

**Independent
Enquiry**

**Team
Working**

**Creative
Thinking**

**Self-
Management**

**Reflective
Learning**

**Effective
Participation**



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Introduction

Personal Learning and Thinking Skills (PLTS)

PLTS development and assessment is a requirement within all SASE intermediate and advanced Construction Apprenticeship frameworks in England.

They cover six skill areas;

- **Independent Enquiry**
- **Team Working**
- **Creative Thinking**
- **Self-Management**
- **Reflective Learning**
- **Effective Participation**

Both apprenticeship frameworks clearly specify how the achievement of the above is to be evidenced by the apprentice.

What are the PLTS?

To achieve the six PLTS outcomes the apprentice must demonstrate the following skills within their employment and/or training environments as they work through their apprenticeship.

Independent Enquiry

Apprentices can process and evaluate information in their investigations, planning what to do and how to go about it. They take informed and well-reasoned decisions, recognising that others have different beliefs and attitudes.

Team Working

Apprentices work confidently with others, adapting to different contexts and taking responsibility for their own part. They listen to and take account of different views. They form collaborative relationships, resolving issues to reach agreed outcomes.

Creative Thinking

Apprentices think creatively by generating and exploring ideas, making original connections. They try different ways to tackle a problem, working with others to find imaginative solutions and outcomes that are of value.

Self-Management

Apprentices organise themselves, showing personal responsibility, initiative, creativity and enterprise with a commitment to learning and self-improvement. They actively embrace change, responding positively to new priorities, coping with challenges and looking for opportunities.

Overview and Mapping Guidelines for Training Providers and Employers

Reflective Learning

Apprentices evaluate their strengths and limitations, setting themselves realistic goals with criteria for success. They monitor their own performance and progress, inviting feedback from others and making changes to further their learning.

Effective Participation

Apprentices actively engage with issues that affect them and those around them. They play a full part in the life of their school, college, workplace or wider community by taking responsible action to bring improvements for others as well as themselves.

Guidance for Providers and Employers

An Apprentice Workbook has been produced and is available at www.cityandguilds.com/construction

It is recommended that apprentices be introduced to PLTS requirements and the Workbook during their induction, so that they learn to recognise for themselves when and where they are developing and practicing these skills. They may also require support from their training provider and employer to help develop these skills as they work through their apprenticeship,

Whilst completing the knowledge qualifications, apprentices will be mentored and assessed on the PLTS by the training provider working with the employer.

It is recommended that training providers and employers familiarise themselves with the aims and intentions of PLTS and related outcomes to ensure the apprentice is able to grow and develop in their work and life skills.

PLTS must be formally assessed and an audit trail provided that demonstrates clearly where, how, when and who assessed PLTS with each apprentice.

PLTS Mapping Guidelines

The following unit sits in all City & Guilds construction qualifications and has been mapped to the PLTS outcomes:

- **A/504/6719 Level 2 Health, safety and welfare in construction**

The following units sit in the relevant level of City & Guilds construction qualifications and have been mapped to the PLTS outcomes:

- **A/504/6722 Level 1 Principles of building construction, information and communication**
- **Y/504/6999 Level 2 Principles of building construction, information and communication**
- **F/504/7029 Level 3 Principles of organising, planning and pricing construction work**

The mapping of these units is available in Appendix 1.

Some of the PLTS outcomes are demonstrated by multiple Assessment Criteria in these units. Others are less comprehensively covered and they may be however demonstrated by criteria within other, trade-specific units in the apprenticeship.

Appendix One: Mapping of Common Core Units

		Independent enquirers						Creative thinkers						Reflective learners						Team workers						Self-managers							Effective participators					
		IE1	IE2	IE3	IE4	IE5	IE6	CT1	CT2	CT3	CT4	CT5	CT6	RL1	RL2	RL3	RL4	RL5	RL6	TW1	TW2	TW3	TW4	TW5	TW6	SM1	SM2	SM3	SM4	SM5	SM6	SM7	EP1	EP2	EP3	EP4	EP5	EP6
7.4	state methods of storing electrical equipment			x					x									x		x																		
8.1	state the legislation governing use of personal protective equipment (PPE)			x					x		x		x					x		x																		
8.2	state types of PPE used in the workplace			x					x		x		x					x		x																		
8.3	state the importance of PPE			x					x		x		x					x		x																		
8.4	state why it is important to store, maintain and use PPE correctly			x				x	x	x	x		x					x		x			x	x														
8.5	state the importance of checking and reporting damaged PPE			x				x	x	x			x					x		x			x	x														
9.1	state elements essential to creating a fire			x					x									x		x																		
9.2	identify methods of fire prevention	x		x	x				x				x					x		x																		
9.3	state actions to be taken on discovering a fire	x		x					x									x		x																		
9.4	state types of fire extinguishers and their uses			x					x									x		x																		
A/504/67	L1 Principles of building construction, information and communication								x																													
1.1	identify information sources used in construction		x		x			x	x											x	x																	
1.2	identify the scale to use with drawings in relation to BS1192	x			x				x											x																		
1.3	identify symbols and hatchings from drawings in relation to BS1192	x			x				x											x																		
1.4	state the purpose of datums used in construction								x											x																		
2.1	state features of a building that improves efficiency							x	x		x																											
2.2	state the importance of waste management			x				x	x		x																											
3.1	identify types of foundations								x																													
3.2	identify materials used in concrete foundations								x																													
3.3	state the information required to work out the quantity of materials used in a foundation	x							x				x																									
3.4	calculate volume of concrete used in single strip foundation	x		x	x		x		x				x																									
4.1	identify types of internal and external walls								x																													
4.2	identify external walling materials and components								x																													
4.3	identify internal walling materials and components								x																													
4.4	calculate the area of a wall	x		x	x		x		x				x																									
4.5	identify materials and mix ratios used in mortar	x							x																													
4.6	identify wall finishes								x																													
4.7	state paint systems for new plaster								x																													
5.1	identify types of floors								x																													
5.2	identify components of solid concrete ground floors								x																													
5.3	identify components of timber floors								x																													
6.1	identify types of roofs								x																													
6.2	identify components of roofs								x																													
6.3	state paint systems for timber								x																													
6.4	calculate the linear quantity of fascia board	x		x	x		x		x				x																									
6.5	state the importance of thermal insulation in a roof				x				x																													
7.1	list job roles within construction							x	x	x	x	x	x													x												
7.2	list benefits of positive communication with colleagues and others			x	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
7.3	list benefits of clear and effective communication			x	x	x		x	x	x	x	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	

Appendix One: Mapping of Common Core Units

		Independent enquirers						Creative thinkers						Reflective learners						Team workers						Self-managers							Effective participators					
		IE1	IE2	IE3	IE4	IE5	IE6	CT1	CT2	CT3	CT4	CT5	CT6	RL1	RL2	RL3	RL4	RL5	RL6	TW1	TW2	TW3	TW4	TW5	TW6	SM1	SM2	SM3	SM4	SM5	SM6	SM7	EP1	EP2	EP3	EP4	EP5	EP6
7.4	list benefits of positive communication with colleagues and others			x	x	x		x	x	x	x	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
7.5	identify communication methods used to relay information to colleagues			x	x	x		x	x	x	x	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Y/504/699	Level 2 Principles of building construction, information and communication								x																													
1.1	interpret information sources used in construction	x		x	x		x	x	x		x		x							x																		
1.2	interpret scale, symbols and hatchings on a working drawing	x		x	x		x	x	x		x		x							x																		
1.3	explain the purpose of benchmarks used in construction						x		x		x		x			x				x																		
2.1	describe thermally insulated materials								x											x																		
2.2	describe methods of making buildings water efficient	x		x					x											x																		
2.3	describe methods of making buildings energy efficient	x		x					x											x																		
2.4	state environmental-friendly building materials	x		x					x		x									x																		
2.5	state procedures for waste management	x		x					x		x									x																		
3.1	describe factors to be considered when selecting foundations	x		x					x																													
3.2	describe materials and mix-ratios used in concrete foundations	x		x					x																													
3.3	explain how to set out foundations						x	x	x																													
3.4	explain factors to consider when excavating foundations	x		x	x		x		x		x																											
3.5	describe methods of transferring datums				x				x																													
3.6	calculate the volume of concrete used in pile foundation	x		x	x				x				x																									
4.1	describe wall components								x																													
4.2	explain the importance of a Damp Proof Course (DPC)						x		x		x																											
4.3	calculate the area of a gable	x			x		x		x		x		x																									
4.4	identify additives used in mortar								x																													
4.5	identify different types of bonding								x																													
4.6	describe the differences between load-bearing and non-load-bearing internal walls								x																													
4.7	calculate the volume of paint required to cover a wall area	x		x	x		x		x		x		x																									
5.1	describe floor components								x																													
5.2	calculate the linear quantity of floor boarding to cover an irregular shaped area	x		x	x				x		x		x																									
5.3	calculate additional quantities of wastage using percentage	x		x	x				x		x		x			x																						
6.1	describe types of roofs								x																													
6.2	describe roof components								x																													
7.1	describe job roles within building teams								x											x	x	x	x	x	x													
7.2	explain key personnel involved in day to day communication			x			x		x											x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
7.3	state information needed when requesting materials			x					x							x					x					x	x	x	x	x	x	x						
7.4	identify methods of communication used to relay information to colleagues and others			x				x	x	x			x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
7.5	describe advantages and disadvantages of methods of communication			x				x	x	x			x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
7.6	state occasions when clear communication is vital in the workplace			x				x	x	x			x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
7.7	explain benefits of positive communication with colleagues and others			x		x	x	x	x	x			x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

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	IE1	IE2	IE3	IE4	IE5	IE6	CT1	CT2	CT3	CT4	CT5	CT6	RL1	RL2	RL3	RL4	RL5	RL6	TW1	TW2	TW3	TW4	TW5	TW6	SM1	SM2	SM3	SM4	SM5	SM6	SM7	EP1	EP2	EP3	EP4	EP5	EP6	
F/504/702 Level 3 Principles of organising, planning and pricing construction work			x					x																														
1.1 compare advantages and disadvantages of computer-aided design (CAD) programs to traditional drawing methods			x	x		x	x	x	x	x		x			x				x																			
1.2 explain information required to produce orthographic projection drawings	x		x	x		x		x		x																												
1.3 explain the process and purpose of producing a schedule from a drawing	x		x	x		x		x		x					x																							
1.4 explain the benefits of isometric projection drawings	x		x	x		x		x		x																												
1.5 explain information required to produce isometric projection drawings	x		x	x		x		x		x																												
2.1 evaluate the uses of thermally insulated materials	x		x	x		x		x		x									x																			
2.2 describe construction methods used to insulate against heat loss and gain			x					x		x									x																			
2.3 calculate thermal values of wall construction			x	x		x		x		x									x																			
2.4 explain the purpose of an Energy Performance Certificate (EPC)			x	x		x		x							x				x																			
2.5 describe sustainable materials and their use in construction			x	x				x	x	x		x			x				x																			
3.1 describe how to estimate quantities of construction materials			x	x				x	x	x		x			x				x																			
3.2 describe information required to prepare a materials list using a schedule			x	x				x	x			x			x				x	x													x	x	x			
3.3 explain the purpose of preferred suppliers lists when ordering materials			x	x		x		x	x			x	x		x				x	x													x	x	x			
3.4 describe how to estimate quantities of construction materials	x		x	x				x	x	x		x							x	x													x	x	x			
3.5 explain the purpose of the tendering process			x			x		x	x			x							x	x													x	x	x	x	x	x
3.6 explain the difference between quoting and estimating			x	x		x		x	x	x									x	x															x	x	x	x
3.7 calculate waste percentages for a construction task	x		x	x		x		x		x		x							x	x																		
3.8 describe the information required to prepare a quote		x	x	x				x	x	x		x							x	x														x	x			x
4.1 outline the benefits of planning the sequence of material and labour requirements			x	x				x	x			x							x	x						x	x	x	x	x	x	x	x	x	x	x	x	x
4.2 outline advantages and disadvantages of purchasing or hiring plant and equipment	x		x	x				x	x	x		x			x				x	x													x	x	x	x	x	x
4.3 identify planning methods		x	x					x							x				x	x						x	x	x	x	x	x	x						
4.4 identify information required to produce a gantt chart for a building project	x		x	x			x	x		x					x				x	x		x	x	x	x	x	x	x	x	x	x		x	x	x	x		
5.1 explain the purpose of site documentation			x	x		x		x		x					x				x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
5.2 identify information to create an agenda for a meeting			x	x			x	x	x	x		x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
5.3 explain information required to prepare a tool box talk and site induction			x	x		x	x	x	x	x		x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
5.4 explain the purpose of a site survey and the information required to prepare a defects list			x	x		x		x	x	x		x			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
5.5 describe information required to prepare written communications to resolve problems	x		x	x			x	x	x	x		x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	