

Level 2 NVQ Certificate and Diploma in Interior Systems (Construction) (6567)

September 2018 Version 2.1

**Candidate Logbook /
Work-Based Evidence Record**

Level 2 NVQ Certificate and Diploma in Interior Systems (Construction) (6567)



www.cityandguilds.com

Version and date	Change detail	Section
V2.0	New Units 275-286 added	Throughout
V2.1 (September 2018)	Added 'City & Guilds' to the beginning of each qualification.	Throughout

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1 About your Candidate Logbook/Work-Based Evidence Record



1.1 Contact details

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

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

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

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

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

1.2 Introduction to the logbook

This logbook will help you complete the units in **City & Guilds Level 2 NVQ Certificate and Diploma in Interior Systems (Construction) (6567)**. It contains forms you can use to record your evidence of what you have done.

This Logbook contains the **9 mandatory units** only. The optional and elective units can be found in a zip file on the City & Guilds Website. There are 15 pathways within the Certificate and 11 pathways within the Diploma. You should discuss and agree with your assessor/tutor which pathway and which units you are going to work towards.

About City & Guilds

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

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

2 About your approved centre

Types of approved centres

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

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

Centre responsibilities

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

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

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

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

Assessment roles

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

The Assessor

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

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

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

The Internal Quality Assurer (IQA)

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

The Work-Based Recorder/Expert Witness

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

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

3 About candidates

Candidate role and responsibilities

Your responsibilities as a City & Guilds candidate are to:

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

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

Learner registration number

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

Moving to a new centre

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

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

4 Qualification assessment

4.1 Before you start your qualification

Initial assessment

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

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

Skill scan

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

4.2 The assessment process

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

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

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

Evidence can include:

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

Assessment requirements

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

Types of evidence

SO = Site Observation

OQ = Oral Question

WQ = Written Question & Answer

WT = Witness Testimony

PS = Photographic Supplementary

PD = Professional Discussion

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

The assessor/tutor

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

The Internal Quality Assurer (IQA)

The IQA maintains the quality of assessment within the centre.

The Qualification Consultant (QC)

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

5 Using your logbook

Recording forms

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

Candidate job profile

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

Skill scan/Initial assessment

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

Overall unit sign-off

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

On-site assessment plan/feedback

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

On-site observation report

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

Professional discussion supplementary evidence sheet

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

Oral questioning supplementary evidence sheet

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

Photographic supplementary evidence

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

Work-based recorder details

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

Assessor briefing and report continuation sheet

Additional space for your assessor to make notes

Signature sheet

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

Units

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

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

5.1 Candidate job profile



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

Candidate name:	
Place of work:	
Assessor:	

Outline of job role:

Previous roles & responsibilities relevant to the qualification:

Previous qualification and training relevant to the qualification

Qualification/Training	Where achieved	Date achieved	Grade

5.2 Units

These structures are consistent with the CITB Interior Systems Structures: Certificate (V3 2016) and Diploma (V4 2016).

To achieve the **City & Guilds Level 2 NVQ Certificate in Interior Systems (Construction) – Ceiling Fixing (6567-20)**, the learner must achieve all the mandatory units listed below. An additional elective unit may be achieved but will not be counted towards the achievement of this qualification.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
608	Moving, handling and storing resources in the workplace
275	Installing suspended ceiling systems in the workplace
Elective	
276	Erecting fire resisting ceiling systems in the workplace

To achieve the **City & Guilds Level 2 NVQ Certificate in Interior Systems (Construction) – Dry Lining Finishing (6567-21)**, the learner must achieve all the mandatory units listed below.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
608	Moving, handling and storing resources in the workplace
277	Finishing dry lining walls and ceilings in the workplace

To achieve the **City & Guilds Level 2 NVQ Certificate in Interior Systems (Construction) – Dry Lining Boarder (6567-22)**, the learner must achieve all the mandatory units listed below.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
608	Moving, handling and storing resources in the workplace
284	Installing plasterboard linings in the workplace

To achieve the **City & Guilds Level 2 NVQ Certificate in Interior Systems (Construction) – Cavity Barrier Installation (6567-23)**, the learner must achieve all the mandatory units listed below.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
608	Moving, handling and storing resources in the workplace
279	Installing cavity barriers to floors and ceilings in the workplace

To achieve the **City & Guilds Level 2 NVQ Diploma in Interior Systems (Construction) – Modular Demountable Partitioning (6567-24)**, the learner must achieve all the mandatory units listed below.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
608	Moving, handling and storing resources in the workplace
280	Installing and relocating modular demountable partition systems in the workplace

To achieve the **City & Guilds Level 2 NVQ Diploma in Interior Systems (Construction) – Operable Partition Systems (6567-25)**, the learner must achieve all the mandatory units listed below.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
608	Moving, handling and storing resources in the workplace
281	Installing and relocating operable partition systems in the workplace

To achieve the **City & Guilds Level 2 NVQ Diploma in Interior Systems (Construction) – Glass Partition/Internal Screen Systems (6567-26)**, the learner must achieve all the mandatory units listed below.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
608	Moving, handling and storing resources in the workplace
282	Installing and relocating glass partition/internal screen systems in the workplace

To achieve the **City & Guilds Level 2 NVQ Diploma in Interior Systems (Construction) – Dry Lining Fixing (6567-27)**, the learner must achieve all the mandatory units listed below.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
608	Moving, handling and storing resources in the workplace
283	Installing dry lining systems in the workplace
284	Installing plasterboard linings in the workplace

To achieve the **City & Guilds Level 2 NVQ Diploma in Interior Systems (Construction) – Access Flooring (6567-28)**, the learner must achieve all the mandatory units listed below.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
608	Moving, handling and storing resources in the workplace
285	Installing, removing and relocating raised access flooring systems in the workplace

To achieve the **City & Guilds Level 2 NVQ Diploma in Interior Systems (Construction) – Acoustic Floor Installation (6567-29)**, the learner must achieve all the mandatory units listed below.

City & Guilds unit no.	Unit title
Mandatory	
101	Conforming to general health, safety and welfare in the workplace
218	Conforming to productive working practices in the workplace
608	Moving, handling and storing resources in the workplace
286	Installing acoustic flooring in the workplace

5.3 Skill scan/initial assessment – mandatory units

Pathway title: _____ Qualification No: **6567**

Candidate name: _____

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

3	Maintain relevant records in accordance with the organisational procedures.			
4	Maintain good working relationships when conforming to productive working practices.			
608	Moving, handling and storing resources in the workplace			
1	Comply with given information when moving, handling and/or storing resources.			
2	Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.			
3	Maintain safe working practices when moving, handling and/or storing resources.			
4	Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources.			
5	Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.			
6	Complete the work within the allocated time when moving, handling and/or storing resources.			
7	Comply with the given occupational resource information to move, handle and/or store resources to the required guidance.			
275	Installing suspended ceiling systems in the workplace			
1	Interpret the given information relating to the work and resources when installing suspended ceiling systems.			

2	Know how to comply with relevant legislation and official guidance when installing suspended ceiling systems.			
3	Maintain safe and healthy working practices when installing suspended ceiling systems.			
4	Select the required quantity and quality of resources for the methods of work to install suspended ceiling systems.			
5	Minimise the risk of damage to the work and surrounding area when installing suspended ceiling systems.			
6	Complete the work within the allocated time when installing suspended ceiling systems.			
7	Comply with the given contract information to install suspended ceiling systems to the required specification.			
276	Erecting fire resisting ceiling systems in the workplace			
1	Interpret the given information relating to the work and resources when erecting fire resisting ceiling systems.			
2	Know how to comply with relevant legislation and official guidance when erecting fire resisting ceiling systems.			
3	Maintain safe and healthy working practices when erecting fire resisting ceiling systems.			
4	Select the required quantity and quality of resources for the methods of work to erect fire resisting ceiling systems.			
5	Minimise the risk of damage to the work and surrounding area when erecting fire resisting ceiling systems			

6	Complete the work within the allocated time when erecting fire resisting ceiling systems.			
7	Comply with the given contract information to erect fire resisting ceiling systems to the required specification			
277	Finishing dry lining walls and ceilings in the workplace			
1	Interpret the given information relating to the work and resources when finishing dry lining walls and ceilings.			
2	Know how to comply with relevant legislation and official guidance when finishing dry lining walls and ceilings.			
3	Maintain safe and healthy working practices when finishing dry lining walls and ceilings.			
4	Select the required quantity and quality of resources for the methods of work to finish dry lining walls and ceilings.			
5	Minimise the risk of damage to the work and surrounding area when finishing dry lining walls and ceilings.			
6	Complete the work within the allocated time when finishing dry lining walls and ceilings.			
7	Comply with the given contract information to finish dry lining walls and ceilings to the required specification.			
279	Installing cavity barriers to floors and ceilings in the workplace			
1	Interpret the given information relating to the work and resources when installing cavity barriers to floors and ceilings.			

2	Know how to comply with relevant legislation and official guidance when installing cavity barriers to floors and ceilings.			
3	Maintain safe and healthy working practices when installing cavity barriers to floors and ceilings.			
4	Select the required quantity and quality of resources for the methods of work to install cavity barriers to floors and ceilings.			
5	Minimise the risk of damage to the work and surrounding area when installing cavity barriers to floors and ceilings.			
6	Complete the work within the allocated time when installing cavity barriers to floors and ceilings.			
7	Comply with the given contract information to install cavity barriers to floors and ceilings.to the required specification.			
280	Installing and relocating modular demountable partition systems in the workplace			
1	Interpret the given information relating to the work and resources when installing and relocating modular demountable partition systems.			
2	Know how to comply with relevant legislation and official guidance when installing and relocating modular demountable partition systems.			
3	Maintain safe and healthy working practices when installing and relocating modular demountable partition systems.			
4	Select the required quantity and quality of resources for the methods of work to install and relocate modular demountable partition systems.			

5	Minimise the risk of damage to the work and surrounding area when installing and relocating modular demountable partition systems.			
6	Complete the work within the allocated time when installing and relocating modular demountable partition systems.			
7	Comply with the given contract information to install and relocate modular demountable partition systems to the required specification.			
281	Installing and relocating operable partition systems in the workplace			
1	Interpret the given information relating to the work and resources when installing and relocating operable partition systems.			
2	Know how to comply with relevant legislation and official guidance when installing and relocating operable partition systems.			
3	Maintain safe and healthy working practices when installing and relocating operable partition systems.			
4	Select the required quantity and quality of resources for the methods of work to install and relocate operable partition systems.			
5	Minimise the risk of damage to the work and surrounding area when installing and relocating operable partition systems.			
6	Complete the work within the allocated time when installing and relocating operable partition systems.			
7	Comply with the given contract information to install and relocate operable partition systems to the required specification.			

282	Installing and relocating glass partition/internal screen systems in the workplace			
1	Interpret the given information relating to the work and resources when installing and glass partition/internal screen systems.			
2	Know how to comply with relevant legislation and official guidance when installing and relocating glass partition/internal screen systems.			
3	Maintain safe and healthy working practices when installing and relocating glass partition/internal screen systems.			
4	Select the required quantity and quality of resources for the methods of work to install and relocate glass partition/internal screen systems.			
5	Minimise the risk of damage to the work and surrounding area when installing and relocating glass partition/internal screen systems.			
6	Complete the work within the allocated time when installing and relocating glass partition/internal screen systems.			
7	Comply with the given contract information to install and relocate glass partition/internal screen systems to the required specification.			
283	Installing dry lining partition systems in the workplace			
1	Interpret the given information relating to the work and resources when installing dry lining systems.			
2	Know how to comply with relevant legislation and official guidance when installing dry lining systems.			

3	Maintain safe and healthy working practices when installing dry lining systems			
4	Select the required quantity and quality of resources for the methods of work to install dry lining systems			
5	Minimise the risk of damage to the work and surrounding area when installing dry lining systems.			
6	Complete the work within the allocated time when installing dry lining systems.			
7	Comply with the given contract information to install dry lining systems to the required specification			
284	Installing plasterboard linings in the workplace			
1	Interpret the given information relating to the work and resources when installing plasterboard linings.			
2	Know how to comply with relevant legislation and official guidance when installing plasterboard linings.			
3	Maintain safe and healthy working practices installing plasterboard linings.			
4	Select the required quantity and quality of resources for the methods of work to install plasterboard linings.			
5	Minimise the risk of damage to the work and surrounding area when installing plasterboard linings.			
6	Complete the work within the allocated time when installing plasterboard linings.			
7	Comply with the given contract information to install plasterboard linings to the required specification.			

285	Installing, removing and relocating raised access flooring systems in the workplace			
1	Interpret the given information relating to the work and resources when installing, removing and relocating raised access flooring systems.			
2	Know how to comply with relevant legislation and official guidance when installing, removing and relocating raised access flooring systems.			
3	Maintain safe and healthy working practices when installing, removing and relocating raised access flooring systems.			
4	Select the required quantity and quality of resources for the methods of work to install, remove and relocate raised access flooring systems.			
5	Minimise the risk of damage to the work and surrounding area when installing, removing and relocating raised access flooring systems.			
6	Minimise the risk of damage to the work and surrounding area when installing, removing and relocating raised access flooring systems.			
7	Comply with the given contract information to install, remove and relocate raised access flooring systems to the required specification.			
286	Installing acoustic flooring in the workplace			
1	Interpret the given information relating to the work and resources when installing acoustic flooring.			
2	Know how to comply with relevant legislation and official guidance when installing acoustic flooring.			

3	Maintain safe working practices when installing acoustic flooring.			
4	Select the required quantity and quality of resources for the methods of work to install acoustic flooring.			
5	Minimise the risk of damage to the work and surrounding area when installing acoustic flooring.			
6	Complete the work within the allocated time when installing acoustic flooring.			
7	Comply with the given contract information to install acoustic flooring to the required specification.			

5.4 Tracking Document



To achieve the **City & Guilds Level 2 NVQ Certificate in Interior Systems (Construction) – Ceiling Fixing (6567-20)**, the learner must achieve all the mandatory units listed below. An additional elective unit may be achieved but will not be counted towards the achievement of this qualification.

City & Guilds unit no.	Unit title	Unit achieved? (Y/N)	Date
Mandatory			
101	Conforming to general health, safety and welfare in the workplace		
218	Conforming to productive working practices in the workplace		
608	Moving, handling and storing resources in the workplace		
275	Installing suspended ceiling systems in the workplace		
Elective			
276	Erecting fire resisting ceiling systems in the workplace		

To achieve the **City & Guilds Level 2 NVQ Certificate in Interior Systems (Construction) – Dry Lining Finishing (6567-21)**, the learner must achieve all the mandatory units listed below.

City & Guilds unit no.	Unit title	Unit achieved? (Y/N)	Date
Mandatory			
101	Conforming to general health, safety and welfare in the workplace		
218	Conforming to productive working practices in the workplace		
608	Moving, handling and storing resources in the workplace		
277	Finishing dry lining walls and ceilings in the workplace		

To achieve the **City & Guilds Level 2 NVQ Certificate in Interior Systems (Construction) – Dry Lining Boarder (6567-22)**, the learner must achieve all the mandatory units listed below.

City & Guilds unit no.	Unit title	Unit achieved? (Y/N)	Date
Mandatory			
101	Conforming to general health, safety and welfare in the workplace		
218	Conforming to productive working practices in the workplace		
608	Moving, handling and storing resources in the workplace		

284	Installing plasterboard linings in the workplace		
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To achieve the **City & Guilds Level 2 NVQ Certificate in Interior Systems (Construction) – Cavity Barrier Installation (6567-23)**, the learner must achieve all the mandatory units listed below.

City & Guilds unit no.	Unit title	Unit achieved? (Y/N)	Date
Mandatory			
101	Conforming to general health, safety and welfare in the workplace		
218	Conforming to productive working practices in the workplace		
608	Moving, handling and storing resources in the workplace		
279	Installing cavity barriers to floors and ceilings in the workplace		

To achieve the **City & Guilds Level 2 NVQ Diploma in Interior Systems (Construction) – Modular Demountable Partitioning (6567-24)**, the learner must achieve all the mandatory units listed below.

City & Guilds unit no.	Unit title	Unit achieved? (Y/N)	Date
Mandatory			
101	Conforming to general health, safety and welfare in the workplace		
218	Conforming to productive working practices in the workplace		
608	Moving, handling and storing resources in the workplace		
280	Installing and relocating modular demountable partition systems in the workplace		

To achieve the **City & Guilds Level 2 NVQ Diploma in Interior Systems (Construction) – Operable Partition Systems (6567-25)**, the learner must achieve all the mandatory units listed below.

City & Guilds unit no.	Unit title	Unit achieved? (Y/N)	Date
Mandatory			
101	Conforming to general health, safety and welfare in the workplace		
218	Conforming to productive working practices in the workplace		
608	Moving, handling and storing resources in the workplace		
281	Installing and relocating operable partition systems in the workplace		

To achieve the **City & Guilds Level 2 NVQ Diploma in Interior Systems (Construction) – Glass Partition/Internal Screen Systems (6567-26)**, the learner must achieve all the mandatory units listed below.

City & Guilds unit no.	Unit title	Unit achieved? (Y/N)	Date
Mandatory			
101	Conforming to general health, safety and welfare in the workplace		
218	Conforming to productive working practices in the workplace		
608	Moving, handling and storing resources in the workplace		
282	Installing and relocating glass partition/internal screen systems in the workplace		

To achieve the **City & Guilds Level 2 NVQ Diploma in Interior Systems (Construction) – Dry Lining Fixing (6567-27)**, the learner must achieve all the mandatory units listed below.

City & Guilds unit no.	Unit title	Unit achieved? (Y/N)	Date
Mandatory			
101	Conforming to general health, safety and welfare in the workplace		
218	Conforming to productive working practices in the workplace		
608	Moving, handling and storing resources in the workplace		
283	Installing dry lining systems in the workplace		
284	Installing plasterboard linings in the workplace		

To achieve the **City & Guilds Level 2 NVQ Diploma in Interior Systems (Construction) – Access Flooring (6567-28)**, the learner must achieve all the mandatory units listed below.

City & Guilds unit no.	Unit title	Unit achieved? (Y/N)	Date
Mandatory			
101	Conforming to general health, safety and welfare in the workplace		
218	Conforming to productive working practices in the workplace		
608	Moving, handling and storing resources in the workplace		
285	Installing, removing and relocating raised access flooring systems in the workplace		

To achieve the **City & Guilds Level 2 NVQ Diploma in Interior Systems (Construction) – Acoustic Floor Installation (6567-29)**, the learner must achieve all the mandatory units listed below.

City & Guilds unit no.	Unit title	Unit achieved? (Y/N)	Date
Mandatory			
101	Conforming to general health, safety and welfare in the workplace		
218	Conforming to productive working practices in the workplace		
608	Moving, handling and storing resources in the workplace		
286	Installing acoustic flooring in the workplace		

5.5 On site assessment plan/feedback

Portfolio evidence reference:	
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Candidate name:		Date:	
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<u>Candidate prepared for assessment</u>	<u>Yes / No</u>	<u>Candidate requires support</u>	<u>Yes / No</u>
Candidate briefed on appeals procedure	Yes / No	Support required	Yes / No

Assessment location/address and postcode:

Type of work to be carried out:

Assessor feedback:

(Use Assessor continuation sheet if required)

Forward Planning:

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

5.6 On site observation report

Portfolio evidence reference:

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

Assessment location/address and postcode:

Learning outcome reference

Assessor observation:
(Use Assessor continuation sheet if required)

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

5.7 Professional discussion supplementary evidence sheet



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

Completed by: (please tick)

Candidate: ☐

Work-based Recorder ☐

Witness ☐

Learning outcome reference

Written evidence:

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

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

5.8 Oral questioning supplementary evidence sheet

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

Assessor question:	Candidate answer:
Assessor feedback:	

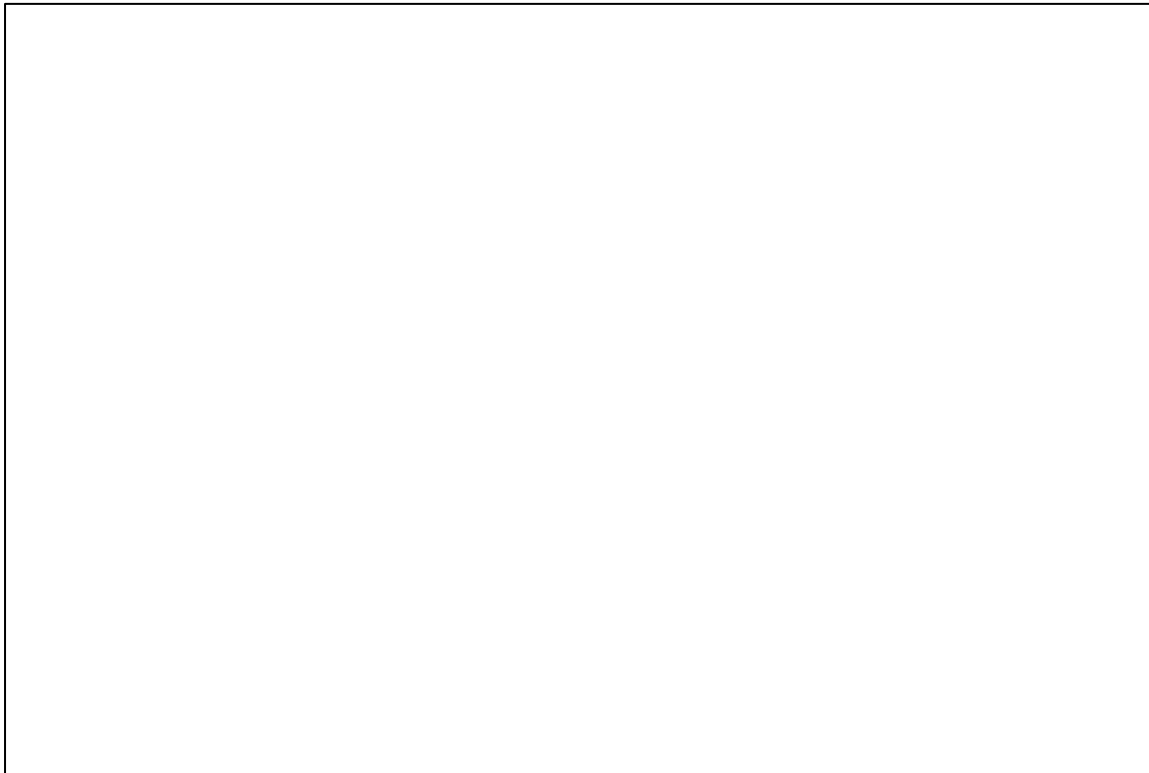
Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

5.9 Photographic supplementary evidence

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

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

(Attach photo in this box)



Where the photograph was taken:

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

5.10 Work-based recorder/expert witness details



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

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

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

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

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

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

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

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



Portfolio evidence reference:	
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Candidate name:		Date:	
------------------------	--	--------------	--

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

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

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

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

Unit 101

Conforming to general health, safety and welfare in the workplace

Level: 1

Unit aim:

The aim of this unit is to provide you with an awareness of:

- current statutory requirements and official guidance
- responsibilities, to self and others, relating to workplace health, safety and welfare
- personal behaviour and security in the workplace.

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

Assessment criteria that are practical activities are highlighted in bold.

1. Comply with all workplace health, safety and welfare legislation requirements.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
1.1	comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area							
1.2	use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements							
1.3	comply with:							
	a. statutory requirements							
	b. 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:							
	a. collective protective measures							
	b. Personal Protective Equipment (PPE)							
	c. Respiratory Protective Equipment (RPE)							
	d. 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:							
	a. health, safety and welfare legislation							
	b. notices and warning signs							
	are relevant to the occupational area and associated equipment							
1.7	state why:							
	a. health, safety and welfare legislation							
	b. 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.							

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

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

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

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

Unit 101

Conforming to general health, safety and welfare in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 218

Conforming to productive working practices in the workplace

Level: 2

Unit aim:

The aim of this unit is to provide you with an awareness of:

- productive communication with line management, colleagues and customers
- interpreting information
- planning and carrying out productive work practices
- working with others or as an individual

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question WT –

Witness testimony PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Communicate with others to establish productive work practices.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
1.1	communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively							
1.2	describe the different methods of communicating with:							
	a. line management							
	e. colleagues							
	b. customers							
1.3	describe how to use different methods of communication to ensure that the work carried out is productive.							

2. Follow organisational procedures to plan the sequence of work.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	interpret relevant information from organisational procedures in order to plan the sequence of work							
2.2	plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively							

2.3	describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to:							
	a. using resources for own and other's work requirements							
	b. allocating appropriate work to employees							
	c. organising the work sequence							
	d. reducing carbon emissions							
2.4	describe how to contribute to zero/low carbon work outcomes within the built environment.							

3. Maintain relevant records in accordance with the organisational procedures.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	complete relevant documentation according to the occupation as required by the organisation							
3.2	describe how to complete and maintain documentation in accordance with organisational procedures, in relation to:							
	a. job cards							
	b. worksheets							
	c. material/resource lists							
	d. time sheets							
3.3	explain the reasons for ensuring documentation is completed clearly and within given timescales.							

4. Maintain good working relationships when conforming to productive working practices.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships							
4.2	apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others							
4.3	describe how to maintain good working relationships, in relation to:							
	a. individuals							
	b. customer and operative							
	c. operative and line management							
	d. own and other occupations							
4.4	describe why it is important to work effectively with:							
	a. line management							
	b. colleagues							
	c. 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 218

Conforming to productive working practices in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 608

Moving, handling and storing resources in the workplace

Level 2

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting aids or equipment to move, handle or store occupational resources
- moving, handling and storing occupational resources to maintain useful condition

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT –

Witness testimony PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

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

2. Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities under current legislation and official guidance whilst working:							
a. in the workplace							
b. in confined spaces							

c. below ground level							
d. at height							
e. with tools and equipment							
f. with materials and substances							
g. with movement/storage of materials							
h. by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
2.3 explain what the accident reporting procedures are and who is responsible for making the reports							
2.4 state the appropriate types of fire extinguishers relevant to the work							
2.5 describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance.							

3. Maintain safe working practices when moving, handling and/or storing resources								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when moving, handling and/or storing resources							
3.2	use lifting aids safely as appropriate to the work							
3.3	protect the environment in accordance with safe working practices as appropriate to the work							
3.4	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling and/or storing resources, and the types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to:							
	a. collective protective measures							
	b. personal protective equipment (PPE)							
	c. respiratory protective equipment (RPE)							
	d. 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:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards							

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

5. Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2	dispose of waste and packaging in accordance with legislation							
5.3	maintain a clean work space when moving, handling or storing resources							
5.4	describe how to protect work from damage and the purpose of protection in relation to:							
	a. general workplace activities							
	b. other occupations							
	c. adverse weather conditions							
5.5	explain why the disposal of waste should be carried out safely in accordance with:							
	a. environmental responsibilities							
	b. organisational procedures							
	c. manufacturers' information							
	d. statutory regulations							
	e. official guidance.							

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

7. Comply with the given occupational resource information to move, handle and/or store resources to the required guidance								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
7.1	demonstrate the following work skills when moving, handling and/or storing occupational resources:							
	a. moving							
	b. positioning							
	c. storing							
	d. securing and/or using lifting aids							
	e. 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:							
	a. sheet material							
	b. loose material							
	c. bagged or wrapped material							
	d. fragile material							
	e. tools and equipment							
	f. components							
	g. 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 608

Moving, handling and storing resources in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 275

Installing suspended ceiling systems in the workplace

Level 2

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing, installing and repairing proprietary suspended ceilings in domestic, commercial and industrial situations

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT –

Witness testimony PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing suspended ceiling systems							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. 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:						
	a. drawings						
	b. specifications						
	c. schedules						
	d. method statements						
	e. risk assessments						
	f. manufacturers' information						
	g. current regulations associated with the installation of suspended ceilings.						

2. Know how to comply with relevant legislation and official guidance when installing suspended ceiling systems.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents, health hazards and the environment whilst working:								
a. in the workplace								
b. in confined spaces								
c. at height								
d. with tools and equipment								
e. with materials and substances								
f. with movement/storage of materials								
g. by manual handling and mechanical lifting								

2.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
2.3 Explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when installing suspended ceiling systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
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 suspended ceiling systems.							
3.2 demonstrate compliance with given information and relevant legislation when installing suspended ceiling systems in relation to the following:							
a. safe use of access equipment							
b. safe use, storage and handling of materials, tools and equipment							
c. specific risks to health.							
3.3 explain why and when health and safety control equipment defined by the principles of prevention should be used, relating to installing suspended ceiling systems, and the types, purpose and limitations of each type, the work situation and the general work environment in relation to:							
a. collective protective measures							
b. personal protective equipment (PPE)							
c. respiratory protective equipment (RPE)							

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:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related activities.							

4. Select the required quantity and quality of resources for the methods of work to install suspended ceiling systems.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	select resources associated with own work in relation to:							
	a. materials							
	b. components							
	c. fixings							
	d. tools							
	e. equipment							
4.2	describe the:							
	a. characteristics							
	b. quality							
	c. uses							
	d. sustainability							
	e. limitations							
	f. defects associated with the resources in relation to:							
	a. tiles							
	b. grid components							

c. hangers							
d. battens							
e. braces							
f. pattresses							
g. proprietary fittings							
h. insulation							
i. panels							
j. sealants							
k. fixings							
l. hand tools, portable power tools and equipment							
4.3 describe how to confirm that the resources and materials conform to the specification							
4.4 describe:							
a. how the resources should be used correctly							
b. 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 method of work							
4.7 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to install suspended ceiling systems.							

5. Minimise the risk of damage to the work and surrounding area when installing suspended ceiling systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2 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:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations							
e. official guidance.							

6. Complete the work within the allocated time when installing suspended ceiling systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme							

7. Comply with the given contract information to install suspended ceiling systems to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when installing suspended ceiling systems:							
a. measuring							
b. marking out							
c. fitting							
d. positioning							
e. securing							
7.2 use and maintain hand tools, portable power tools and ancillary equipment							
7.3 install at least four of the following suspended ceiling systems to given working instructions:							
a. proprietary suspended ceilings, including repairs							
b. specialist proprietary suspended ceilings for ambient temperature controlled and/or passive fire controlled areas							
c. proprietary metal furring (MF) ceilings							
d. concealed and exposed grid ceilings – mineral and/or metal							
e. metal and/or mineral plank ceilings							
f. rafts and/or baffles acoustic sections							
7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. identify and follow the installation quality requirements							
b. establish the suitability of the existing substrate							
c. check vertical and horizontal datum							
d. ensure the use of an appropriate fixing regime							
e. identify the location of, and work around, mechanical and electrical services							
f. install proprietary suspended ceilings, specialist proprietary suspended ceilings (for ambient temperature controlled and/or passive fire controlled areas) and proprietary metal furring (MF) ceilings							

g. install concealed and exposed grid ceiling – mineral and/or metal, metal and/or mineral plank ceilings and rafts and/or baffles acoustic sections							
h. carry out repairs							
i. clean and check stability of ambient/temperature controlled specialist proprietary suspended ceilings							
j. check and confirm seal of panel joints ceilings							
k. install light fittings and grilles to proprietary suspended ceilings							
l. install fire, smoke, sound and thermal cavity barriers							
m. recognise and determine when specialist skills and knowledge are required and report accordingly							
n. work with, around and in close proximity to plant and machinery							
o. use hand tools, portable power tools and equipment							
7.5 describe the needs of other occupations and how to communicate effectively within a team when installing suspended ceiling systems.							
7.6 describe how to maintain the tools and equipment used when installing suspended ceiling systems.							

Unit 275 Installing suspended ceiling systems in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 276

Erecting fire resisting ceiling systems in the workplace

Level 2

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing, installing and repairing fire resisting ceiling systems in domestic, commercial and industrial situations

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT –

Witness testimony PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when erecting fire resisting ceiling systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. 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:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. work instructions							
g. fire performance documentation/certification							
h. manufacturers' information							
i. official guidance							
j. Codes of Practice							
k. guidance documents							
l. current regulations/guidance relating to erecting fire resisting ceiling systems in buildings.							
2. Know how to comply with relevant legislation and official guidance when erecting fire resisting ceiling systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents, health hazards and the environment whilst working:							
a. in the workplace							
b. below ground level							
c. in confined spaces							
d. at height							
e. with tools and equipment							
f. with materials and substances							
g. with movement/storage of materials							
h. by manual handling and mechanical lifting							

2.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
e. vehicles							
f. tools							
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 erecting fire resisting ceiling systems and describe how and when they are used							

3. Maintain safe and healthy working practices when erecting fire resisting ceiling systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 use health and safety control equipment safely and comply with the methods of work and safety control measures to carry out the activity in accordance with current legislation and organisational requirements when erecting fire resisting ceiling systems							
3.2 demonstrate compliance with given information and relevant legislation when erecting fire resisting ceiling systems in relation to the following:							
a. safe use and storage and handling of access apparatus, working platforms and tools							
b. safe use, storage and handling of materials							
c. specific risks to health and the environment							

3.3	explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to the erection of fire resisting ceiling systems, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:						
	a. collective protective measures						
	b. local exhaust ventilation (LEV)						
	c. personal protective equipment (PPE)						
	d. respiratory protective equipment (RPE).						
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:						
	a. fires						
	b. spillages						
	c. injuries						
	d. other task-related activities.						
3.6	demonstrate the safe use of a fire extinguisher relevant to a typical fire associated with erecting fire resisting ceiling systems as relevant to the operations.						

4. Select the required quantity and quality of resources for the methods of work to erect fire resisting ceiling systems.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1 select resources associated with own work in relation to:								
a. materials								
b. components								
c. fixings								
d. tools								
e. equipment								
4.2 describe the:								
a. characteristics								
b. quality								
c. uses								
d. sustainability								
e. limitations								
f. defects associated with the resources in relation to:								
a. steel angles and channels								
b. support systems and studs								
c. framing materials								
d. boards and insulation								
e. fixings and fittings								
f. hand tools, portable power tools and equipment								
4.3 describe how to confirm that the resources and materials conform to the specification								

4.4 describe:							
a. how the resources should be used correctly							
b. 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 measure:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method and procedure to erect fire resisting ceiling systems							

5. Minimise the risk of damage to the work and surrounding area when erecting fire resisting ceiling systems							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2 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:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							

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

6. Complete the work within the allocated time when erecting fire resisting ceiling systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time.							
6.2 describe the purpose of the work programme and explain why timescales and deadlines should be kept in relation to organisational procedures for reporting circumstances which will affect the work programme							

7. Comply with the given contract information to erect fire resisting ceiling systems to the required specification							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when erecting fire resisting ceiling systems:							
a. measuring							
b. marking out							
c. cutting							
d. fitting							
e. finishing							
f. positioning							
g. securing							
7.2 use and maintain hand tools, portable power tools and ancillary equipment							
7.3 set out, erect and repair fire resisting ceiling systems to given working instructions							

7.4	describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:						
	a. understand the performance functions of a fire resisting ceiling, common failure points and the implications of incorrect installation						
	b. identify and follow the installation quality requirements						
	c. ensure the integrity and suitability of the substrate						
	d. set out, erect and secure fire resisting ceiling systems						
	e. carry out repairs to damaged fire resisting ceiling systems						
	f. understand the specific system components						
	g. understand the implications of the generic interfaces between systems types						
	h. provide for 'second fix' items						
	i. understand the requirements for the correct fire resistant finish						
	j. recognise and determine when specialist skills and knowledge required and report accordingly						
	k. determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance.						
	l. work with, around and in close proximity to plant and machinery						
	m. direct and guide the operations and movement of plant and machinery						
	n. use hand tools, portable power tools and equipment ensuring electrical equipment has an appropriate portable appliance test (PAT)						
	o. work at height						
	p. use access equipment.						
7.5	describe the fire resisting requirements when erecting fire resisting ceiling systems.						
7.6	describe the needs of other occupations in the proximity of the working area and how to communicate effectively within a team when erecting fire resisting ceiling systems						
7.7	describe how to maintain the tools and equipment used when erecting fire resisting ceiling systems.						

Unit 276

Erecting fire resisting ceiling systems in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 277 Finishing dry lining walls and ceilings in the workplace

Level 2

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing and carrying out finishing to dry lining of walls and ceilings

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question WT –

Witness testimony PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when finishing dry lining walls and ceilings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. 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:							
	a. drawings							
	b. specifications							
	c. schedules							
	d. method statements							
	e. risk assessments							
	f. manufacturers' information							
	g. current guidance/regulations associated with finishing dry lining walls and ceilings.							

2. Know how to comply with relevant legislation and official guidance when finishing dry lining walls and ceilings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
describe your responsibilities regarding potential accidents, health hazards and the environment, whilst working:							
a. in the workplace							
b. in confined spaces							
c. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials							
g. by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when finishing dry lining walls and ceilings.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
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 finishing dry lining walls and ceilings							
3.2	demonstrate compliance with given information and relevant legislation when finishing dry lining walls and ceilings in relation to the following:							
	a. safe use of access equipment							
	b. safe use, storage and handling of materials, tools and equipment							
	c. 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 finishing dry lining walls and ceilings, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
	a. collective protective measures							
	b. personal protective equipment (PPE)							
	c. respiratory protective equipment (RPE)							
	d. 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:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related activities.							

4. Select the required quantity and quality of resources for the methods of work to finish dry lining walls and ceilings							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 select resources associated with own work in relation to:							
a. materials							
b. components							
c. fixings							
d. tools							
e. equipment							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects associated with the resources in relation to:							
g. tapes							
h. scrims							
i. angle beads							
j. jointing and finishing compounds							
k. primers							

l. top coats							
m. skimming plasters							
n. clean water							
o. polythene							
p. hand tools, portable power tools and equipment							
4.3 describe how to confirm that the resources and materials conform to the specification							
4.4 describe:							
a. how the resources should be used correctly							
b. 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:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to finish dry lining walls and ceilings							

5. Minimise the risk of damage to the work and surrounding area when finishing dry lining walls and ceilings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.							
5.2 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:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations							
e. official guidance.							

6. Complete the work within the allocated time when finishing dry lining walls and ceilings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme							

7. Comply with the given contract information to finish dry lining walls and ceilings to the required specification.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when finishing dry lining walls and ceilings:								
a. measuring								
b. fitting								
c. applying								
d. finishing								
e. positioning								
f. securing								
7.2 use and maintain hand tools, portable power tools and ancillary equipment.								
7.3 carry out three of the following to given working instructions:								
a. tape and joint by hand and/or mechanical methods								
b. form internal and external angles								
c. priming/protection/top coat								
d. skim plaster finish								
7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:								
a. identify and follow the application quality requirements								
b. identify the location of, and work around, electrical and mechanical services								
c. tape and joint by hand and mechanical methods								
d. form internal and external angles								
e. apply primers, protection coats, top coats								
f. apply skim plaster finish								

g. recognise and determine when specialist skills and knowledge are required and report accordingly							
h. work with, around and in close proximity to plant and machinery							
i. use hand tools, portable power tools and equipment							
j. work at height							
k. use access equipment							
7.5 describe the needs of other occupations and how to communicate effectively within a team when finishing dry lining walls and ceilings							
7.6 describe how to maintain the tools and equipment used when finishing dry lining walls and ceilings.							

Unit 277

Finishing dry lining walls and ceilings in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 279

Installing cavity barriers to floors and ceilings in the workplace

Level 2

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing and installing cavity barriers to floors and ceilings.

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT –

Witness testimony PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing cavity barriers to floors and ceilings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. 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:							
	a. drawings							
	b. specifications							
	c. schedules							
	d. method statements							
	e. risk assessments							
	f. manufacturers' information							
	g. current guidance/regulations associated with finishing dry lining walls and ceilings.							

2. Know how to comply with relevant legislation and official guidance when installing cavity barriers to floors and ceilings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working:							
a. in the workplace							
b. below ground level							
c. in confined spaces							
d. at height							
e. with tools and equipment							
f. with materials and substances							
g. with movement/storage of materials							
h. by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when installing cavity barriers to floors and ceilings								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
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 cavity barriers to floors and ceilings.							
3.2	demonstrate compliance with given information and relevant legislation when installing cavity barriers to floors and ceilings in relation to the following:							
	a. safe use of access equipment							
	b. safe use, storage and handling of materials, tools and equipment							
	c. 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 cavity barriers to floors and ceilings, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
	a. collective protective measures							
	b. personal protective equipment (PPE)							
	c. respiratory protective equipment (RPE)							
	d. 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:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related activities							

4. Maintain safe and healthy working practices when installing cavity barriers to floors and ceilings							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 select resources associated with own work in relation to:							
a. materials							
b. components							
c. fixings							
d. tools							
e. equipment							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects associated with the resources in relation to:							
a. insulation							
b. sealants							
c. metal sections							
d. fixings							
e. fittings							
f. hand tools, portable power tools and equipment							

4.3	describe how to confirm that the resources and materials conform to the specification.							
4.4	describe:							
	a. how the resources should be used correctly							
	b. 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:							
	a. quantity							
	b. length							
	c. area							
	d. wastage associated with the method/procedure to install cavity barriers to floors and ceilings.							

5. Minimise the risk of damage to the work and surrounding area when installing cavity barriers to floors and ceilings								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.							
5.2	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:							
	a. general workplace activities							
	b. other occupations							
	c. adverse weather conditions							
5.5	explain why the disposal of waste should be carried out safely in accordance with:							
	a. environmental responsibilities							
	b. organisational procedures							
	c. manufacturers' information							
	d. statutory regulations							
	e. official guidance							

6. Complete the work within the allocated time when installing cavity barriers to floors and ceilings								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
6.1	demonstrate completion of the work within the allocated time							
6.2	describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
	a. types of progress charts, timetables and estimated times							
	b. organisational procedures for reporting circumstances which will affect the work programme							

7. Comply with the given contract information to install cavity barriers to floors and ceilings to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 select resources associated with own work in relation to:							
a. materials							
b. components							
c. fixings							
d. tools							
e. equipment							
7.2 use and maintain hand tools, portable power tools and ancillary equipment							
7.3 describe how to confirm that the resources and materials conform to the specification							
7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. identify and follow the installation quality requirements							
b. establish the suitability of the existing substrate							
c. check vertical and horizontal datum							
d. ensure the use of an appropriate fixing regime							
e. identify the location of, and work around, mechanical and electrical services							
f. install fire, smoke, sound and thermal cavity barriers to floor and ceiling voids							
g. seal around trunking, duct work, cable trays, dampers and pipes							
h. recognise and determine when specialist skills and knowledge are required and report accordingly							

i. work with, around and in close proximity to plant and machinery							
j. use hand tools, portable power tools and equipment							
k. work at height							
l. use access equipment							
7.5 describe the needs of other occupations and how to communicate effectively within a team when installing cavity barriers to floors and ceilings							
7.6 describe how to maintain the tools and equipment used when installing cavity barriers to floors and ceilings							

Unit 279

Installing cavity barriers to floors and ceilings in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 280

Installing and relocating modular demountable partition systems in the workplace

Level 2

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing, installing and relocating modular demountable partition systems.

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question WT –

Witness testimony PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing and relocating modular demountable partition systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. 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:							
a. drawings							

b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. manufacturers' information							
g. current guidance/regulations associated with installing and relocating modular demountable partition systems							

2. Know how to comply with relevant legislation and official guidance when installing and relocating modular demountable partition systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents, health hazards and the environment, whilst working:							
a. in the workplace							
b. in confined spaces							
c. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials							
g. by manual handling and mechanical lifting							

2.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when installing and relocating modular demountable partition systems							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
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 and relocating modular demountable partition systems.							
3.2 demonstrate compliance with given information and relevant legislation when installing and relocating modular demountable partition systems in relation to the following:							
a. safe use of access equipment							
b. safe use, storage and handling of materials, tools and equipment							
c. specific risks to health.							

3.3	explain why and when health and safety control equipment defined by the principles of prevention should be used, relating to installing and relocating modular demountable partition systems, and the types, purpose and limitations of each type, the work situation and the general work environment in relation to:							
	a. collective protective measures							
	b. personal protective equipment (PPE)							
	c. respiratory protective equipment (RPE)							
	d. 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:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related activities.							

4. Select the required quantity and quality of resources for the methods of work to install and relocate modular demountable partition systems.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	select resources associated with own work in relation to:							
	a. materials							
	b. components							
	c. fixings							
	d. tools							
	e. equipment							

4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects associated with the resources in relation to:							
a. panels							
b. framing sections/track							
c. glass							
d. doors							
e. ironmongery							
f. mouldings							
g. trims							
h. fixings							
i. fittings							
j. hand tools, portable power tools and equipment							
4.3 describe how to confirm that the resources and materials conform to the specification							
4.4 describe:							
a. how the resources should be used correctly							
b. 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:							
	a. quantity							
	b. length							
	c. area							
	d. wastage associated with the method/procedure to install and relocate modular demountable partition systems							

5. Minimise the risk of damage to the work and surrounding area when installing and relocating modular demountable partition systems								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2	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:							
	a. general workplace activities							
	b. other occupations							
	c. adverse weather conditions							
5.5	explain why the disposal of waste should be carried out safely in accordance with:							
	a. environmental responsibilities							
	b. organisational procedures							
	c. manufacturers' information							
	d. statutory regulations							
	e. official guidance.							

6. Complete the work within the allocated time when installing and relocating modular demountable partition systems							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to install and relocate modular demountable partition systems to the required specification							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when installing and relocating modular demountable partition systems:							
a. measuring							
b. marking out							
c. fitting							
d. finishing							
e. positioning							
f. securing							
7.2 use and maintain hand tools, portable power tools and ancillary equipment							
7.3 install and relocate modular demountable partition systems, including doors, trims/mouldings and junctions to given working instructions							
7.4 install glass panels and blinds							
7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. identify and follow the installation quality requirements							
b. check vertical and horizontal datum							
c. establish the suitability of the existing substrate							

d. ensure the use of an appropriate fixing regime							
e. identify the location of, and work around, mechanical and electrical services							
f. install and relocate modular demountable partition systems							
g. hang doors; fix mouldings and trims; apply wall coverings; install glazing							
h. recognise and determine when specialist skills and knowledge are required and report accordingly							
i. work with, around and in close proximity to plant and machinery							
j. use hand tools, portable power tools and equipment							
k. work at height							
l. use access equipment							
7.6 describe the needs of other occupations and how to communicate effectively within a team when installing and relocating modular demountable partition systems							
7.7 describe how to maintain the tools and equipment used when installing and relocating modular demountable partition systems							

Unit 280

Installing and relocating modular demountable partition systems in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 281

Installing and relocating operable partition systems in the workplace

Level 2

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing, installing and relocating operable partition systems.

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT –

Witness testimony PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing and relocating operable partition systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. 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:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. manufacturers' information							
g. current guidance/regulations associated with installing and relocating operable partition systems							

2. Know how to comply with relevant legislation and official guidance when installing and relocating operable partition systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents, health hazards and the environment, whilst working:							
a. in the workplace							
b. in confined spaces							
c. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials							
g. by manual handling and mechanical lifting							

2.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. personal belongings in relation to:							
d. site							
e. workplace							
f. company							
g. operative							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when installing and relocating operable partition systems							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
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 and relocating operable partition systems.							
3.2 demonstrate compliance with given information and relevant legislation when installing and relocating operable partition systems in relation to the following:							
a. safe use of access equipment							
b. safe use, storage and handling of materials, tools and equipment							
c. specific risks to health.							

3.3	explain why and when health and safety control equipment defined by the principles of prevention should be used, relating to installing and relocating operable partition systems, and the types, purpose and limitations of each type, the work situation and the general work environment in relation to:							
	a. collective protective measures							
	b. personal protective equipment (PPE)							
	c. respiratory protective equipment (RPE)							
	d. 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:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related activities.							

4. Select the required quantity and quality of resources for the methods of work to install and relocate operable partition systems.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1 select resources associated with own work in relation to:								
a. materials								
b. components								
c. fixings								
d. tools								
e. equipment								

4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects associated with the resources in relation to:							
g. track sections and support fixings							
h. panels							
i. fixings							
j. fittings							
k. hand tools, portable power tools and equipment							
4.3 describe how to confirm that the resources and materials conform to the specification							
4.4 describe:							
a. how the resources should be used correctly							
b. 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:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to install and relocate operable partition systems							

5. Minimise the risk of damage to the work and surrounding area when installing and relocating operable partition systems							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2 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:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations							
e. official guidance.							

6. Complete the work within the allocated time when installing and relocating operable partition systems							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to install and relocate operable partition systems to the required specification							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when installing and relocating operable partition systems:							
a. measuring							
b. marking out							
c. fitting							
d. finishing							
e. positioning							
f. securing							
7.2 use and maintain hand tools, portable power tools and ancillary equipment							
7.3 install and/or relocate two of the following operable partition systems to given working instructions:							
a. sliding/folding wall							
b. operable wall							
c. non-acoustic glass wall							
d. vertically rising wall							
e. accordion wall							

7.4	describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. identify and follow the installation quality requirements							
	b. check vertical and horizontal datum							
	c. understand safe handling requirements for large and heavy panels							
	d. safe use of serviceable mechanical handling equipment for large and heavy panels							
	e. ensure the suitability of the existing substrate and structural support has been confirmed							
	f. ensure the use of an appropriate fixing system							
	g. identify the location of, and work around, mechanical and electrical services							
	h. install sliding/folding wall, operable wall, non-acoustic glass wall, vertically rising wall and accordion wall operable partition systems including passdoors							
	i. recognise and determine when specialist skills and knowledge are required and report accordingly							
	j. work with, around and in close proximity to plant and machinery							
	k. direct and guide the operations and movement of plant and machinery							
	l. use hand tools, portable power tools and equipment							
	m. work at height							
	n. use access equipment							
7.5	describe the needs of other occupations and how to communicate effectively within a team when installing and relocating operable partition systems							
7.6	describe how to maintain the tools and equipment used when installing and relocating operable partition systems							

Unit 281

Installing and relocating operable partition systems in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 282

Installing and relocating glass partition/internal screen systems in the workplace

Level 2

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing, installing and relocating glass partition/internal screen systems.

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT –

Witness testimony PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing and relocating glass partition/internal screen systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. 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:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. manufacturers' information							
g. current guidance/regulations associated with installing and relocating glass partition/internal screen systems							

2. Know how to comply with relevant legislation and official guidance when installing and relocating glass partition/internal screen systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents, health hazards and the environment, whilst working:							
a. in the workplace							
b. in confined spaces							
c. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials							
g. by manual handling and mechanical lifting							

2.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. personal belongings in relation to:							
d. site							
e. workplace							
f. company							
g. operative							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when installing and relocating glass partition/internal screen systems							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
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 and relocating glass partition/internal screen systems.							
3.2 demonstrate compliance with given information and relevant legislation when installing and relocating glass partition/internal screen systems in relation to the following:							
a. safe use of access equipment							
b. safe use, storage and handling of materials, tools and equipment							
c. 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 and relocating glass partition/internal screen systems, and the types, purpose and limitations of each type, the work situation and the general work environment in relation to:							
	a. collective protective measures							
	b. personal protective equipment (PPE)							
	c. respiratory protective equipment (RPE)							
	d. 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:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related activities.							

4. Select the required quantity and quality of resources for the methods of work to install and relocate glass partition/internal screen systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 select resources associated with own work in relation to:							
a. materials							
b. components							
c. fixings							
d. tools							
e. equipment							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects associated with the resources in relation to:							
g. panels							
h. framing sections/track							
i. glass							
j. doors							
k. ironmongery							
l. trims							
m. sealants							
n. fixings							
o. fittings							
p. hand tools, portable power tools and equipment							

4.3 describe how to confirm that the resources and materials conform to the specification							
4.4 describe:							
a. how the resources should be used correctly							
b. 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:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to install and relocate glass partition/internal screen systems							

5. Minimise the risk of damage to the work and surrounding area when installing and relocating glass partition/internal screen systems							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2 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:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							

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

6. Complete the work within the allocated time when installing and relocating glass partition/internal screen systems							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to install and relocate glass partition/internal screen systems to the required specification							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when installing and relocating glass partition/internal screen systems:							
a. measuring							
b. marking out							
c. fitting							
d. finishing							
e. positioning							
f. securing							
7.2 use and maintain hand tools, portable power tools and ancillary equipment							

7.3	install and relocate relocate three of the following non fire rated and/or fire rated glass partition/internal screen systems, including glass, trims and mouldings, doorsets and ironmongery, to given working instructions:						
	a. frameless glazed						
	b. framed glazed						
	c. factory fabricated						
	d. internal curtain wall						
7.4	apply sealants						
7.5	demonstrate the safe handling of large framed components and glass panes.						
7.6	describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:						
	a. identify and follow the installation quality requirements						
	b. check vertical and horizontal datum						
	c. confirm that the appropriate fire, acoustic and structural tests have been carried out						
	d. establish the suitability of the existing substrate						
	e. ensure the use of an appropriate fixing system						
	f. identify the location of, and work around, mechanical and electrical services						
	g. install non fire rated and/or fire rated frameless glazed, framed glazed, factory fabricated and internal curtain wall systems						
	h. install toughened glass, laminated glass, fire rated glass and double glazed units						
	i. install trims and mouldings, doorsets, aluminium frames and ironmongery						
	j. install blinds and manifestations						
	k. apply sealant						
	l. carry out repairs						
	m. dismantle and relocate glass partition/internal screen systems						
	n. understand handling requirements for large and heavy panels						
	o. handle toughened, laminated and fire rated glass and double glazed units						

p. use serviceable mechanical and non-mechanical handling equipment for large and heavy panels							
q. recognise and determine when specialist skills and knowledge are required and report accordingly							
r. work with, around and in close proximity to plant and machinery							
s. direct and guide the operations and movement of plant and machinery							
t. use hand tools, portable power tools and equipment							
u. work at height							
v. use access equipment							
w. use fall arrest systems.							
7.7 describe the needs of other occupations in the proximity of the working area and how to communicate effectively within a team when installing and relocating glass partition/internal screen systems							
7.8 describe how to maintain the tools and equipment used when installing and relocating glass partition/internal screen systems							

Unit 282

Installing and relocating glass partition/internal screen systems in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 283

Installing dry lining partition systems in the workplace

Level 2

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- installing dry lining partition systems.

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question WT –

Witness testimony PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing dry lining systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. 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:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. manufacturers' information							
g. current guidance/regulations associated with installing dry lining systems							

2. Know how to comply with relevant legislation and official guidance when installing dry lining systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents, health hazards and the environment, whilst working:							
a. in the workplace							
b. in confined spaces							
c. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials							
g. by manual handling and mechanical lifting							

2.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. personal belongings in relation to:							
d. site							
e. workplace							
f. company							
g. operative							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when installing dry lining systems							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
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 dry lining systems.							
3.2 demonstrate compliance with given information and relevant legislation when installing dry lining systems in relation to the following:							
a. safe use of access equipment							
b. safe use, storage and handling of materials, tools and equipment							
c. 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 dry lining systems, and the types, purpose and limitations of each type, the work situation and the general work environment in relation to:							
	a. collective protective measures							
	b. personal protective equipment (PPE)							
	c. respiratory protective equipment (RPE)							
	d. 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:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related activities.							

4. Select the required quantity and quality of resources for the methods of work to install dry lining systems								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1 select resources associated with own work in relation to:								
a. materials								
b. components								
c. fixings								
d. tools								
e. equipment								

4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects associated with the resources in relation to:							
g. panels							
h. plasterboards							
i. metal sections							
j. timber battens							
k. fixings							
l. fittings							
m. hand tools, portable power tools and equipment							
4.3 describe how to confirm that the resources and materials conform to the specification							
4.4 describe:							
a. how the resources should be used correctly							
b. 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:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to install dry lining systems							

5. Minimise the risk of damage to the work and surrounding area when installing dry lining systems								
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD	
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures								
5.2 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:								
a. general workplace activities								
b. other occupations								
c. adverse weather conditions								
5.5 explain why the disposal of waste should be carried out safely in accordance with:								
a. environmental responsibilities								
b. organisational procedures								
c. manufacturers' information								
d. statutory regulations								
e. official guidance.								

6. Complete the work within the allocated time when installing dry lining systems							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to install dry lining systems to the required specification							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when installing dry lining systems:							
a. measuring							
b. marking out							
c. fitting							
d. positioning							
e. securing							
7.2 use and maintain hand tools, portable power tools and ancillary equipment							
7.3 install the following, including fixing deflection heads, forming openings and junctions, and carrying out repairs, to given working instructions:							
a. metal stud partitions							
b. metal furring ceilings							
c. framed wall linings							
d. framed and frameless beam and column encasement systems							
7.4 install at least two of the following systems to given working instructions, including fixing deflection heads, forming openings and junctions, and carrying out repairs:							
a. twin walls							
b. staggered studs							

c. service shaft partitions							
d. curved walls							
e. walls over three metres high							
7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. identify and follow the installation quality requirements							
b. check vertical and horizontal datum							
c. establish the suitability of the existing substrate							
d. identify the location of, and work around, mechanical and electrical services							
e. ensure the use of an appropriate fixing regime							
f. fix deflection heads							
g. install dry lining systems including metal stud partitions, metal furring ceilings, wall linings, framed and frameless beam and column encasement systems							
h. form openings and junctions							
i. repair damaged partitions and ceilings							
j. install twin walls, staggered studs and service shaft partitions							
k. form and install curved walls							
l. install walls over three metres high							
m. recognise and determine when specialist skills and knowledge are required and report accordingly							
n. work with, around and in close proximity to plant and machinery							
o. use hand tools, portable power tools and equipment							
p. work at height							
q. use access equipment							
7.6 describe the needs of other occupations in the proximity of the working area and how to communicate effectively within a team when installing dry lining systems							
7.7 describe how to maintain the tools and equipment used when installing dry lining systems							

Unit 283

Installing dry lining partition systems in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 284

Installing plasterboard linings in the workplace

Level 2

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- installing plasterboard linings

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question WT –

Witness testimony PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing plasterboard linings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. 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:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. manufacturers' information							
g. current guidance/regulations associated with installing plasterboard linings							

2. Know how to comply with relevant legislation and official guidance when installing plasterboard linings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents, health hazards and the environment, whilst working:							
a. in the workplace							
b. in confined spaces							
c. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials							
g. by manual handling and mechanical lifting							

2.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. personal belongings							

in relation to:							
d. site							
e. workplace							
f. company							
g. operative							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when installing plasterboard linings							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
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 plasterboard linings.							
3.2 demonstrate compliance with given information and relevant legislation when installing plasterboard linings in relation to the following:							
a. safe use of access equipment							
b. safe use, storage and handling of materials, tools and equipment							
c. 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 plasterboard linings, and the types, purpose and limitations of each type, the work situation and the general work environment in relation to:							
a. collective protective measures							
b. personal protective equipment (PPE)							
c. respiratory protective equipment (RPE)							
d. 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:						
	a. fires						
	b. spillages						
	c. injuries						
	d. other task-related activities.						

4. Select the required quantity and quality of resources for the methods of work to install plasterboard linings								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1 select resources associated with own work in relation to:								
a. materials								
b. components								
c. fixings								
d. tools								
e. equipment								
4.2 describe the:								
a. characteristics								
b. quality								
c. uses								
d. sustainability								
e. limitations								

f. defects associated with the resources in relation to:							
g. wallboards							
h. thermal boards							
i. glass reinforced gypsum board							
j. bonding compounds							
k. fixings							
l. fittings							
m. hand tools, portable power tools and equipment							
4.3 describe how to confirm that the resources and materials conform to the specification							
4.4 describe:							
a. how the resources should be used correctly							
b. 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:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to install plasterboard linings							

5. Minimise the risk of damage to the work and surrounding area when installing plasterboard linings							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2 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:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations							
e. official guidance.							

6. Complete the work within the allocated time when installing plasterboard linings							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to install plasterboard linings to the required specification								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when installing plasterboard linings:								
a. measuring								
b. marking out								
c. fitting								
d. positioning								
e. securing								
7.2 use and maintain hand tools, portable power tools and ancillary equipment								
7.3 install plasterboard linings to one of following, including forming openings and carrying out repairs, to given working instructions:								
a. to timber and/or metal (tacking								
b. to solid backgrounds by direct bonding (dot and dab)								
7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:								
a. identify and follow the installation quality requirements								
b. check vertical and horizontal datum								
c. establish the suitability of the existing substrate								
d. ensure the use of an appropriate fixing regime								
e. identify the location of, and work around, mechanical and electrical services								
f. install and repair plasterboard linings to timber and metal (tacking) and by direct bonding to solid backgrounds (dot and dab)								

g. form openings							
h. recognise and determine when specialist skills and knowledge are required and report accordingly							
i. work with, around and in close proximity to plant and machinery							
j. use hand tools, portable power tools and equipment							
k. work at height							
l. use access equipment							
7.5 describe the needs of other occupations in the proximity of the working area and how to communicate effectively within a team when installing plasterboard linings							
7.6 describe how to maintain the tools and equipment used when installing plasterboard linings							

Unit 284 Installing plasterboard linings in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 285

Installing, removing and relocating raised access flooring systems in the workplace

Level 2

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- installing, removing and relocating raised access flooring systems.

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question WT –

Witness testimony PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing, removing and relocating raised access flooring systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. 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:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. manufacturers' information							
g. current guidance/regulations associated with installing, removing and relocating raised access flooring systems							

2. Know how to comply with relevant legislation and official guidance when installing, removing and relocating raised access flooring systems.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents, health hazards and the environment, whilst working:							
a. in the workplace							
b. in confined spaces							
c. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials							
g. by manual handling and mechanical lifting							

2.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. personal belongings in relation to:							
d. site							
e. workplace							
f. company							
g. operative							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when installing, removing and relocating raised access flooring systems							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
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, removing and relocating raised access flooring systems.							
3.2 demonstrate compliance with given information and relevant legislation when installing, removing and relocating raised access flooring systems in relation to the following:							
a. safe use of access equipment							
b. safe use, storage and handling of materials, tools and equipment							
c. 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, removing and relocating raised access flooring systems, and the types, purpose and limitations of each type, the work situation and the general work environment in relation to:							
	a. collective protective measures							
	b. personal protective equipment (PPE)							
	c. respiratory protective equipment (RPE)							
	d. 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:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related activities.							

4. Select the required quantity and quality of resources for the methods of work to install, remove and relocate raised access flooring systems								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1 select resources associated with own work in relation to:								
a. materials								
b. components								
c. fixings								
d. tools								
e. equipment								

4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects associated with the resources in relation to:							
g. flooring system components							
h. skirting							
i. perimeter strips							
j. timber							
k. timber-based sheet material							
l. fire barriers							
m. fixings							
n. fittings							
o. adhesives							
p. sealants							
q. floorcoverings							
r. hand tools, portable power tools and equipment							
4.3 describe how to confirm that the resources and materials conform to the specification							
4.4 describe:							
a. how the resources should be used correctly							
b. 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:							
	a. quantity							
	b. length							
	c. area							
	d. wastage associated with the method/procedure to install, remove and relocate raised access flooring systems							

5. Minimise the risk of damage to the work and surrounding area when installing, removing and relocating raised access flooring systems								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2	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:							
	a. general workplace activities							
	b. other occupations							
	c. adverse weather conditions							
5.5	explain why the disposal of waste should be carried out safely in accordance with:							
	a. environmental responsibilities							
	b. organisational procedures							
	c. manufacturers' information							
	d. statutory regulations							
	e. official guidance.							

6. Complete the work within the allocated time when installing, removing and relocating raised access flooring systems							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to install, removing and relocating raised access flooring systems to the required specification							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when installing, removing and relocating raised access flooring systems:							
a. measuring							
b. marking out							
c. removing							
d. fitting							
e. finishing							
f. positioning							
g. securing							
7.2 use and maintain hand tools, portable power tools and ancillary equipment							
7.3 install, remove and relocate the following to given working instructions:							
a. proprietary raised access flooring systems (including fire barriers, ramps, steps, handrails)							
b. mouldings							
7.4 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. identify and follow the installation quality requirements							
b. establish the suitability of the existing substrate							

c. check vertical and horizontal datum							
d. prepare the background surface (apply sealants, damp-course membranes, tanking and bunding)							
e. carry out any repairs and modifications							
f. identify the location of, and work around, mechanical and electrical services							
g. ensure the use of an appropriate fixing regime							
h. form openings for grilles and outlet boxes to raised access flooring systems							
i. install raised access flooring systems with fire barriers, ramps, steps and handrails							
j. remove and reinstall raised access flooring systems with fire barriers, ramps and steps, handrails and re-form openings for grilles and outlet boxes							
k. fix plastic and timber skirting							
l. install floorcoverings to door wells, ramps, steps and upstands							
m. recognise and determine when specialist skills and knowledge are required and report accordingly							
n. work with, around and in close proximity to plant and machinery							
o. use hand tools, portable power tools and equipment							
p. use access equipment							
7.5 describe the needs of other occupations in the proximity of the working area and how to communicate effectively within a team when installing, removing and relocating raised access flooring systems							
7.6 describe how to maintain the tools and equipment used when installing, removing and relocating raised access flooring systems							

Unit 285

Installing, removing and relocating raised access flooring systems in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 286 Installing acoustic flooring in the workplace

Level 2

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing new and existing surfaces and installing acoustic flooring.

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question WT –

Witness testimony PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing acoustic flooring.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. 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:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. manufacturers' information							
g. current guidance/regulations associated with installing acoustic flooring							

2. Know how to comply with relevant legislation and official guidance when installing acoustic flooring.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents, health hazards and the environment, whilst working:							
a. in the workplace							
b. in confined spaces							
c. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials							
g. by manual handling and mechanical lifting							

2.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. personal belongings in relation to:							
d. site							
e. workplace							
f. company							
g. operative							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when installing acoustic flooring							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
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 acoustic flooring.							
3.2 demonstrate compliance with given information and relevant legislation when installing acoustic flooring in relation to the following:							
a. safe use of access equipment							
b. safe use, storage and handling of materials, tools and equipment							
c. 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 acoustic flooring, and the types, purpose and limitations of each type, the work situation and the general work environment in relation to:							
	a. collective protective measures							
	b. personal protective equipment (PPE)							
	c. respiratory protective equipment (RPE)							
	d. 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:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related activities.							

4. Select the required quantity and quality of resources for the methods of work to install acoustic flooring								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1 select resources associated with own work in relation to:								
a. materials								
b. components								
c. fixings								
d. tools								
e. equipment								

4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects associated with the resources in relation to:							
g. cradles or support systems							
h. battens							
i. insulation							
j. overlays, underlays and fixing systems							
k. humidity testing equipment							
l. hand tools, portable power tools and equipment							
4.3 describe how to confirm that the resources and materials conform to the specification							
4.4 describe:							
a. how the resources should be used correctly							
b. 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:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to install acoustic flooring							

5. Minimise the risk of damage to the work and surrounding area when installing acoustic flooring								
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD	
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures								
5.2 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:								
a. general workplace activities								
b. other occupations								
c. adverse weather conditions								
5.5 explain why the disposal of waste should be carried out safely in accordance with:								
a. environmental responsibilities								
b. organisational procedures								
c. manufacturers' information								
d. statutory regulations								
e. official guidance.								

6. Complete the work within the allocated time when installing acoustic flooring							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to install acoustic flooring to the required specification							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when installing acoustic flooring:							
a. measuring							
b. marking out							
c. positioning							
d. levelling							
e. fitting							
f. finishing							
g. securing							
7.2 use and maintain hand tools, portable power tools and ancillary equipment							
7.3 prepare the area and install acoustic flooring to given working instructions relating to:							
a. cradle or support systems							
b. perimeter strips							
c. overlay(s)							
d. underlay(s)							
e. quilt 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:						
	a. identify and follow the installation quality requirements						
	b. identify the location of, and work around, mechanical and electrical services						
	c. assess installation area for level						
	d. identify sequence of installation with other operations						
	e. identify substrate type						
	f. identify vertical and horizontal datum and set out						
	g. check humidity is within specified limits						
	h. understand the effects of humidity on acoustic flooring components						
	i. ensure the use of an appropriate fixing regime						
	j. lay cradles or support system						
	k. make adjustments for height and level						
	l. install insulation						
	m. install perimeter strips						
	n. install overlays and underlays						
	o. use levelling tools and equipment						
	p. install acoustic flooring						
	q. recognise and determine when specialist skills and knowledge are required and report accordingly						
	r. work with, around and in close proximity to plant and machinery						
	s. use hand tools, portable power tools and equipment						
	t. work at height						
	u. use access equipment.						
7.5	describe the needs of other occupations in the proximity of the working area and how to communicate effectively within a team when installing acoustic flooring						
7.6	describe how to maintain the tools and equipment used when installing acoustic flooring						

Unit 286 Installing acoustic flooring in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Appendix 1 Summary of City & Guilds assessment policies

Health and Safety

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

Equal Opportunities

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

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

Access to assessment

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

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

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

Complaints and appeals

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

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

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

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

Useful contacts

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

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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 is a leader in global skills development. Our purpose is to help people and organisations to develop their skills for personal and economic growth. Made up of City & Guilds, City & Guilds Kineo, The Oxford Group and ILM, we work with education providers, businesses and governments in over 100 countries.

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