.3 describe how the resources should be used correctly, 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 potential hazards associated with the resources and method of work.

4.6 describe how to calculate quantity, length, area and wastage associated with the method/procedure to install underlay, battens and roofing components.

Learning outcome
The learner will: 5. minimise the risk of damage to the work and surrounding area when installing underlay, battens and roofing components.
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 6. complete the work within the allocated time when installing underlay, battens and roofing components.
Assessment criteria
the learner can: 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 work schedules/diaries, progress charts, timetables and estimated times • organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome
The learner will: 7. comply with the given contract information to install underlay, battens and roofing components to the required specification.
Assessment criteria
The learner can: 7.1 demonstrate the following work skills when installing underlay, battens and roofing components.: <ul style="list-style-type: none"> • measuring • cutting • marking out • positioning

- fixing
- 7.2 use and maintain hand tools, power tools and ancillary equipment.
- 7.3 set out battens to datum points and gauge.
- 7.4 install materials and components to eaves, verges, hips, ridges, valleys, abutments openings. Penetrations, gernal areas and vertical surfaces to given working instructions relating to the following:
 - underlay
 - battens
 - counter-battens
 - undercloaks
 - eaves ventilation systems
 - underlay support trays
 - fire breaks
- 7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
 - assess suitability of sub-structure
 - identify and report faults with sub-structure and roof interface
 - establish fixed points and determine the gauge to set out and fix batten positions
 - cut underlay, battens and roofing components to the required size and shape
 - fix underlay, battens and counter-battens, verge clips and hip irons
 - set out and determine overhang for wet and/or dry fix systems
 - fix undercloak for bedded verges and/or dry fix systems
 - install underlay to openings (roof lights, windows) and penetrations
 - install underlay support trays and eaves ventilation systems
 - form fire-stops
 - recognise when specialist skills and knowledge are required and report accordingly
 - recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance
 - use hand tools, power tools and equipment
 - work at height
 - use access equipment/working platforms.
- 7.6 describe the needs of other occupations and how to communicate within a team when installing roofing backgrounds and components.
- 7.7 describe how to maintain the tools and equipment used

when installing underlay, battens and roofing components.

Unit 308

Installing roofing backgrounds and components in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Unit 309 Installing pre-formed weathering flashings to roofs in the workplace

Level: 2

GLH: 33

Learning outcome
The learner will: 1. interpret the given information relating to the work and resources when installing pre-formed weathering flashings to roofs.
Assessment criteria
The learner can: 1.1 interpret and extract information from contractor's from oral/written working instructions, drawings, specifications, method statements, risk assessments and manufacturers' information. 1.2 comply with information and/or instructions derived from risk assessments and method statement. 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">• oral/written working instructions• electronic data• specifications• schedules• method statements• risk assessments• manufacturers' information• organisational procedures• current regulations governing buildings.

Learning outcome
The learner will: 2. know how to comply with relevant legislation and official guidance when installing pre-formed weathering flashings to roofs.
Assessment criteria
The learner can: 2.1 describe their responsibilities potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> • in the workplace • 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 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.

Learning outcome
The learner will: 3. maintain safe and healthy working practices when installing pre-formed weathering flashings to roofs.
Assessment criteria
The learner can: 3.1 use health and safety control safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing pre-formed weathering flashings to roofs. 3.2 demonstrate compliance with given information and relevant legislation when installing pre-formed weathering flashings to roofs in relation to the following: <ul style="list-style-type: none"> • safe use of access equipment/working platforms • safe use, storage and handling of materials, tools and equipment • specific risks to health 3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing pre-formed weathering flashings to roofs, 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 • 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 working 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 activities.

Learning outcome

The learner will:

4. select the required quantity and quality of resources for the methods of work to install pre-formed weathering flashings to roofs.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components, fixings, tools and equipment.
- 4.2 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
- pre-formed lead flashings, proprietary flashings
 - patination oils
 - pointing materials
 - hand tools and ancillary 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 and length associated with the method/procedure to install pre-formed weathering flashings to roofs.

Learning outcome

The learner will:

5. minimise the risk of damage to the work and surrounding area when installing pre-formed weathering flashings to roofs

Assessment criteria

The learner can:

- 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 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

Learning outcome

The learner will:

6. complete the work within the allocated time when installing pre-formed weathering flashings to roofs.

Assessment criteria

The learner can:

- 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:
 - types of work schedules/diaries, progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

7. comply with the given contract information to install pre-formed weathering flashings to roofs to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when installing pre-formed weathering flashings to roofs:
 - cutting
 - fitting
 - positioning
 - securing
 - dressing
 - pointing
 - finishing
- 7.2 use and maintain hand tools, power tools and ancillary equipment.
- 7.3 install pre-formed lead and/or proprietary flashings to single- and double-lap roof coverings, to contractor's working instructions, for:
 - chimneys
 - abutments

- soil and/or vent pipes
- junction saddles
- valleys
- openings (roof lights, windows).

7.4 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- assess suitability of sub-structure
- identify and report faults with sub-structure and roof interfaces
- cut, fit and place lead and/or proprietary soakers
- cut and fit flashing materials to the required size and shape
- install step flashings
- install valley liners and saddles
- install lead aprons, back gutters, soil and/or vent pipe flashings
- install flashings to openings (roof lights, windows)
- dress flashings
- point/seal flashings
- apply patination fluid
- install proprietary flashings and weatherings
- recognise when specialist skills and knowledge are required and report accordingly
- recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance
- use hand tools, power tools and equipment
- work at heights
- use access equipment/working platforms.

7.5 describe the needs of other occupations and how to effectively communicate within a team when installing pre-formed weathering flashings to roofs.

7.6 describe how to maintain the tools and equipment used when installing pre-formed weathering flashings to roofs.

Unit 309

Installing pre-formed weathering flashings to roofs in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Unit 310 Installing single-lap roof coverings to a variable gauge in the workplace

Level: 2

GLH: 43

Learning outcome

The learner will:
interpret the given information relating to the work and resources when installing single-lap roof coverings to a variable gauge.

1. Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from oral/written working instructions, drawings, specifications, method statements, risk assessments and manufacturers' information.
- 1.2 comply with information and/or instructions derived from risk assessments and method statement.
- 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:
 - oral/written working instructions
 - electronic data
 - drawings
 - specifications
 - schedules
 - method statements
 - risk assessments
 - manufacturers' information
 - organisational procedures
 - current regulations governing buildings.

Learning outcome

The learner will:

2. know how to comply with relevant legislation and official guidance when installing single-lap roof tiles to a variable gauge.

Assessment criteria

The learner can:

- 2.1 describe their responsibilities under current legislation and official guidance whilst working:
 - in the workplace
 - in confined spaces
 - at height
 - with tools and equipment
 - with materials and substances
 - with movement/storage of materials
 - by manual handling
 - 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.

Learning outcome

The learner will:

3. maintain safe and healthy working practices when installing single-lap roof coverings to a variable gauge.

Assessment criteria

The learner can:

- 3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing single-lap roof tiles to a variable gauge.
- 3.2 demonstrate compliance with given information and relevant legislation when installing single-lap roof tiles to a variable gauge in relation to the following:
 - safe use of access equipment/working platforms
 - safe use, storage and handling of materials, tools and equipment
 - specific risks to health
- 3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing single-lap roof tiles to a variable gauge, 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 working 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 activities.

Learning outcome

The learner will:

4. select the required quantity and quality of resources for the methods of work to install single-lap roof coverings to a variable gauge.

Assessment criteria

The learner can:

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:

- single-lap tiles, fittings, fixing, ridge and hip tiles, dry fix systems, ventilation systems proprietary roofing grade mortar, sand, cement and additives
- single-lap artificial slates
- hand tools, power tools and ancillary 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 and area associated with the method/procedure to install single-lap roof coverings to a variable gauge.

Learning outcome

The learner will:

5. minimise the risk of damage to the work and surrounding area when installing single-lap roof tiles to a variable gauge.

Assessment criteria

The learner can:

5.1 protect the work and its surrounding area from damage in

accordance with safe working practices and organisation procedures.

- 5.2 minimise damage and maintain a clean work space.
- 5.3 dispose of waste in accordance with 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 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.

Learning outcome

The learner will:

6. complete the work within the allocated time when installing single-lap roof coverings to a variable gauge.

Assessment criteria

The learner can:

- 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:
 - types of work schedules/diaries, progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

7. comply with the given contract information to install single-lap roof coverings to a variable gauge to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when installing single-lap roof coverings to a variable gauge:
 - measuring
 - setting out
 - marking out
 - cutting, fitting
 - mixing
 - positioning
 - securing
 - finishing
- 7.2 use and maintain hand tools, power tools and ancillary equipment
- 7.3 install single-lap roof tiles to a variable gauge and related fittings, fixings and components to given working instructions, using new and/or reclaimed materials for roofs

with the following:

- General areas
- eaves
- abutments
- openings (roof lights, windows)
- dry and/or wet fix verges, ridges, hips and valleys

7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- assess suitability of sub-structure
- identify and report faults with sub-structure and roof interfaces
- determine lap and gauge dimensions
- cut and fit tiles, fittings and roofing components to the required size and shape
- set out and install tiles to a variable gauge and components to eaves, verges, ridge, hips, valleys, openings (roof lights, windows) abutments and general areas
- install vents, ridge ventilation and other high level ventilation
- mix mortar with additives
- mix proprietary roofing grade mortar
- recognise where reclaimed materials can be used
- understand the effects on lap and gauge when using reclaimed imperial sized tiles
- form dry and/or wet fix finishing details
- recognise when specialist skills and knowledge are required and report accordingly
- recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance
- use hand tools, power tools and equipment
- work at height
- use access equipment/working platforms.

7.5 describe the needs of other occupations and how to effectively communicate within a team when installing single-lap roof tiles to a variable gauge.

7.6 describe how to maintain the tools and equipment used when installing single-lap roof tiles to a variable gauge.

Unit 310

Installing single-lap roof coverings to a variable gauge in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one the following endorsements (i.e. own area of work):

- New materials
- Reclaimed materials

Unit 311

Installing plain tile roof coverings in the workplace

Level: 2

GLH: 57

Learning outcome

The learner will:

1. interpret the given information relating to the work and resources when installing plain tile roof coverings.

Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from oral/written working instructions, drawings, specifications, method statements, risk assessments and manufacturers' information.
- 1.2 comply with information and/or instructions derived from risk assessments and method statement
- 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:
 - oral/written working instructions
 - electronic data
 - drawings
 - specifications
 - schedules
 - method statements
 - risk assessments
 - manufacturers' information
 - organisational procedures
 - current regulations governing buildings

Learning outcome

The learner will:

2. know how to comply with relevant legislation and official guidance when installing plain tile roof coverings.

Assessment criteria

The learner can:

- 2.1 describe their responsibilities under current legislation and official guidance whilst working:
 - in the workplace
 - 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
- 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, company and operative
- 2.3 explain what the accident reporting procedures are and who is responsible for making reports.

Learning outcome

The learner will:

3. maintain safe and healthy working practices when installing plain tile roof coverings.

Assessment criteria

The learner can:

- 3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing plain tile roof coverings.
- 3.2 demonstrate compliance with given information and relevant legislation when installing plain tile roof coverings in relation to the following:
 - safe use of access equipment/working platforms
 - safe use, storage and handling of materials, tools and equipment
 - specific risks to health
- 3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing plain tile roof coverings, 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 working 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 activities

Learning outcome

The learner will:

4. select the required quantity and quality of resources for the methods of work to install plain tile roof coverings.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components, fixings, tools and equipment
- 4.2 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
 - plain tiles
 - fittings
 - fixings
 - soakers
 - ridge and hip tiles
 - battens
 - dry fix systems
 - mortar
 - ventilation systems
 - sand, cement and additives
 - hand and/or powered tools and ancillary 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 install plain tile roof coverings.

Learning outcome

The learner will:

5. minimise the risk of damage to the work and surrounding area when installing plain tile roof coverings.

Assessment criteria

The learner can:

- 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 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 safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

Learning outcome

The learner will:

6. complete the work within the allocated time when installing plain tile roof coverings.

Assessment criteria

The learner can:

- 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:
 - types of work schedules/diaries, progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

7. comply with the given contract information to install plain tile roof coverings to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when installing plain tile roof coverings:
 - measuring
 - setting out
 - marking out
 - cutting,
 - fitting
 - mixing
 - positioning
 - securing
 - finishing

- 7.2 use and maintain hand tools, power tools and ancillary equipment.
- 7.3 install, plain roof tiles and related fittings, fixings and components to given working instructions, using new and/or reclaimed materials for roofs with the following:
- general areas
 - eaves and tops course
 - abutments
 - openings (roof lights, windows)
 - dry and/or wet fix verges, ridges, hips and valleys
- 7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- assess suitability of sub-structure
 - identify and report faults with sub-structure and roof interfaces
 - determine lap and gauge dimensions
 - cut and fit tiles, fittings and roofing components to the required size and shape
 - set out and install tiles and components to eaves and top course, verges, ridge, hips, valleys, openings (roof lights, windows), abutments and general areas
 - set out and install tiles to vertical surfaces including gable ends, openings, penetrations and internal and external corners
 - mix sand and cement
 - mix proprietary roofing grade mortar
 - install vents, ridge ventilation and other high level ventilation
 - understand the effects on lap and gauge when using reclaimed imperial sized tiles
 - understand the uses and limitations of hand-made/crafted clay tiles
 - recognise when specialist skills and knowledge are required and report accordingly
 - recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance
 - form dry and/or wet fix finishing details
 - use hand tools, power tools and equipment
 - work at height
 - use access equipment/working platforms.
- 7.5 describe the needs of other occupations and how to effectively communicate within a team when installing plain tile roof coverings.
- 7.6 describe how to maintain the tools and equipment used when installing plain tile roof coverings.

Unit 311

Installing plain tile roof coverings in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one the following endorsements (i.e. own area of work):

- New materials
- Reclaimed materials

Unit 312 Installing regular sized natural roof slate to standard roof details in the workplace

Level: 2

GLH: 83

Learning outcome
The learner will: 1. interpret the given information relating to the work and resources when installing regular sized natural roof slate to standard roof details.
Assessment criteria
The learner can: 1.1 interpret and extract relevant information from oral/written working instructions, drawings, specifications, method statements, risk assessments and manufacturers' information 1.2 comply with information and/or instructions derived from risk assessments and method statement 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">• in the workplace• in confined spaces• at height• with tools and equipment• with materials and substances• with movement/storage of materials• by manual handling and mechanical lifting

Learning outcome

The learner will:

2. know how to comply with relevant legislation and official guidance when installing regular sized natural roof slate to standard roof details.

Assessment criteria

The learner can:

- 2.1 describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working:
 - in the workplace
 - in confined spaces
 - 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 and operative.
- 2.3 explain what the accident reporting procedures are and who is responsible for making reports.

Learning outcome

The learner will:

3. maintain safe and healthy working practices when installing regular sized natural roof slate to standard roof details.

Assessment criteria

The learner can:

- 3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing regular sized natural roof slate to standard roof details
- 3.2 demonstrate compliance with given information and relevant legislation when installing regular sized natural roof slate to standard roof details in relation to the following:
 - safe use of access equipment/working platforms
 - safe use, storage and handling of materials, tools and equipment
 - specific risks to health
- 3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing regular sized natural roof slate to standard roof details, 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 • personal protective equipment (PPE) • respiratory protective equipment (RPE) • local exhaust ventilation (LEV) <p>3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.</p> <p>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 activities</p>
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Learning outcome
The learner will:
4. select the required quantity and quality of resources for the methods of work to install regular sized natural roof slate to standard roof details.
Assessment criteria
The learner can:
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"> • regular sized natural slates, fixings, ridge and hip tiles, dry fix systems, ventilation systems, proprietary roofing grade mortar, sand, cement and additives • hand tools, power tools and ancillary 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 install regular sized natural roof slate to standard roof details.

Learning outcome
The learner will:
5. minimise the risk of damage to the work and surrounding area when installing regular sized natural roof slate to standard roof details.
Assessment criteria
The learner can:
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 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 in relation to the work safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

Learning outcome

The learner will:

6. complete the work within the allocated time when installing regular sized natural roof slate to standard roof details.

Assessment criteria

The learner can:

- 6.1 describe the purpose of the work programme and explain why deadlines should be kept in relation to.
- 6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:
 - types of work schedules/diaries, progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

7. comply with the given contract information to install regular sized natural roof slate to standard roof details to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when installing regular sized natural roof slate to standard roof details:
 - measuring
 - setting out
 - marking out
 - grading
 - holing
 - cutting
 - fitting
 - mixing
 - positioning
 - securing

- finishing
- 7.2 use and maintain hand tools, power tools and ancillary equipment
- 7.3 install regular sized natural roof slates to battens and/or boards and related fittings, fixings and components to given working instructions, using new and/or reclaimed materials for roofs with the following:
- general areas
 - eaves and top course
 - abutments
 - openings (roof lights, windows)
 - dry and/or wet fix verges, ridges, hips and valleys.
- 7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- assess suitability of sub-structure
 - identify and report faults with sub-structure and roof interfaces
 - determine lap and gauge dimensions
 - cut and fit slates, fittings and roofing components to the required size and shape
 - grade and hole slates
 - fix slates to battens or direct to boarded areas
 - set out and install slates and components to eaves and top course, verges, ridge, hips, valleys, openings (roof lights, windows), abutments, and general areas
 - install vents, ridge ventilation and other high level ventilation
 - mix sand, cement and additives
 - mix proprietary roofing grade mortar
 - form dry and/or wet fix finishing details
 - recognise where reclaimed materials can be used
 - install slates and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, vertical and general areas
 - understand the effects on lap and gauge when using reclaimed imperial sized slates
 - recognise when specialist skills and knowledge are required and report accordingly
 - recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance
 - use hand tools, power tools and ancillary equipment
 - work at height
 - use access equipment/working platforms.
- 7.5 describe the needs of other occupations and how to effectively communicate within a team when installing regular sized natural roof slate to standard roof details

7.6 describe how to maintain the tools and equipment used when installing regular sized natural roof slate to standard roof details

Unit 312 Installing regular sized natural roof slates to standard roof details in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one the following endorsements (i.e. own area of work):

- New materials
- Reclaimed materials

Unit 313 Installing solar collectors to roofs in the workplace

Level: 2

GLH: 20

Learning outcome

The learner will:

1. interpret the given information relating to the work and resources when installing solar collectors to roofs.

Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from drawings, specifications, 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 state 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
 - method statements
 - risk assessments
 - manufacturers' information
 - regulations governing buildings.

Learning outcome

The learner will:

2. know how to comply with relevant legislation and official guidance when installing solar collectors to roofs.

Assessment criteria

The learner can:

- 2.1 describe their responsibilities under current legislation and official guidance whilst working:
 - in the workplace

- below ground level
- in confined spaces
- 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 and operative.

2.3 explain what the accident reporting procedures are and who is responsible for making reports.

Learning outcome

The learner will:

3. maintain safe working practices when installing solar collectors to roofs.

Assessment criteria

The learner can:

3.1 use health and safety control equipment and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing solar collectors to roofs.

3.2 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing solar collectors to roofs, 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).

3.3 describe how the relevant health and safety control equipment should be used in accordance with the given instructions.

3.4 state 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.

Learning outcome
The learner will: 4. select the required quantity and quality of resources for the methods of work to install solar collectors to roofs.
Assessment criteria
The learner can: 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"> • solar collector installation kits • hand and/or powered 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 method of work. 4.6 describe how to calculate quantity, length, area and wastage associated with the method/procedure to install solar collectors to roofs.

Learning outcome
The learner will: 5. minimise the risk of damage to the work and surrounding area when installing solar collectors to roofs.
Assessment criteria
The learner can: 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 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.

Learning outcome

The learner will:

6. complete the work within the allocated time when installing solar collectors to roofs.

Assessment criteria

The learner can:

- 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:
 - types of progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

7. comply with the given contract information to installing solar collectors to roofs to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when installing solar collectors to roofs:
 - removing
 - measuring
 - marking out
 - cutting
 - fitting
 - fixing
 - positioning
 - securing
 - replacing.
- 7.2 prepare for and install solar collectors to roof to given working instructions for one of the following:
 - integrated photo voltaic
 - mounted photo voltaic
 - integrated solar thermal
 - mounted solar thermal.
- 7.3 reinstate roof coverings to given working instructions.
- 7.4 safely use and handle materials.
- 7.5 safely use hand tools, portable power tools and ancillary equipment.
- 7.6 safely store the materials, tools and equipment used when installing solar collectors to roofs.
- 7.7 describe how to apply safe work practices, follow procedures, report problems and establish the authority

needed to rectify them, to:

- assess the installation area
- check the direction the roof is facing
- remove or leave out waterproofing elements
- mark out for installation using given templates or dimensions
- prepare and weatherproof penetrations
- fix additional supports
- secure fixtures, fittings and collector.

7.8 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- reinstate roof covering including flashings
- install solar panels during construction and as retrofit to existing buildings
- use hand tools, power tools and equipment
- work at height
- use access equipment.

7.9 describe the needs of other occupations and how to effectively communicate within a team when installing solar collectors to roofs.

7.10 describe how to maintain the tools and equipment used when installing solar collectors to roofs.

Unit 313

Installing solar collectors to roofs in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one the following endorsements (i.e. own area of work):

- Photo voltaic
- Reclaimed materials

Unit 314 Installing fully supported lead and hard metal roofing, cladding and weatherings in the workplace

Level: 2

GLH: 93

Learning outcome
The learner will: 1. interpret the given information relating to the work and resources when installing fully supported lead and hard metal roofing, cladding and weatherings
Assessment criteria
The learner can: 1.1 interpret and extract relevant information from oral/written instructions, drawings, specifications, schedules method statements, risk assessments and manufacturers' information. 1.2 comply with information and/or instructions derived from risk assessments and method statement. 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">• oral/written instructions• drawings• electronic data• specifications• schedules• method statements• risk assessments• manufacturers' information• regulations governing buildings.

Learning outcome
The learner will: 2. know how to comply with relevant legislation and official guidance when installing fully supported lead and hard metal roofing, cladding and weatherings.
Assessment criteria
The learner can: 2.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: <ul style="list-style-type: none"> • in the workplace • In confined spaces • 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, buildings, company and operative. 2.3 explain what the accident reporting procedures are and who is responsible for making reports.

Learning outcome
The learner will: 3. maintain safe and healthy working practices when installing fully supported lead and hard metal roofing, cladding and weatherings.
Assessment criteria
The learner can: 3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing fully supported lead and hard metal roofing, cladding and weatherings. 3.2 demonstrate compliance with given information and relevant legislation when installing fully supported lead and hard metal roofing, cladding and weatherings in relation to the following: <ul style="list-style-type: none"> • safe use of access equipment • safe use, storage and handling of materials, tools and equipment • specific risks to health. 3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing solar collectors to roofs, 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 working 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 activities.

Learning outcome

The learner will:

4. select the required quantity and quality of resources for the methods of work to install fully supported lead and hard metal roofing, cladding and weatherings.

Assessment criteria

The learner can:

4.1 select resources associated with own work in relation to materials, components, fixings, tools and equipment.

4.2 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:

- lead, hard metal, underlay, vents, fixings, finishings, ancillary items
- hand and/or powered 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 install fully supported lead and hard metal roofing, cladding and weatherings.

Learning outcome

The learner will:

5. minimise the risk of damage to the work and surrounding area when installing fully supported lead and hard metal roofing, cladding and weatherings.

Assessment criteria

The learner can:

5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational

procedures. minimise damage and maintain a clean work space.

- 5.2 minimise damage and maintain a clean work space
- 5.3 dispose of waste in accordance with 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.

Learning outcome

The learner will:

6. complete the work within the allocated time when installing metal roofing and weathering to the substrate.

Assessment criteria

The learner can:

- 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:
 - types of progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

7. comply with the given contract information to install fully supported lead and hard metal roofing, cladding and weatherings to the required specification

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when installing metal roofing and weathering to the substrate :
 - measuring
 - setting out
 - cutting
 - profiling
 - positioning
 - securing
 - jointing.
- 7.2 use and maintain hand tools, power tools and ancillary equipment.
- 7.3 prepare substrate and install, to given working instructions, fully supported flat lead roofing or low pitched hard metal roofing

- 7.4 prepare substrate and install, to given working instructions, fully supported lead or hard metal roofing to the following:
- pitch roofs
 - vertical cladding
- 7.5 install two of the following fully supported lead or hard metal weatherings to horizontal, vertical and inclined surfaces to given working instructions:
- Soffits
 - Cornices or parapets
 - Gutters
- 7.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- identify and report faults with sub-structure and roof interfaces
 - clean/clear substrate
 - lay underlay if required
 - install/fabricate ventilation systems
 - set out joints
 - prepare/fabricate lead or hard metal (cut to length and profile)
 - install fully supported flat lead roofing or low pitched hard metal roofing
 - install fully supported lead or hard metal pitched roofs and vertical cladding
 - install fully supported lead or hard metal weatherings to vertical, horizontal and inclined surfaces and abutments for soffits, cornices/parapets and gutters
 - join and terminate lead or hard metal in width and length
 - ensure the integrity of joints, fixings and ventilation
 - recognise when specialist skills and knowledge are required and report accordingly
 - recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance
 - use hand tools, power tools and equipment
 - work at height
 - use access equipment safely use and store hand tools,
- 7.7 describe the needs of other occupations and how to effectively communicate within a team when installing fully supported lead and hard metal roofing, cladding and weatherings
- 7.8 describe how to maintain the tools and equipment used when installing fully supported lead and hard metal roofing, cladding and weatherings.

Unit 314 Installing metal roofing and weathering to the substrate in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one the following endorsements (i.e. own area of work):

- hard metals
- lead

Unit 315 Repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings in the workplace

Level:	2
GLH:	50

Learning outcome
The learner will: 1. interpret the given information relating to the work and resources when repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings.
Assessment criteria
The learner can: 1.1 interpret and extract relevant information from oral/written instructions, drawings, specifications, schedules, method statements, risk assessments and manufacturers' information. comply with information and/or instructions derived from risk assessments and method statement. 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">• oral/written instructions• drawings• electronic data• specifications• schedules• method statements• risk assessments• manufacturers' information• current regulations governing buildings.

Learning outcome
The learner will: 2. know how to comply with relevant legislation and official guidance when repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings.
Assessment criteria
The learner can: 2.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: <ul style="list-style-type: none"> • in the workplace • in confined spaces • 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 and operative. 2.3 explain what the accident reporting procedures are and who is responsible for making reports.

Learning outcome
The learner will: 3. maintain safe and healthy working practices when repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings.
Assessment criteria
The learner can: 3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings. 3.2 demonstrate compliance with given information and relevant legislation when installing fully supported lead and hard metal roofing, cladding and weatherings in relation to the following: <ul style="list-style-type: none"> • safe use of access equipment • safe use, storage and handling of materials, tools and equipment • specific risks to health. 3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing solar collectors to roofs, 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 working 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 activities.

Learning outcome

The learner will:

4. select the required quantity and quality of resources for the methods of work to repair and maintain fully supported lead and hard metal roofing, cladding and weatherings

Assessment criteria

The learner can:

4.1 select resources associated with own work in relation to materials, components, fixings, tools and equipment.

4.2 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:

- lead
- hard metal
- underlay
- fixings
- finishings
- ancillary items
- substrate
- hand and/or powered 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 repair and maintain fully supported lead and hard metal roofing, cladding and weatherings..

Learning outcome
The learner will: 5. minimise the risk of damage to the work and surrounding area when repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings
Assessment criteria
The learner can: 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 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

Learning outcome
The learner will: 6. complete the work within the allocated time when repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 7. comply with the given contract information to repair and maintain fully supported lead and hard metal roofing, cladding and weatherings to the required specification.
Assessment criteria
The learner can: 7.1 demonstrate the following work skills when repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings: <ul style="list-style-type: none"> • measuring

- marking/setting out
- removing
- cutting
- jointing
- fixing or dressing
- positioning
- securing

7.2 use and maintain hand tools, power tools and ancillary equipment

7.3 repair and maintain fully supported lead and hard metal roofing or cladding and weatherings to horizontal, vertical and inclined surfaces to given working instructions relating to the following:

- removing and replacing defective coverings/components
- install and/or repair lead or hard metal

7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- identify access arrangements
- inspect surfaces to determine condition and identify defects
- identify and report faults with sub-structure and roof interfaces
- remove, replace, cut, joint, fix or dress to repair defective coverings/components
- lay underlay if required
- install and/or repair fully supported lead or hard metal roofing, cladding and weatherings to horizontal, vertical and inclined surfaces
- ensure the integrity of joints
- remove blockages to ensure free drainage
- recognise when specialist skills and knowledge are required and report accordingly
- recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance
- use hand tools, power tools and equipment
- work at height
- use access equipmentsafely

7.5 describe the needs of other occupations and how to effectively communicate within a team when repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings.

7.6 describe how to maintain the tools and equipment used when repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings..

Unit 315 Repairing and maintaining fully supported lead and hard metal roofing, cladding and weathering in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one the following endorsements (i.e. own area of work):

- hard metals
- lead

Unit 316 Installing, maintaining and removing work area protection and safety equipment in the workplace

Level: 2

GLH: 55

Learning outcome
The learner will: 1. Interpret the given information relating to the work and resources when installing, maintaining and removing work area protection and safety equipment
Assessment criteria
The learner can: 1.1 interpret and extract relevant information from drawings, plans, risk assessments, method statements, specifications, schedules 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• plans• risk assessments• method statements• specifications• schedules• site inspection reports• manufacturers' information• verbal and written instructions• current regulations• official guidance associated with protecting work areas

Learning outcome

The learner will:

2. know how to comply with relevant legislation and official guidance when establishing work area protection and safety

Assessment criteria

The learner can:

- 2.1 describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working:
 - in the workplace
 - below ground level
 - in confined spaces
 - 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 and operative.
- 2.3 explain what the accident reporting procedures are and who is responsible for making reports

Learning outcome

The learner will:

3. maintain safe and healthy working practices when installing, maintaining and removing work area protection and safety equipment

Assessment criteria

The learner can:

- 3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing, maintaining and removing work area protection and safety equipment in the workplace
- 3.2 demonstrate compliance with given information and relevant legislation when installing, maintaining and removing work area protection and safety equipment in relation to at least two of the following:
 - safe use of access equipment
 - safe use, storage and handling of materials, tools and equipment
 - specific risks to health
- 3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to installing, maintaining and removing work area

protection and safety equipment, 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 working 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 activities

Learning outcome

The learner will:

4. select the required quantity and quality of resources for the methods of work to install, maintain and remove work area protection and safety equipment.

Assessment criteria

The learner can:

4.1 select resources associated with own work in relation to materials, components and fixings, and tools and equipment

4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:

- safety and security equipment (cones, tapes, fences, barriers, hoarding, doors, gates)
- protection and safety notices
- signs and lighting
- hand tools, power tools and equipment.

4.3 describe how to confirm that the resources and materials conform to the specification.

4.4 describe how the resources should be used correctly and how problems associated with the resources are reported.

4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources

4.6 describe any potential hazards associated with the resources and methods of work

4.7 describe how to calculate quantity, length and area associated with the method and procedure to install, maintain and remove work area protection and safety equipment

Learning outcome

The learner will:

5. minimise the risk of damage to the work and surrounding area when installing, maintaining and removing work area protection and safety equipment.

Assessment criteria

The learner can:

- 5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures
- 5.2 maintain a clear and tidy 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

Learning outcome

The learner will:

6. complete the work within the allocated time when installing, maintaining and removing work area protection and safety equipment.

Assessment criteria

The learner can:

- 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:
 - types of productivity targets and time scales
 - how time are estimated
 - organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

7. comply with the given contract information to install, maintain and remove work area protection and safety equipment to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when installing, maintaining and removing work area protection and safety

equipment:

- measuring
- setting out
- positioning
- assembling
- constructing
- securing
- dismantling
- removing

7.2 use and maintain hand tools, power tools and ancillary equipment

7.3 install, maintain and remove temporary protection and safety arrangements for the work area, to given working instructions, relating to protection equipment, barriers, fences and at least one of the following:

- protection and safety notices
- safety lighting

7.4 report work undertaken

7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- plan for the protection and the safety of the work and surrounding environment
- conform to agreed specification
- confirm the location of utility services and ensure they are protected
- prepare and set out area protection equipment to required dimensions
- install, check and maintain the protection and safety equipment
- dismantle and remove protection and safety equipment
- install safety notices
- install lighting systems
- monitor and check accuracy during progress and on completion of work
- install, maintain and remove work area protection equipment in public areas
- transport, load and off load work area protection equipment
- recognise and determine when specialist skills and knowledge are required and report accordingly
- use hand tools, power tools and equipment
- work at height
- use access equipment.

7.6 describe the needs of other occupations and how to communicate effectively within a team when installing, maintaining and removing work area protection and safety equipment in the workplace.

7.7 describe how to maintain the tools and equipment used when installing, maintaining and removing work area protection and safety equipment in the workplace

Unit 316

Installing, maintaining and removing work area protection and safety equipment in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one the following endorsements (i.e. own area of work):

- Solar collector roofer

Unit 317

Replacing heritage roof coverings in the workplace

Level: 3

GLH: 97

Learning outcome

The learner will:

1. interpret the given information relating to the work and resources when replacing heritage roof coverings.

Assessment criteria

The learner can:

- 1.1 interpret and extract information from drawings, specifications, method statements, schedules and manufacturers' information.
- 1.2 comply with information and/or instructions derived from risk assessments and method statements.
- 1.3 state 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
 - method statements
 - schedules
 - manufacturers' information
 - archaeological watching brief
 - historical conservation plans and charters
 - legislations and regulations governing buildings

Learning outcome

The learner will:

2. know how to comply with relevant legislation and official guidance when replacing heritage roof coverings.

Assessment criteria

The learner can:

- 2.1 describe their responsibilities under current legislation and official guidance whilst working:

<ul style="list-style-type: none"> • in the workplace • in confined spaces • at height • with tools and equipment • with materials and substances • with movement/storage of materials • by manual handling and mechanical lifting. <p>2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.</p> <p>2.3 explain what the accident reporting procedures are and who is responsible for making reports.</p>
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Learning outcome
The learner will: 3. maintain safe working practices when replacing heritage roof coverings.
Assessment criteria
The learner can: 3.1 use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when replacing heritage roof coverings. 3.2 explain why and when personal protective equipment (PPE) should be used, relating to replacing heritage roof coverings, and the types, purpose and limitations of each type. 3.3 state 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 describe how the relevant health and safety control equipment should be used in accordance with the given instructions

Learning outcome
The learner will: 4. select the required quantity and quality of resources for the methods of work to replace heritage roof coverings.
Assessment criteria
The learner can: 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> • battens • sarking boards • sand • cement, • lime

<ul style="list-style-type: none"> • underlay • tiles • natural slates/stone slates • fittings • flashings • insulation • fixing • ventilators • associated ancillary items • hand and/or powered tools and equipment <p>4.2 select resources associated with own work in relation to materials, components, fixings, tools and equipment.</p> <p>4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.</p> <p>4.4 outline potential hazards associated with the resources and method of work.</p> <p>4.5 describe how to calculate quantity, length, area and wastage associated with the method/procedure to replace heritage roof coverings.</p>

Learning outcome
The learner will:
1. minimise the risk of damage to the work and surrounding area when replacing heritage roof coverings
Assessment criteria
The learner can:
1.1 protect the work and its surrounding area from damage
1.2 minimise damage and maintain a clean work space.
1.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions
1.4 dispose of waste in accordance with current legislation
1.5 state why the disposal of waste should be carried out in relation to the work

Learning outcome
The learner will:
2. complete the work within the allocated time when replacing heritage roof coverings.
Assessment criteria
The learner can:
2.1 demonstrate completion of the work within the allocated time.
2.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:

- types of progress charts, timetables and estimated times
- organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

3. comply with the given contract information to replace heritage roof coverings to the required specification

Assessment criteria

The learner can:

- 3.1 demonstrate the following work skills when replacing heritage roof coverings:
 - removing
 - cleaning
 - stacking
 - storing
 - preparing
 - measuring
 - marking out
 - fixing
 - fitting
 - finishing
 - positioning
 - securing
- 3.2 strip existing roof coverings and replace full roofs or elevations to given working instructions relating to at least two of the following:
 - vernacular and roofing styles specific to geographical areas (e.g. Kent pegs, Yorkshire stone slates)
 - places of religious worship
 - stately homes
 - public building
 - historic buildings
 - castles and/or fortified buildings
 - conservation areas
 - listed buildings.
- 3.3 replace roof coverings in the following areas to given working instructions:
 - Verges
 - Eaves
 - Ridge
 - Hips
 - Valleys
 - Openings
 - Top and side abutments
 - General areas
- 3.4 describe the needs of other occupations and how to

communicate effectively within a team when installing, maintaining and removing work area protection and safety equipment in the workplace Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- remove and salvage reusable existing roof coverings
- determine gauge and fix battens and underlays (where required) appropriate to the roof covering
- fix direct to boarded surfaces (sarking)
- replace full or partial natural slates/stone slates and/or tiled roofs in keeping with the existing roof covering or an earlier style where required
- mix and apply mortar to meet the requirements of the contract
- validate appropriate ways in which the work should be carried out
- recognise sensitive areas
- maintain heritage and archaeological integrity
- maintain the principles of minimum intervention and reversible alterations
- stop work at the point when conjecture begins and report findings
- record work carried out (written, photographic or digital)
- recognise and/or report endangered/protected flora and fauna
- remove deteriorated and/or inappropriate materials
- maintain existing structure
- integrate existing and new constructional components or finishes
- store salvageable materials and structural components
- use hand tools, power tools and equipment
- use ancillary equipment
- work at height

use access equipment.

- 3.5 safely use and store materials, hand tools, portable power tools and ancillary equipment
- 3.6 state the needs of other occupations and how to communicate within a team when replacing heritage roof coverings
- 3.7 describe how to maintain the tools and equipment used when replacing heritage roof coverings

Unit 317 Replacing heritage roof coverings in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against two the following endorsements (i.e. own area of work):

- Solar collector roofer
- Vernacular and roofing styles to geographical areas
- Places of religious worship
- Stately homes
- Public buildings
- Historic buildings
- Castles and/or fortified buildings
- Conservation areas
- Listed buildings

Unit 318 Repairing and maintaining heritage roof coverings in the workplace

Level:	3
GLH:	87

Learning outcome
The learner will: 1. interpret the given information relating to the work and resources when repairing and maintaining heritage roof coverings
Assessment criteria
The learner can: 1.1 interpret and extract information from drawings, specifications, method statements, schedules and manufacturers' information. 1.2 comply with information and/or instructions derived from risk assessments and method statements. 1.3 state 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• specifications• method statements• schedules• manufacturers' information• archaeological watching brief• historical conservation plans and charters• legislations and regulations governing buildings

Learning outcome

The learner will:

2. know how to comply with relevant legislation and official guidance when repairing and maintaining heritage roof coverings.

Assessment criteria

The learner can:

- 2.1 describe their responsibilities under current legislation and official guidance whilst working:
 - in the workplace
 - in confined spaces
 - 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 and operative.
- 2.3 explain what the accident reporting procedures are and who is responsible for making reports.

Learning outcome

The learner will:

3. maintain safe working practices when repairing and maintaining heritage roof coverings.

Assessment criteria

The learner can:

- 3.1 use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when repairing and maintaining heritage roof coverings.
- 3.2 explain why and when personal protective equipment (PPE) should be used, relating to replacing heritage roof coverings, and the types, purpose and limitations of each type.
- 3.3 state 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 describe how the relevant health and safety control equipment should be used in accordance with the given instructions

Learning outcome

The learner will:

4. select the required quantity and quality of resources for the methods of work to repair and maintain heritage roof coverings.

Assessment criteria

The learner can:

- 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
 - battens
 - sarking boards
 - sand
 - cement,
 - lime
 - underlay
 - tiles
 - natural slates/stone slates
 - fittings
 - flashings
 - insulation
 - fixing
 - ventilators
 - associated ancillary items
 - hand and/or powered tools and equipment
- 4.2 select resources associated with own work in relation to materials, components, fixings, tools and equipment.
- 4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
- 4.4 outline potential hazards associated with the resources and method of work.
- 4.5 describe how to calculate quantity, length, area and wastage associated with the method/procedure to repair and maintain heritage roof coverings.

Learning outcome

The learner will:

5. minimise the risk of damage to the work and surrounding area when repairing and maintaining heritage roof coverings.

Assessment criteria

The learner can:

- 5.1 protect the work and its surrounding area from damage
- 5.2 minimise damage and maintain a clean work space.
- 5.3 describe how to protect work from damage and the purpose

of protection in relation to general workplace activities, other occupations and adverse weather conditions

- 5.4 dispose of waste in accordance with current legislation
- 5.5 state why the disposal of waste should be carried out in relation to the work

Learning outcome

The learner will:

6. complete the work within the allocated time when repairing and maintaining heritage roof coverings.

Assessment criteria

The learner can:

- 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:
 - types of progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

7. comply with the given contract information to repair and maintain heritage roof coverings to the required specification

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when repairing and maintaining heritage roof coverings:
 - Removing
 - Cleaning
 - Stacking
 - Storing
 - Preparing
 - Measuring
 - Marking out
 - Fixing
 - Fitting
 - Finishing
 - Positioning
 - Securing
- 7.2 repair existing roof coverings and carry out maintenance to roofs or elevations to given working instructions, relating to at least two of the following:
 - vernacular and roofing styles specific to geographical areas (e.g. Kent pegs, Yorkshire stone slates)
 - places of religious worship

- stately homes
- public building
- historic buildings
- castles and/or fortified buildings
- conservation areas
- listed buildings.

7.3 repair and maintain roofs to given working instructions in at least three of the following ways:

- replace natural slates/stone slates and/or tiles
- replace battens
- replace hip and ridge coverings
- replace flashings
- clear and treat blockages to gutters, outlets and other draining areas
- re-bed and point
- torch (back pointing)

7.4 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- differentiate between like-for-like repairs and honest repairs, including date marking
- remove and salvage reusable existing roof coverings
- identify and resolve roof leaks, blockages and general repairs in keeping with the existing roof covering
- fix slate or stone to boarded surfaces (sarking)
- identify and implement preventative remedial and maintenance work
- mix and apply mortar to meet the requirements of the contract
- torch (back point)
- validate appropriate ways in which the work should be carried out
- recognise sensitive areas
- maintain heritage and archaeological integrity
- maintain the principles of minimum intervention and reversible alterations
- stop work at the point when conjecture begins and report findings
- record work carried out (written, photographic or digital)
- recognise and/or report endangered/protected flora and fauna
- remove deteriorated and/or inappropriate materials
- maintain existing structure
- integrate existing and new constructional components or finishes
- store salvageable fabric, materials and structural components

- use hand tools, power tools and equipment
- use ancillary equipment
- work at height
- use access equipment.

7.5 safely use and store materials, hand tools, portable power tools and ancillary equipment

7.6 state the needs of other occupations and how to communicate within a team when repairing and maintaining heritage roof coverings

7.7 describe how to maintain the tools and equipment used when repairing and maintaining heritage roof coverings

Unit 318 Repairing and maintaining heritage roof coverings in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against two the following endorsements (i.e. own area of work):

- Solar collector roofer
- Vernacular and roofing styles to geographical areas
- Places of religious worship
- Stately homes
- Public buildings
- Historic buildings
- Castles and/or fortified buildings
- Conservation areas
- Listed buildings

Unit 319 Preparing and installing fully supported lead and hard metal decorative roofing and cladding in the workplace

Level: 3

GLH: 100

Learning outcome

The learner will:

1. interpret the given information relating to the work and resources when preparing and installing fully supported lead and hard metal decorative roofing and cladding

Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from oral/written instructions, drawings, specifications, 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:
 - oral/written instruction
 - drawings
 - electronic data
 - specifications
 - schedules
 - method statements
 - risk assessments
 - manufacturers' information
 - current regulations governing buildings

Learning outcome

The learner will:

2. know how to comply with relevant legislation and official guidance when preparing and installing fully supported lead and hard metal decorative roofing and cladding.

Assessment criteria

The learner can:

- 2.1 describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working:
 - in the workplace
 - in confined spaces
 - 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 and operative.
- 2.3 explain what the accident reporting procedures are and who is responsible for making reports.

Learning outcome

The learner will:

3. preparing and installing fully supported lead and hard metal decorative roofing and cladding in the workplace.

Assessment criteria

The learner can:

- 3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when preparing and installing fully supported lead and hard metal decorative roofing and cladding.
- 3.2 demonstrate compliance with given information and relevant legislation when preparing and installing fully supported lead and hard metal decorative roofing and cladding in relation to the following:
 - safe use of access equipment
 - safe use, storage and handling of materials, tools and equipment
 - specific risks to health
- 3.3 explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to preparing and installing fully supported lead and hard metal decorative roofing and cladding 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 working 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 activities.

Learning outcome

The learner will:

4. select the required quantity and quality of resources for the methods of work to prepare and install fully supported lead and hard metal decorative roofing and cladding.

Assessment criteria

The learner can:

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:

- lead
- hard metal
- underlay
- vents
- fixings
- fittings
- associated ancillary items
- hand and/or powered 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 prepare and install fully supported lead or hard metal decorative roofing and cladding.

Learning outcome

The learner will:

5. minimise the risk of damage to the work and surrounding area when preparing and installing fully supported lead and hard metal decorative roofing and cladding.

Assessment criteria

The learner can:

- 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

Learning outcome

The learner will:

6. complete the work within the allocated time when preparing and installing fully supported lead and hard metal decorative roofing and cladding.

Assessment criteria

The learner can:

- 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:
 - types of progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

7. comply with the given contract information to prepare and install fully supported lead and hard metal decorative roofing and cladding to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when preparing and installing fully supported lead and hard metal decorative roofing and cladding:
 - measuring
 - setting/Marking out
 - profiling
 - cutting
 - jointing
 - positioning
 - securing
 - finishing
- 7.2 use and maintain hand tools, power tools and ancillary equipment.
- 7.3 prepare and install fully supported lead or hard metal decorative roofing and cladding, incorporating coverings/weathering, to two of the following roof profiles to given working instructions:
 - tapered
 - concave
 - convex
 - segmented
- 7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
 - identify and report faults with sub-structure and roof interfaces
 - install/fabricate ventilation systems
 - lay underlay if required
 - prepare and install fully supported lead or hard metal decorative roofing and cladding to tapered, concave, convex or segmented profiles (spires, domes, capola, onion, barrel vault structures)
 - install fully supported lead or hard metal coverings/weatherings to surfaces and abutments for soffits, cornices/parapets and gutters
 - set/mark out roof/cladding
 - prepare/fabricate lead or hard metal (cut to length and profile)
 - join and terminate lead or hard metal in width and

length

- ensure the integrity of joints, fixings and ventilation
- validate appropriate ways in which the work should be carried out
- recognise sensitive areas
- maintain heritage and archaeological integrity
- maintain the principles of minimum intervention and reversible alterations
- stop work at the point when conjecture begins and report findings
- record work carried out (written, photographic or digital)
- recognise and/or report endangered/protected flora and fauna
- remove deteriorated and/or inappropriate materials
- maintain existing structure
- integrate existing and new constructional components or finishes
- store salvageable fabric, materials and structural components
- use hand tools, power tools and equipment
- work at height
- use access equipment

7.5 describe the needs of other occupations and how to effectively communicate within a team when preparing and installing fully supported lead and hard metal decorative roofing and cladding.

7.6 describe how to maintain the tools and equipment used when preparing and installing fully supported lead and hard metal decorative roofing and cladding

Unit 319 Preparing and installing fully supported lead and hard metal decorative roofing and cladding in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one the following endorsements (i.e. own area of work):

- lead
- hard metals

Unit 320 Utilising provision of fall protection systems and/or equipment in the workplace

Level: 2

GLH: 57

Learning outcome
The learner will: 1. interpret the given information relating to the work and resources when utilising provision of fall protection systems and/or equipment.
Assessment criteria
The learner can: 1.1 interpret and extract information from plans, drawings, specifications, method statements, risk assessments, schedules and manufacturers' information. 1.2 comply with information and/or instructions derived from risk assessments and method statements. 1.3 state 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• specifications• method statements• risk assessments• schedules• official guidance associated with the provision of fall protection systems

Learning outcome

The learner will:

2. know how to comply with relevant legislation and official guidance when utilising provision of fall protection systems and/or equipment

Assessment criteria

The learner can:

- 2.1 describe their responsibilities under current legislation and official guidance whilst working:
 - in the workplace
 - below ground level
 - in confined spaces
 - 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 and operative.
- 2.3 explain what the accident reporting procedures are and who is responsible for making reports.

Learning outcome

The learner will:

3. avoid risk by maintaining safe working practices when utilising provision of fall protection systems and/or equipment.

Assessment criteria

The learner can:

- 3.1 use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when utilising provision of fall protection systems and/or equipment.
- 3.2 explain why, when and how personal protective equipment (PPE) should be used, relating to utilising provision of fall protection systems and/or equipment, and the types, purpose and limitations of each type.
- 3.3 state 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

Learning outcome

The learner will:

4. select the required quantity and quality of resources for the methods of work to utilise provision of fall protection systems

and/or equipment.

Assessment criteria

The learner can:

- 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to.
 - collective protective equipment
 - full body harness
 - lanyard with and without shock absorbers
 - associated hook, rings and buckles
 - tools and equipment
- 4.2 select resources associated with own work in relation to materials and components, tools and equipment..
- 4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
- 4.4 outline potential hazards associated with the resources and method of work.
- 4.5 describe how to calculate quantity associated with the method/procedure to utilise provision of fall protection systems.

Learning outcome

The learner will:

5. minimise the risk of damage to the work and surrounding area when utilising provision of fall protection systems and/or equipment.

Assessment criteria

The learner can:

- 5.1 protect the work and its surrounding area from damage
- 5.2 minimise damage and maintain a clean work space.
- 5.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions
- 5.4 dispose of waste in accordance with current legislation.
- 5.5 state why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Learning outcome

The learner will:

6. complete the work within the allocated time when utilising provision of fall protection systems and/or equipment.

Assessment criteria

The learner can:

- | |
|--|
| <p>6.1 demonstrate completion of the work within the allocated time.</p> <p>6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:</p> <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. |
|--|

Learning outcome

The learner will:

- | |
|--|
| <p>7. comply with the given contract information to utilise provision of fall protection systems to the required specification and/or equipment.</p> |
|--|

Assessment criteria

The learner can:

- | |
|---|
| <p>7.1 demonstrate the following work skills when utilising provision of fall protection systems and/or equipment:</p> <ul style="list-style-type: none">• wearing• attaching• setting out• positioning• securing• checking and removing <p>7.2 demonstrate the following work skills when utilising provision of fall protection systems and/or equipment:</p> <ul style="list-style-type: none">• scaffolded/rigging• secured steelwork structures• wire and rope systems• permanently installed anchorage points• temporary anchorage points• tracking systems• proprietary systems <p>7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to :</p> <ul style="list-style-type: none">• locate and position fall protection systems• wear safety harnesses, attach and secure to fall protection system's equipment• identify the differences between, fall arrest, restraint and access systems and harnesses• identify the differences between shock absorbent and restraining lanyards• visually inspect the fall protection system and equipment for security, safety and operational movement• identify the thorough examination and test criteria for fall protection equipment (inertia reels, eyebolts and |
|---|

anchor points)

- apply hierarchy of control measures for working at height
- detach and remove fall protection attire and equipment
- comply with a rescue plan
- use hand tools
- use access equipment.

7.4 safely use and store materials, hand tools, and fall protection systems and equipment

7.5 state the needs of other occupations and how to communicate within a team when utilising provision for fall protection systems

7.6 describe how to maintain the tools, systems and equipment used when utilising provision of fall protection systems and/or equipment

Unit 320

Establishing work area protection and safety in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against :

- Solar collector roofer

Plus two of the following endorsements (i.e. own area of work):

- Scaffold/rigging
- Secured steelwork structures
- Wire and rope systems
- Permanently installed anchorage points
- Temporary anchorage points
- Track systems
- Proprietary

Unit 321 Clearing the site and handing over on completion in the workplace

Level:	2
GLH:	40

Learning outcome

The learner will: 1. interpret the given information relating to the work and resources when clearing the site and handing over on completion.

Assessment criteria

The learner can: 1.1 interpret and extract information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information. 1.2 comply with information and/or instructions derived from risk assessments and method statement. 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• specifications• schedules• method statements• risk assessments• manufacturers' information.
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Learning outcome

The learner will: 2. know how to comply with relevant legislation and official guidance when clearing the site and handing over on completion.

Assessment criteria

The learner can:

- 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 and 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.

Learning outcome

The learner will:

3. maintain safe and healthy working practices when clearing the site and handing over on completion.

Assessment criteria

The learner can:

- 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 clearing the site and handing over on completion.
- 3.2 comply with information relating to specific risks to health when clearing the site and handing over on completion.
- 3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to clearing the site and handing over on completion, 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.

Learning outcome

The learner will:

4. select the required quantity and quality of resources for the methods of work to clear the site and hand over on completion.

Assessment criteria

The learner can:

- 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:
 - fittings and fixings
 - hand and/or portable powered 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.

Learning outcome

The learner will:

5. minimise the risk of damage to the work and surrounding area when clearing the site and handing over on completion.

Assessment criteria

The learner can:

- 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 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

Learning outcome

The learner will:

6. complete the work within the allocated time when clearing the site and handing over on completion.

Assessment criteria

The learner can:

- 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:
 - types of progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

7. comply with the given contract information to clear the site and hand over on completion to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when clearing the site and handing over on completion:
 - finishing,
 - positioning
 - dismantling
 - clearing
 - cleaning
 - tidying
 - securing
- 7.2 complete the task and hand the site over, in accordance with given working instructions, ensuring:
 - excess materials are removed
 - the quality of the finished task matches the given specification
 - the client, customer or their representative is provided with relevant information and advice
 - the clients, customer or their representative accepts the condition of the completed task and site.
 - records, reports and documentation are completed and registered.
- 7.3 safely use materials, hand tools, portable power tools and ancillary equipment
- 7.4 safely store the materials, tools and equipment used when clearing the site and handing over on completion
- 7.5 describe how to apply safe and healthy work practices,

follow procedures, report problems and establish the authority needed to rectify them, to:

- identify required finish quality
 - remove and dispose of hazardous waste and non-hazardous waste
 - identify information that will be required by the client, customer or their representative
 - remove excess materials
 - clean and clear the task and surrounding area
 - secure site or work area
 - recognise and determine when specific skills and knowledge are required and report accordingly
 - make recommendations for specialist intervention work on
 - buildings of historical significance
 - complete records, reports and documentation, work sheets, guarantees, warranties, customer service information
 - register documentation
 - use hand tools, 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 clearing the site and handing over on completion.
- 7.7 describe how to maintain the tools and equipment used when clearing the site and handing over on completion.

Unit 321

Clearing the site and handing over on completion in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Unit 322

Applying solid render to background surfaces and producing finishes in the workplace

Level: 2

GLH: 73

Learning outcome

The learner will:

1. interpret the given information relating to the work and resources when applying solid render to background surfaces and producing finishes.

Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from drawings, specifications, schedules, method statement, risk assessments and manufacturers' information.
- 1.2 comply with information and/or instructions derived from risk assessments and method statement
- 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
 - methods statements
 - risk assessments
 - manufacturers' information
 - current regulations governing buildings.

Learning outcome
The learner will: 2. know how to comply with relevant legislation and official guidance when applying solid render to background surfaces and producing finishes.
Assessment criteria
The learner can: 2.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: <ul style="list-style-type: none"> • in the workplace • below ground level • in confined spaces • 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 and operative. 2.3 explain what the accident reporting procedures are and who is responsible for making reports.

Learning outcome
The learner will: 3. maintain safe and healthy working practices when applying solid render to background surfaces and producing finishes.
Assessment criteria
The learner can: 3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when applying solid render to background surfaces and producing finishes. 3.2 demonstrate compliance with given information and relevant legislation when applying solid render to background surfaces and producing finishes in relation to the following: <ul style="list-style-type: none"> • safe use of access equipment/working platforms • safe use, storage and handling of materials, tools and equipment • specific risks to health. 3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to clearing the site and handing over on completion, 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 given working 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 activities

Learning outcome

The learner will:

4. select the required quantity and quality of resources for the methods of work to apply solid render to background surfaces and produce finishes.

Assessment criteria

The learner can:

4.1 select resources associated with own work in relation to materials, tools and equipment

4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:

- renders, sands, limes, cement and additives
- bellcasts and beads, expanded metal lath (EML)
- dash, rough-cast (harling, wet dash), proprietary pre-cast finish, synthetic and non-synthetic renders
- reinforcement, stress patches, sealants, fixings and fittings
- hand and/or powered 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 apply external solid render to background surfaces and produce finishes.

Learning outcome

The learner will:

5. minimise the risk of damage to the work and surrounding area when applying solid render to background surfaces and

producing finishes.

Assessment criteria

The learner can:

- 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 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.

Learning outcome

The learner will:

6. complete the work within the allocated time when applying solid render to background surfaces and producing finishes.

Assessment criteria

The learner can:

- 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:
 - types of progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

7. comply with the given contract information to apply solid render to background surfaces and produce finishes to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when applying solid render to background surfaces and producing finishes:
 - measuring
 - marking out
 - mixing
 - applying
 - finishing.
- 7.2 use and maintain hand tools, portable power tools and

ancillary equipment.

- 7.3 apply base coats, reinforcing mesh and stress patches
- 7.4 prepare background surfaces, mix and apply solid render to bellcasts, internal and external angles, walls, reveals and soffits and to one of the following background surfaces to given working instructions:
 - brick and/or block and/or concrete
 - rubble stone masonry
 - external insulation
 - expanded metal lath (EML).
- 7.5 produce a plain-faced finish coat to external walls and/or external insulation plus one of the following finishes to given working instructions:
 - dash
 - rough-cast (harling, wet dash)
 - synthetic or non-synthetic renders
 - proprietary pre-cast
 - use hand tools, power tools and equipment.
- 7.6 describe how to apply safe, and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
 - carry out pre-installation checks to include structural integrity, dampness, vents, services (gas, electric, water, media cables)
 - mix render to the required strength for background surfaces and supporting fixtures
 - prepare background surfaces
 - recognise the procedures to check flues and combustion air ventilation
 - understand the implications of existing guarantees and warranties
 - apply base coats, reinforcing mesh and stress patches
 - apply multiple coat renders to external walls
 - form internal and external angles, reveals, expansion joints and bellcasts
 - position, secure and apply renders to expanded metal lath (EML)
 - apply, dash, plain faced coat, rough-cast (harling, wet-dash), synthetic and non-synthetic renders, proprietary pre-cast finishes and sealants to external surfaces and external insulation including door and window reveals
 - complete post installation checks: compliance with specifications, resistance to water penetration, anchorage/fixing, vents, services (gas, electric, water, media cables)
 - recognise and determine when specialist skills and knowledge are required and report accordingly
 - understand specific requirements for structures of special interest, traditional build (pre 1919) and historical

significance

- use hand tools, portable power tools and ancillary equipment
- work at height
- use access equipment/working platforms

7.7 describe the needs of other occupations and how to effectively communicate within a team when applying solid render to background surfaces and producing finishes

7.8 describe how to maintain the tools and equipment used when applying solid render to background surfaces and producing finishes.

Unit 322 Producing external solid render finishes in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Unit 323 Installing double-lap artificial roof slates in the workplace

Level: 2

GLH: 33

Learning outcome
The learner will: 1. interpret the given information relating to the work and resources when installing double-lap artificial roof slates.
Assessment criteria
The learner can: 1.1 interpret and extract relevant information from oral/written working instructions, drawings, specifications, method statements, risk assessments and manufacturers' information. 1.2 comply with information and/or instructions derived from risk assessments and method statement. 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">• oral/written working instructions• electronic data• drawings• specifications• schedules• method statements• risk assessments'• manufacturers' information• organisational procedures• current regulations governing buildings

Learning outcome

The learner will:

2. know how to comply with relevant legislation and official guidance when installing double-lap artificial roof slates.

Assessment criteria

The learner can:

- 2.1 describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working:
 - in the workplace
 - 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.
- 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, company and operative.
- 2.3 explain what the accident reporting procedures are and who is responsible for making reports.

Learning outcome

The learner will:

3. maintain safe and healthy working practices when installing double-lap artificial roof slates.

Assessment criteria

The learner can:

- 3.1 use health and safety control equipment safely and comply with the methods of works to carry out the activity in accordance with current legislation and organisational requirements when installing double-lap artificial roof slates.
- 3.2 demonstrate compliance with given information and relevant legislation when installing double-lap artificial roof slates in relation to the following:
 - safe use of access equipment/working platforms
 - safe use, storage and handling of materials, tools and equipment
 - specific risks to health.
- 3.3 explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to installing double-lap artificial roof slates, 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 given working 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 activities

Learning outcome

The learner will:

4. select the required quantity and quality of resources for the methods of work to install double-lap artificial roof slates.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components, fixings, tools and equipment
- 4.2 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
- double-lap artificial slates
 - fittings
 - fixings
 - ridge and hip tiles
 - dry fix systems and ventilation systems
 - hand tools, power tools and ancillary 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 install double-lap artificial roof slates

Learning outcome

The learner will:

5. minimise the risk of damage to the work and surrounding area when installing double-lap artificial roof slates

Assessment criteria

The learner can:

- 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.

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| 5.3 dispose of waste in accordance with 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. |

Learning outcome

The learner will:

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| 6. complete the work within the allocated time when installing double-lap artificial roof slates. |
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Assessment criteria

The learner can:

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| 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: <ul style="list-style-type: none">• types of work schedules/diaries, progress charts, timetables and estimated times• organisational procedures for reporting circumstances which will affect the work programme. |

Learning outcome

The learner will:

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| 7. comply with the given contract information to install double-lap artificial roof slates to the required specification. |
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Assessment criteria

The learner can:

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| 7.1 demonstrate the following work skills when installing double-lap artificial roof slates: <ul style="list-style-type: none">• measuring• setting out• marking out• cutting• fitting• positioning• securing• finishing |
| 7.2 use and maintain hand tools, power tools and ancillary equipment. |
| 7.3 install double-lap artificial slates and related fittings, fixings and components to given working instructions, using new materials for roofs with the following: <ul style="list-style-type: none">• general areas |

- eaves and tops course
- abutments
- openings (roof lights, windows)
- dry fix verges, ridges, hips and valleys

7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- assess suitability of sub-structure
- identify and report faults with sub-structure and roof interfaces
- determine lap and gauge dimensions
- cut and fit slates, fittings and roofing components to the required size and shape
- install undereaves, eaves and top course
- set out and install slates and components to eaves and top course, verges, ridge, hips, valleys, openings (roof lights, windows), abutments, and general areas
- set out and install double-lap artificial roof slates to vertical surfaces including gable ends, openings, penetrations, internal and external corners
- install vents, ridge ventilation and other high level ventilation
- form dry fix finishing details
- recognise when specialist skills and knowledge are required and report accordingly
- recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance
- use hand tools, power tools and equipment
- work at height
- use access equipment/working platforms.

7.5 describe the needs of other occupations and how to effectively communicate within a team when installing double-lap artificial roof slates.

7.6 describe how to maintain the tools and equipment used when installing double-lap artificial roof slates.

Unit 323 Installing double-lap artificial roof slates in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Unit 324

Stripping and reclaiming pitched roof coverings in the workplace

Level: 2

GLH: 50

Learning outcome

The learner will:

1. interpret the given information relating to the work and resources when stripping and reclaiming roof coverings.

Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from oral/written working instructions, drawings, specifications, method statements, risk assessments and manufacturers' information
- 1.2 comply with information and/or instructions derived from risk assessments and method statement
- 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:
 - oral/written working instructions
 - electronic data
 - drawings
 - specifications
 - schedules
 - method statements
 - risk assessments'
 - manufacturers' information
 - organisational procedures
 - current regulations governing buildings

Learning outcome

The learner will:

2. know how to comply with relevant legislation and official guidance when stripping and reclaiming roof coverings.

Assessment criteria

The learner can:

- 2.1 describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working:
 - in the workplace
 - in confined spaces
 - 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, company and operative.
- 2.3 explain what the accident reporting procedures are and who is responsible for making reports.

Learning outcome

The learner will:

3. maintain safe and healthy working practices when stripping and reclaiming roof coverings.

Assessment criteria

The learner can:

- 3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when stripping and reclaiming roof coverings.
- 3.2 demonstrate compliance with given information and relevant legislation when stripping and reclaiming roof coverings. in relation to the following:
 - safe use of access equipment/working platforms
 - safe use, storage and handling of materials, tools and equipment
 - specific risks to health.
- 3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to stripping and reclaiming roof coverings, 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 given working 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 activities

Learning outcome

The learner will:

4. select the required quantity and quality of resources for the methods of work to strip and reclaim pitched roof coverings.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to tools and equipment
- 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
 - hand tools
 - power tools
 - ancillary 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 associated with the method/procedure to strip and reclaim roof coverings.

Learning outcome

The learner will:

5. minimise the risk of damage to the work and surrounding area when stripping and reclaiming roof coverings.

Assessment criteria

The learner can:

- 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

Learning outcome

The learner will:

6. complete the work within the allocated time when stripping and reclaiming roof coverings.

Assessment criteria

The learner can:

- 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:
 - types of progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

7. comply with the given contract information to strip and reclaim roof coverings to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when stripping and reclaiming roof coverings:
 - removing
 - reclaiming
 - de-nailing
 - re-holing
 - re-sizing
 - cleaning
 - sorting
- 7.2 use and maintain hand tools, power tools and ancillary equipment
- 7.3 remove, reclaim and/or dispose of weathering materials and ancillary components to given working instructions, plus two of the following:
 - natural slates
 - plain tiles
 - single-lap tiles
 - stone slates
- 7.4 prepare surface and materials ready for re-roofing in accordance with given working instructions.
- 7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
 - assess the suitability of sub-structure
 - identify and report faults with sub-structure and roof

interfaces

- position temporary stop boards at eaves
 - remove existing roof coverings
 - clear roof of debris and nails in rafters and other roof timbers
 - sort removed roof coverings and dispose of unwanted materials
 - reclaim reusable tiles and natural slates, stone slates and weatherings
 - assess the suitability of materials to be reclaimed
 - determine sizes of imperial and metric slates
 - stack/store reclaimed materials for reuse
 - prepare materials for reuse, including de-nailing, re-holing and re-sizing
 - recognise when specialist skills and knowledge are required and report accordingly
 - recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance
 - use hand tools, power tools and equipment
 - working at height
 - use access equipment/work platforms
- 7.6 liaise with clients regarding procedures for carrying out the work and protecting property and the surrounding area.
- 7.7 describe the needs of other occupations and how to effectively communicate within a team when stripping and reclaiming roof coverings.
- 7.8 describe how to maintain the tools and equipment used when stripping and reclaiming roof coverings.

Unit 324 Stripping and reclaiming roof coverings in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Unit 325 Installing components for warm and cold roof construction in the workplace

Level: 2

GLH: 33

Learning outcome
The learner will: 1. interpret the given information relating to the work and resources when installing components for warm and cold roof construction.
Assessment criteria
The learner can: 1.1 interpret and extract relevant information from oral/written working instructions, drawings, specifications, 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 their responsibilities regarding potential accidents, health hazards and the environment whilst working: <ul style="list-style-type: none">• oral/written working instructions• electronic data• drawings• specifications• schedules• method statements• risk assessments• manufacturers' information• organisational procedures• current regulations governing buildings.

Learning outcome

The learner will:

2. know how to comply with relevant legislation and official guidance when installing components for warm and cold roof construction.

Assessment criteria

The learner can:

- 2.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:
 - in the workplace
 - in confined spaces
 - 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, company and operative.
- 2.3 explain what the accident reporting procedures are and who is responsible for making reports.

Learning outcome

The learner will:

3. maintain safe and healthy working practices when installing components for warm and cold roof construction.

Assessment criteria

The learner can:

- 3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when stripping and reclaiming roof coverings.
- 3.2 demonstrate compliance with given information and relevant legislation when installing components for warm and cold roof construction in relation to the following:
 - safe use of access equipment/working platforms
 - safe use, storage and handling of materials, tools and equipment
 - specific risks to health.
- 3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to installing components for warm and cold roof construction, 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 • personal protective equipment (PPE) • respiratory protective equipment (RPE) • local exhaust ventilation (LEV) <p>3.4 describe how the relevant health and safety control equipment should be used in accordance with given working instructions.</p> <p>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 activities</p>
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Learning outcome
The learner will: 4. select the required quantity and quality of resources for the methods of work to install components for warm and cold roof construction.
Assessment criteria
The learner can: 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"> • underlays • counter-battens • quilt and rigid insulation and ventilation systems • hand tools, power tools and ancillary 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 and area associated with the method/procedure to install components for warm and cold roof construction.

Learning outcome
The learner will: 5. minimise the risk of damage to the work and surrounding area when installing components for warm and cold roof construction.
Assessment criteria
The learner can: 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.

Learning outcome

The learner will:

6. complete the work within the allocated time when installing components for warm and cold roof construction.

Assessment criteria

The learner can:

- 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:
 - types of work schedules/diaries, progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

7. comply with the given contract information to install components for warm and cold roof construction to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when installing components for warm and cold roof construction:
 - measuring
 - cutting
 - marking out
 - fitting
 - positioning
 - securing
- 7.2 use and maintain hand tools, power tools and ancillary equipment
- 7.3 install the following roofing components to roofs with ridges, verges, hips and valleys, openings, penetrations and abutments to given working instructions to construct a

warm and cold roof:

- counter-battens
- ventilation systems
- over and/or between rafter level insulation
- ceiling level insulation
- access hatch insulation

7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- assess suitability of sub-structure
- identify and report faults with sub-structure and roof interfaces
- cut and fit warm and cold roof materials and components to the required size, shape and dimension
- fix underlay and counter-battens to roof design
- install ventilation systems
- install over and/or between rafter level insulation
- install ceiling level insulation
- install access hatch insulation
- remove ineffective/damaged insulation from roof area
- check and maintain adequate ventilation
- check supporting timber at hips, valleys, ridges, abutments and openings
- recognise the principles of warm/cold roof construction
- recognise ceiling construction, including air tightness, air layers and vapour control layers
- recognise when specialist skills and knowledge are required and report accordingly
- recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance
- use hand tools and ancillary equipment
- work at height
- use access equipment.

7.5 describe the needs of other occupations and how to effectively communicate within a team when installing components for warm and cold roof construction.

7.6 describe how to maintain the tools and equipment used when installing components for warm and cold roof construction.

Unit 325 **Installing components for warm and cold roof construction in the workplace**

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Unit 326

Installing single-lap roof tiles to a fixed gauge in the workplace

Level: 2

GLH: 33

Learning outcome

The learner will:

1. interpret the given information relating to the work and resources when installing single-lap roof tiles to a fixed gauge.

Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from oral/written working instructions drawings, specifications, method statements, risk assessments and manufacturers' information
- 1.2 comply with information and/or instructions derived from risk assessments and method statement.
- 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:
 - oral/written working instructions
 - electronic data
 - drawings
 - specifications
 - schedules
 - method statements
 - risk assessments,
 - manufacturers' information,
 - organisational procedures
 - current regulations governing buildings.

Learning outcome

The learner will:

2. know how to comply with relevant legislation and official guidance when installing single-lap roof tiles to a fixed gauge.

Assessment criteria

The learner can:

- 2.1 describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working:
 - in the workplace
 - in confined spaces
 - 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, company and operative.
- 2.3 state what the accident reporting procedures are and who is responsible for making reports.

Learning outcome

The learner will:

3. maintain safe and healthy working practices when installing single-lap roof tiles to a fixed gauge..

Assessment criteria

The learner can:

- 3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing single-lap roof tiles to a fixed gauge.
- 3.2 demonstrate compliance with given information and relevant legislation when installing single-lap roof tiles to a fixed gauge in relation to the following:
 - safe use of access equipment/working platforms
 - safe use, storage and handling of materials, tools and equipment
 - specific risks to health.
- 3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to installing single-lap roof tiles to a fixed gauge, 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 given working 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 activities

Learning outcome

The learner will:

4. select the required quantity and quality of resources for the methods of work to install single-lap roof tiles to a fixed gauge.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components, fixings, tools and equipment
- 4.2 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
 - single-lap fixed gauge tiles
 - fittings
 - fixings
 - ridge and hip tiles
 - dry fix systems
 - ventilation systems
 - proprietary roofing grade mortar
 - sand, cement and additives
 - hand and/or powered tools and ancillary 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 install single-lap roof tiles to a fixed gauge.

Learning outcome

The learner will:

5. minimise the risk of damage to the work and surrounding area when installing single-lap roof tiles to a fixed gauge.

Assessment criteria

The learner can:

- 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

Learning outcome

The learner will:

6. complete the work within the allocated time when installing single-lap roof tiles to a fixed gauge.

Assessment criteria

The learner can:

- 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:
 - types of work schedules/diaries, progress charts, timetables and estimated times
 - organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

7. comply with the given contract information to install single-lap roof tiles to a fixed gauge to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when installing single-lap roof tiles to a fixed gauge:
 - measuring
 - setting out
 - marking out
 - cutting
 - fitting
 - mixing
 - positioning
 - securing
 - finishing
- 7.2 use and maintain hand tools, power tools, and ancillary equipment
- 7.3 install single-lap fixed gauge roof tiles and related fittings, fixings and components given working instructions, using new and/or reclaimed materials for roofs with the following:
 - general areas
 - eaves and tops course
 - abutments
 - openings (roof lights, windows)
 - dry and/or wet fix verges, ridges, hips and valleys.
- 7.4 describe how to apply safe and healthy work practices,

follow procedures, report problems and establish the authority needed to rectify them, to:

- assess suitability of sub-structure
- identify and report faults with sub-structure and roof interfaces
- determine lap and gauge dimensions
- cut and fit tiles, fittings and roofing components to the required size and shape
- set out and install tiles and components to eaves and top course, verges, ridge, hips, valleys, openings (roof lights, windows) abutments and general areas
- install vents, ridge ventilation and other high level ventilation
- mix sand and cement and additives
- mix proprietary roofing grade mortar
- form dry and/or wet fix finishing details
- recognise where reclaimed materials can be used
- understand the effects on lap and gauge when using reclaimed imperial sized tiles
- understand the uses and limitations of hand-made/crafted clay tiles
- recognise when specialist skills and knowledge are required and report accordingly
- recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance
- use hand tools, power tools and equipment
- work at height
- use access equipment.

7.5 describe the needs of other occupations and how to effectively communicate within a team when installing single-lap roof tiles to a fixed gauge.

7.6 describe how to maintain the tools and equipment used when installing single-lap roof tiles to a fixed gauge.

Unit 326 **Installing single-lap roof tiles to a fixed gauge in the workplace**

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements (i.e. own area of work):

- New Materials
- Reclaimed Materials

Unit 327 Installing wood shingle roof coverings in the workplace

Level: 2

GLH: 40

Learning outcome
The learner will: 1. interpret the given information relating to the work and resources when installing wood shingle roof coverings.
Assessment criteria
The learner can: 1.1 interpret and extract relevant information from oral/written working instructions drawings, specifications, method statements, risk assessments and manufacturers' information. 1.2 comply with information and/or instructions derived from risk assessments and method statement. 1.3 state 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: <ul style="list-style-type: none">• oral/written working instructions• electronic data• drawings• specifications• schedules• method statements• risk assessments• manufacturers' information• organisational procedures• current regulations governing buildings

Learning outcome
The learner will: 2. know how to comply with relevant legislation and official guidance when installing wood shingle roof coverings.
Assessment criteria
The learner can: 2.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: <ul style="list-style-type: none"> • in the workplace • in confined spaces • at height • with tools and equipment • with materials and substances • with movement/storage of materials and • 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

Learning outcome
The learner will: 3. maintain safe and healthy working practices when installing wood shingle roof coverings.
Assessment criteria
The learner can: 3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing wood shingle roof coverings. 3.2 demonstrate compliance with given information and relevant legislation when installing wood shingle roof coverings in relation to following: <ul style="list-style-type: none"> • safe use of access equipment/working platforms • safe use, storage and handling of materials, tools and equipment • specific risks to health. 3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to installing wood shingle roof coverings, 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 • 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 working 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 activities.

Learning outcome

The learner will:

4. select the required quantity and quality of resources for the methods of work to prepare thatching materials.

Assessment criteria

The learner can:

- 4.1 select the required quantity and quality of resources for the methods of work to install wood shingle roof coverings
- 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
 - wood shingles
 - pre-formed hip and ridge units
 - vents
 - fixings
 - hand and/or powered tools and equipment.
- 4.3 describe how the resources should be used correctly, 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 install wood shingle roof coverings.

Learning outcome

The learner will:

5. minimise the risk of damage to the work and surrounding area when installing wood shingle roof coverings.

Assessment criteria

The learner can:

- 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

- | |
|---|
| <p>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.</p> <p>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.</p> |
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Learning outcome

The learner will:

- | |
|---|
| 6. complete the work within the allocated time when installing wood shingle roof coverings. |
|---|

Assessment criteria

The learner can:

- | |
|--|
| 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. |

Learning outcome

The learner will:

- | |
|---|
| 7. comply with the given contract information to install wood shingle roof coverings to the required specification. |
|---|

Assessment criteria

The learner can:

- | |
|---|
| 7.1 demonstrate the following work skills when installing wood shingle roof coverings: <ul style="list-style-type: none">• measuring• setting out• marking out• cutting• fitting• positioning• securing• finishing |
| 7.2 use and maintain hand tools, power tools and ancillary equipment |
| 7.3 install wood shingles and related fittings, fixings and components to given working instructions, using new materials for roofs with the following: <ul style="list-style-type: none">• general areas• verges• ridges |

- hips
- valleys
- eaves and tops course
- abutments
- openings (roof lights, windows)
- vertical surfaces

7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- assess suitability of sub-structure prepare
- identify and report faults with sub-structure and roof interfaces
- cut and fit wooden shingles, fittings and roofing components to the required size and shape
- set out and install wood shingles to eaves and top course, verges, ridge, hips, valleys, openings (roof lights, windows), abutments, vertical and general areas
- install pre-formed ridge/hip units
- unstage vents
- recognise when specialist skills and knowledge are required and report accordingly
- recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance
- use hand tools, power tools and equipment
use access equipment/working platforms

7.5 describe the needs of other occupations and how to effectively communicate within a team when installing wood shingle roof coverings.

7.6 describe how to maintain the tools and equipment used when installing wood shingle roof coverings.

Unit 327 Preparing thatching materials in the workplace

Supporting information

Guidance

This unit must be assessed in a work environment, in accordance with:

- the Additional Requirements for Qualifications using the title NVQ in QCF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.



Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of learners
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
 - SQA Awarding Body Criteria (2007)
 - NVQ Code of Practice (2006)
- and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to

assessments and qualifications for learners who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information on such things as:

- **Walled Garden:** how to register and certificate learners on line
- **Qualifications and Credit Framework (QCF):** general guidance about the QCF and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for GOLA/e-volve assessments.

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Useful contacts

UK learners General qualification information	T: +44 (0)844 543 0033 E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: intcgs@cityandguilds.com
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 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	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: business@cityandguilds.com
Publications Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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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).

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