

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

September 2018 Version 4.0

Candidate Logbook/
Work-Based Evidence Record
Mandatory Units

About City & Guilds

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

City & Guilds Group

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

Copyright

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

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

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

Please note: National Occupational Standards are not © City & Guilds Limited. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Published by City & Guilds Limited, a company registered in England and Wales (company number 16513878)

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

City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)844 543 0033

F +44 (0)20 7294 2413

www.cityandguilds.com

learnersupport@cityandguilds.com

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

Mandatory Units

Qualification title	City & Guilds qualification number	Qualification Accreditation Number (QAN)
Level 2 NVQ Diploma in Roofing Occupations (Construction) - Roof Tiler	6569-10	603/3397/2
Level 2 NVQ Diploma in Roofing Occupations (Construction) - Roof Slater	6569-11	603/3397/2
Level 2 NVQ Diploma in Roofing Occupations (Construction) - Roof Slater and Tiler	6569-12	603/3397/2
Level 2 NVQ Diploma in Roofing Occupations (Construction) - Fully Supported Lead and Hard Metal Roofer and Cladder	6569-13	603/3397/2
Level 2 NVQ Diploma in Roofing Occupations (Construction) - Thatching	6569-14	603/3397/2
Level 2 NVQ Diploma in Roofing Occupations (Construction) - Solar Collector Roofer - Access	6569-15	603/3397/2
Level 2 NVQ Diploma in Roofing Occupations (Construction) - Solar Collector Roofer - Protection/Handover	6569-16	603/3397/2
Level 2 NVQ Diploma in Roofing Occupations (Construction) - Heritage Roof Tiler	6569-17	603/3397/2
Level 2 NVQ Diploma in Roofing Occupations (Construction) - Heritage Roof Slater	6569-18	603/3397/2
Level 2 NVQ Diploma in Roofing Occupations (Construction) - Heritage Roof Slater and Tiler	6569-19	603/3397/2
Level 2 NVQ Diploma in Roofing Occupations (Construction) - Heritage Fully Supported Lead and Hard Metal Roofing and Cladding	6569-20	603/3397/2

www.cityandguilds.com

Version and date	Change detail	Section
V2 July 2013	Reference to being observed in the workplace on several occasions has been deleted	Final page of each unit
V3 May 2014	Amendment to POS -05, change in QAN	Structure & Units
V4 September 2018	Amendments made to support changes to NVQ affecting all units. New unit numbers introduced New unit titles introduced New pathways created	Entire logbook

Contents

1	About your Candidate Logbook/Work-Based Evidence Record	7
1.1	Contact details	7
1.2	Introduction to the logbook	8
2	About your approved centre	9
3	About candidates	11
4	Qualification assessment	12
4.1	Before you start your qualification	12
4.2	The assessment process	13
5	Using your logbook	14
5.1	Candidate job profile	15
5.2	Units	16
5.3	Tracking Document	41
5.4	On site assessment plan/feedback	51
5.5	On site observation report	52
5.6	Professional discussion supplementary evidence sheet	53
5.7	Oral questioning supplementary evidence sheet	54
5.8	Photographic supplementary evidence	55
5.9	Work-based recorder/expert witness details	56
5.10	Assessor continuation sheet	57
5.11	Signature Sheet	58
Unit 300	Conforming to general health, safety and welfare in the workplace	59
Unit 301	Conforming to productive working practices in the workplace	65
Unit 302	Moving, handling and storing resources in the workplace	69
Unit 303	Maintaining slate and tile roofing in the workplace	77
Unit 304	Preparing roof structures for thatching in the workplace	86
Unit 305	Preparing thatching materials in the workplace	94
Unit 306	Thatching structures in the workplace	103
Unit 307	Erecting and dismantling access/working platforms in the workplace	111
Unit 308	Installing underlay, battens and roofing components in the workplace	118
Unit 309	Installing pre-formed weatherings flashings to roofs in the workplace	126
Unit 310	Installing single-lap roof tiles to a variable gauge in the workplace	134
Unit 311	Installing plain tile roof coverings in the workplace	142
Unit 312	Installing regular sized natural roof slate to standard roof details in the workplace	151
Unit 313	Installing solar collectors to roofs in the workplace	161
Unit 314	Installing fully supported lead and hard metal roofing, cladding and weatherings in the workplace	169
Unit 315	Repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings in the workplace	179
Unit 316	Installing, maintaining and removing work area protection and safety equipment in the workplace	188
Unit 317	Replacing heritage roof coverings in the workplace	198

Unit 318	Repairing and maintaining heritage roof coverings in the workplace	207
Unit 319	Preparing and installing fully supported lead and hard metal decorative roofing and cladding in the workplace	217
Unit 320	Utilising provision of fall protection systems and/or equipment in the workplace	226
Unit 321	Clearing the site and handing over on completion in the workplace	234
Unit 322	Applying solid render to background surfaces and producing finishes in the workplace	242
Unit 323	Installing double-lap artificial roof slates in the workplace	251
Unit 324	Stripping and reclaiming pitched roof coverings in the workplace	259
Unit 325	Installing components for warm and cold roof construction in the workplace	267
Unit 326	Installing single-lap roof tiles to a fixed gauge in the workplace	276
Unit 327	Installing wood shingle roof coverings in the workplace	285
Appendix 1	Summary of City & Guilds assessment policies	294

1 About your Candidate Logbook/Work-Based Evidence Record



1.1 Contact details

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

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

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

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

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

1.2 Introduction to the logbook

This logbook will help you complete the units in **Level 2 NVQ Diplomas in Roofing Occupations (Construction) (6569)**. It contains forms you can use to record your evidence of what you have done.

There are 7 pathways within the Diploma. You should discuss and agree with your assessor /tutor which pathway and which units you are going to work towards. This Logbook contains the **15 mandatory units** only. The optional and elective units can be found in a zip file on the City & Guilds Website.

About City & Guilds

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

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

2 About your approved centre

Types of approved centres

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

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

Centre responsibilities

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

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

Centres are also responsible for supporting you as your work towards your 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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Skill scan/initial assessment – Mandatory units

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

Qualification No: **6569**

Candidate name: _____

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

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

	Complete the work within the allocated time when maintaining slate and tile roofing.		
	Comply with the given contract information to maintain slate and tile roofing to the required specification.		
304	Preparing roof structures for thatching in the workplace		
	Interpret the given information relating to the work and resources when preparing roof structures for thatching.		
	Know how to comply with relevant legislation and official guidance when preparing roof structures for thatching.		
	Maintain safe working practices when preparing roof structures for thatching.		
	Select the required quantity and quality of resources for the methods of work to prepare roof structures for thatching.		
	Minimise the risk of damage to the work and surrounding area when preparing roof structures for thatching.		
	Complete the work within the allocated time when preparing roof structures for thatching.		
	Comply with the given contract information to prepare roof structures for thatching to the required specification.		
305	Preparing thatching materials in the workplace		
	Interpret the given information relating to the work and resources when preparing thatching materials.		
	Know how to comply with relevant legislation and official guidance when preparing thatching materials.		
	Maintain safe working practices when preparing thatching materials.		

	Select the required quantity and quality of resources for the methods of work to prepare thatching materials.		
	Minimise the risk of damage to the work and surrounding area when preparing thatching materials.		
	Complete the work within the allocated time when preparing thatching materials.		
	Comply with the given contract information to prepare thatching materials to the required specification.		
306	Thatching structures in the workplace		
	Interpret the given information relating to the work and resources when thatching structures.		
	Know how to comply with relevant legislation and official guidance when thatching structures.		
	Maintain safe working practices when thatching structures.		
	Select the required quantity and quality of resources for the methods of work to thatch structures.		
	Minimise the risk of damage to the work and surrounding area when thatching structures.		
	Complete the work within the allocated time when thatching structures.		
	Comply with the given contract information to thatch structures to the required specification.		
307	Erecting and dismantling access/working platforms in the workplace		
	Interpret the given information relating to the work and resources when erecting and dismantling access/working platforms.		
	Know how to comply with relevant legislation and official guidance when erecting and dismantling access/working platforms.		

	Maintain safe working practices when erecting and dismantling access/working platforms.		
	Select the required quantity and quality of resources for the methods of work to erect and dismantle access/working platforms.		
	Minimise the risk of damage to the work and surrounding area when erecting and dismantling access/working platforms.		
	Complete the work within the allocated time when erecting and dismantling access/working platforms.		
	Comply with the given contract information to install to erect and dismantle access/working platforms to the required specification.		
308	Installing underlay, battens and roofing components in the workplace		
	Interpret the given information relating to the work and resources when installing underlay, battens and roofing components.		
	Know how to comply with relevant legislation and official guidance when installing underlay, battens and roofing components.		
	Maintain safe working practices when installing underlay, battens and roofing components.		
	Select the required quantity and quality of resources for the methods of work to install underlay, battens and roofing components.		
	Minimise the risk of damage to the work and surrounding area when installing underlay, battens and roofing components.		
	Complete the work within the allocated time when installing underlay, battens and roofing components.		

	Comply with the given contract information to install underlay, battens and roofing components to the required specification.		
309	Installing pre-formed weatherings flashings to roofs in the workplace		
	Interpret the given information relating to the work and resources when installing pre-formed weatherings flashings to roofs.		
	Know how to comply with relevant legislation and official guidance when installing pre-formed weatherings flashings to roofs.		
	Maintain safe and healthy working practices when installing pre-formed weatherings flashings to roofs.		
	Select the required quantity and quality of resources for the methods of work to install pre-formed weatherings flashings to roofs.		
	Minimise the risk of damage to the work and surrounding area when installing pre-formed weatherings flashings to roofs.		
	Complete the work within the allocated time when installing pre-formed weatherings flashings to roofs.		
	Comply with the given contract information to install pre-formed weatherings flashings to roofs to the required specification.		
310	Installing single-lap roof coverings to a variable gauge in the workplace		
	Comply with given information when installing single-lap roof coverings to a variable gauge.		
	Know how to comply with relevant legislation and official guidance when installing single-lap roof coverings to a variable gauge.		
	Maintain safe working practices when installing single-lap roof coverings to a variable gauge.		

	Select the required quantity and quality of resources for the methods of work to install single-lap roof coverings to a variable gauge.		
	Prevent the risk of damage to occupational resources and surrounding environment when installing single-lap roof coverings to a variable gauge.		
	Complete the work within the allocated time when installing single-lap roof coverings to a variable gauge.		
	Comply with the given occupational resource information to install single-lap roof coverings to a variable gauge to the required specification.		
311	Installing plain tile roof coverings in the workplace		
	Interpret the given information relating to the work and resources when installing plain tile roof coverings.		
	Know how to comply with relevant legislation and official guidance when installing plain tile roof coverings.		
	Maintain safe working practices when installing plain tile roof coverings.		
	Select the required quantity and quality of resources for the methods of work to install plain tile roof coverings.		
	Minimise the risk of damage to the work and surrounding area when installing plain tile roof coverings.		
	Complete the work within the allocated time when installing plain tile roof coverings.		
	Comply with the given contract information to install plain tile roof coverings to the required specification.		

312	Installing regular sized natural roof slates to standard roof details in the workplace		
	Interpret the given information relating to the work and resources when installing regular sized natural roof slate to standard roof details.		
	Know how to comply with relevant legislation and official guidance when installing regular sized natural roof slate to standard roof details.		
	Maintain safe working practices when installing regular sized natural roof slate to standard roof details.		
	Select the required quantity and quality of resources for the methods of work to install regular sized natural roof slate to standard roof details.		
	Minimise the risk of damage to the work and surrounding area when installing regular sized natural roof slate to standard roof details.		
	Complete the work within the allocated time when installing regular sized natural roof slate to standard roof details.		
	Comply with the given contract information to install regular sized natural roof slate to standard roof details to the required specification.		
313	Installing solar collectors to roofs in the workplace		
	Interpret the given information relating to the work and resources when installing solar collectors to roofs.		
	Know how to comply with relevant legislation and official guidance when installing solar collectors to roofs.		
	Maintain safe working practices when installing solar collectors to roofs.		

	Select the required quantity and quality of resources for the methods of work to install solar collectors to roofs.		
	Minimise the risk of damage to the work and surrounding area when installing solar collectors to roofs.		
	Complete the work within the allocated time when installing solar collectors to roofs.		
	Comply with the given contract information to install solar collectors to roofs to the required specification.		
314	Installing fully supported lead and hard metal roofing, cladding and weatherings in the workplace		
	Interpret the given information relating to the work and resources when installing fully supported lead and hard metal roofing, cladding and weatherings.		
	Know how to comply with relevant legislation and official guidance when installing fully supported lead and hard metal roofing, cladding and weatherings.		
	Maintain safe working practices when installing fully supported lead and hard metal roofing, cladding and weatherings.		
	Select the required quantity and quality of resources for the methods of work to install fully supported lead and hard metal roofing, cladding and weatherings.		
	Minimise the risk of damage to the work and surrounding area when installing fully supported lead and hard metal roofing, cladding and weatherings.		
	Complete the work within the allocated time when installing fully supported lead and hard metal roofing, cladding and weatherings.		
	Comply with the given contract information to install fully supported lead and hard metal roofing, cladding and weatherings to the required specification.		

315	Repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings in the workplace		
	Interpret the given information relating to the work and resources when repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings.		
	Know how to comply with relevant legislation and official guidance when repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings.		
	Maintain safe working practices when repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings.		
	Select the required quantity and quality of resources for the methods of work to repair and maintain fully supported lead and hard metal roofing, cladding and weatherings.		
	Minimise the risk of damage to the work and surrounding area when repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings.		
	Complete the work within the allocated time when repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings.		
	Comply with the given contract information to repair and maintain fully supported lead and hard metal roofing, cladding and weatherings to the required specification.		
316	Installing double-lap artificial roof slates in the workplace		
	Interpret the given information relating to the work and resources when thatching roof structures.		
	Know how to comply with relevant legislation and official guidance when thatching roof structures.		

	Maintain safe working practices when thatching roof structures.		
	Select the required quantity and quality of resources for the methods of work to thatch roof structures.		
	Minimise the risk of damage to the work and surrounding area when thatching roof structures.		
	Complete the work within the allocated time when thatching roof structures.		
	Comply with the given contract information to thatch roof structures to the required specification.		
317	Replacing heritage roof coverings in the workplace		
	Interpret the given information relating to the work and resources when replacing heritage roof coverings.		
	Know how to comply with relevant legislation and official guidance when replacing heritage roof coverings.		
	Maintain safe working practices when replacing heritage roof coverings.		
	Select the required quantity and quality of resources for the methods of work to replace heritage roof coverings.		
	Minimise the risk of damage to the work and surrounding area when replacing heritage roof coverings.		
	Complete the work within the allocated time when replacing heritage roof coverings.		
	Comply with the given contract information to replace heritage roof coverings to the required specification.		

318	Repairing and maintaining heritage roof coverings in the workplace		
	Interpret the given information relating to the work and resources when repairing and maintaining heritage roof coverings.		
	Know how to comply with relevant legislation and official guidance when repairing and maintaining heritage roof coverings.		
	Maintain safe working practices when repairing and maintaining heritage roof coverings.		
	Select the required quantity and quality of resources for the methods of work to repair and maintain heritage roof coverings.		
	Minimise the risk of damage to the work and surrounding area when repairing and maintaining heritage roof coverings.		
	Complete the work within the allocated time when repairing and maintaining heritage roof coverings.		
	Comply with the given contract information to repair and maintain heritage roof coverings to the required specification.		
319	Preparing and installing fully supported lead and hard metal decorative roofing and cladding in the workplace		
	Interpret the given information relating to the work and resources when thatching roof structures.		
	Know how to comply with relevant legislation and official guidance when thatching roof structures.		
	Maintain safe working practices when thatching roof structures.		
	Select the required quantity and quality of resources for the methods of work to thatch roof structures.		
	Minimise the risk of damage to the work and surrounding area when thatching roof structures.		

	Complete the work within the allocated time when thatching roof structures.		
	Comply with the given contract information to thatch roof structures to the required specification.		
320	Utilising provision of fall protection systems and/or equipment in the workplace		
	Interpret the given information relating to the work and resources when thatching roof structures.		
	Know how to comply with relevant legislation and official guidance when thatching roof structures.		
	Maintain safe working practices when thatching roof structures.		
	Select the required quantity and quality of resources for the methods of work to thatch roof structures.		
	Minimise the risk of damage to the work and surrounding area when thatching roof structures.		
	Complete the work within the allocated time when thatching roof structures.		
	Comply with the given contract information to thatch roof structures to the required specification.		
321	Clearing the site and handing over on completion in the workplace		
	Interpret the given information relating to the work and resources when thatching roof structures.		
	Know how to comply with relevant legislation and official guidance when thatching roof structures.		
	Maintain safe working practices when thatching roof structures.		
	Select the required quantity and quality of resources for the methods of work to thatch roof structures.		

	Minimise the risk of damage to the work and surrounding area when thatching roof structures.		
	Complete the work within the allocated time when thatching roof structures.		
	Comply with the given contract information to thatch roof structures to the required specification.		
323	Installing double-lap artificial roof slates in the workplace		
	Interpret the given information relating to the work and resources when thatching roof structures.		
	Know how to comply with relevant legislation and official guidance when thatching roof structures.		
	Maintain safe working practices when thatching roof structures.		
	Select the required quantity and quality of resources for the methods of work to thatch roof structures.		
	Minimise the risk of damage to the work and surrounding area when thatching roof structures.		
	Complete the work within the allocated time when thatching roof structures.		
	Comply with the given contract information to thatch roof structures to the required specification.		
324	Stripping and reclaiming pitched roof coverings in the workplace		
	Interpret the given information relating to the work and resources when thatching roof structures.		
	Know how to comply with relevant legislation and official guidance when thatching roof structures.		
	Maintain safe working practices when thatching roof structures.		

	Select the required quantity and quality of resources for the methods of work to thatch roof structures.		
	Minimise the risk of damage to the work and surrounding area when thatching roof structures.		
	Complete the work within the allocated time when thatching roof structures.		
	Comply with the given contract information to thatch roof structures to the required specification.		
325	Installing components for warm and cold roof construction in the workplace		
	Interpret the given information relating to the work and resources when thatching roof structures.		
	Know how to comply with relevant legislation and official guidance when thatching roof structures.		
	Maintain safe working practices when thatching roof structures.		
	Select the required quantity and quality of resources for the methods of work to thatch roof structures.		
	Minimise the risk of damage to the work and surrounding area when thatching roof structures.		
	Complete the work within the allocated time when thatching roof structures.		
	Comply with the given contract information to thatch roof structures to the required specification.		
326	Installing single-lap roof tiles to a fixed gauge in the workplace		
	Interpret the given information relating to the work and resources when thatching roof structures.		
	Know how to comply with relevant legislation and official guidance when thatching roof structures.		

	Maintain safe working practices when thatching roof structures.		
	Select the required quantity and quality of resources for the methods of work to thatch roof structures.		
	Minimise the risk of damage to the work and surrounding area when thatching roof structures.		
	Complete the work within the allocated time when thatching roof structures.		
	Comply with the given contract information to thatch roof structures to the required specification.		
327	Installing wood shingle roof coverings in the workplace		
	Interpret the given information relating to the work and resources when thatching roof structures.		
	Know how to comply with relevant legislation and official guidance when thatching roof structures.		
	Maintain safe working practices when thatching roof structures.		
	Select the required quantity and quality of resources for the methods of work to thatch roof structures.		
	Minimise the risk of damage to the work and surrounding area when thatching roof structures.		
	Complete the work within the allocated time when thatching roof structures.		
	Comply with the given contract information to thatch roof structures to the required specification.		

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.4 On site assessment plan/feedback



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

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

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

Assessment location/address and postcode:

Type of work to be carried out:

Assessor feedback:
(Use Assessor continuation sheet if required)

Forward Planning:

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

5.5 On site observation report



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

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

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

Assessment location/address and postcode:

Learning outcome reference

Assessor observation:
(Use Assessor continuation sheet if required)

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

5.6 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:

5.7 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:

5.8 Photographic supplementary evidence



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

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

(Attach photo in this box)

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

Where the photograph was taken:

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

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:

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



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

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

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

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

Level: 1

Unit aim:
This unit is about awareness of relevant 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 300

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 301 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													
	b. colleagues													
	c. 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 301 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 302 Moving, handling and storing resources in the workplace

Level: 2

Unit aim:

The aim of this unit is to provide you with the skills and knowledge required to:

- interpret information
- adopt safe and healthy working practices
- select aids or equipment to move, handle or store occupational resources
- move, handle and store 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:														
a. moving														
b. 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 space														
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:														
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 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:							
a. handling and/or storing resources and the types							
b. purpose and limitations of each type							
c. the work situation							
d. occupational use							
e. general work environment in relation to:							
f. collective protective measures							
g. Personal Protective Equipment (PPE)							

h. Respiratory Protective Equipment (RPE)							
i. 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:							
g. lifting and handling aids							
h. container(s)							
i. 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														
e. using lifting aids and kinetic lifting techniques														
7.2 move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following:														
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 302 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 303 Maintaining slate and tile roofing in the workplace

Level: 2

Unit aim:

The aim is to provide you with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing and carrying out repair of specified areas of slate and tiled roofs.

*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 maintaining slate and tile roofing.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. risk assessments							
c. method statements							
d. specifications							
e. schedules							
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:							
g. drawings							

h. risk assessments							
i. method statements							
j. specifications							
k. schedules							
l. manufacturers' information							
m. regulations governing buildings							

2. Know how to comply with relevant legislation and official guidance when maintaining slate and tile roofing.							
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. 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 maintaining slate and tile roofing.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when maintaining slate and tile roofing.							
3.2 comply with information relating to specific risks to health when maintaining slate and tile roofing							
3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to maintaining slate and tile roofing, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
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 hazards.							

4. Select the required quantity and quality of resources for the methods of work to maintain slate and tile roofing.							
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. slates							
h. tiles							
i. battens							
j. underlays							
k. sand							
l. cement							
m. limes							
n. vents							

o. lead							
p. additives							
q. guttering							
r. downpipes							
s. fixings							
t. hand and/or powered tools and equipment							
4.3 describe:							
a. how the resources should be used correctly							
b. how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to maintain slate and tile roofing.							

5. Minimise the risk of damage to the work and surrounding area when maintaining slate and tile roofing.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.							
5.2 minimise damage and maintain a clean work space							
5.3 dispose of waste in accordance with current legislation							
5.4 describe how to protect work from damage and the purpose of protection in relation to:							
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 and data sheets							
d. statutory regulations							
e. official guidance.							

6. Complete the work within the allocated time when maintaining slate and tile roofing.							
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 maintain slate and tile roofing to the required specification.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
7.1 demonstrate the following work skills when maintaining slate and tile roofing:														
a. measuring														
b. marking out														
c. removing														
d. fitting														
e. positioning														
f. securing														
7.2 repair specified roof areas to given working instructions for four of the following:														
a. slate roofs (local material and style)														
b. tiled roofs (local material and style)														
c. flashings														
d. roof ventilation														
e. rainwater goods														
7.3 safely use:														
a. materials														
b. hand tools														
c. portable power tools														
d. ancillary equipment														
7.4 safely store the materials, tools and equipment used when maintaining slate and tile roofing														
7.5 describe how to apply safe, healthy and environmental work practices, follow procedures, report problems and establish the authority needed to rectify them, to:														
a. remove existing battens, underlays, slates and tiles														
b. replace new battens and underlays														

c. remove, replace and treat lead work/flashings (patination oil)							
d. re-point							
e. position and secure roof ventilation							
f. remove and replace guttering and downpipes							
g. mix mortar							
h. work with plant and machinery							
i. use hand tools, power tools and equipment							
j. work at height							
k. use access equipment.							
7.6 describe the needs of other occupations and how to effectively communicate within a team when maintaining slate and tile roofing							
7.7 describe how to maintain the tools and equipment used when maintaining slate and tile roofing							

Unit 303 Maintaining slate and tile roofing in the workplace

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 304 Preparing roof structures for thatching in the workplace

Level: 2

Unit aim:

This unit aims to provide the learner with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials and equipment
- preparing and applying one- and two-coat plaster to internal backgrounds.

*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 preparing roof structures for thatching.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. method statements							
d. risk assessments							
e. schedules							
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 regulations governing buildings and associated with historical conservation and the preparation of roof structures for thatching.							

2. Know how to comply with relevant legislation and official guidance when preparing roof structures for thatching.

You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents and health hazards, whilst working:							
a. in the workplace							
b. at height							
c. in confined spaces							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials							
g. by manual handling							
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							
2.4 describe the types of fire extinguishers available when preparing roof structures for thatching and describe how and when they are used.							

3. Maintain safe working practices when preparing roof structures for thatching.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with current legislation and organisational requirements when preparing roof structures for thatching.							
3.2 comply with information relating to specific risks to health when preparing roof structures for thatching.							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to preparing roof structures for thatching, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
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 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 hazards							

4. Select the required quantity and quality of resources for the methods of work to prepare roof structures for thatching.							
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. limitations							
e. defects associated with the resources in relation to:							
f. timber							
g. fixings							
h. cleaning agents and timber treatments							
i. hand and/or powered tools and equipment.							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported.							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.5 describe any potential hazards associated with the resources and method of work.							
4.6 describe how to calculate:							
a. quantity							

b. length							
c. area							
d. wastage associated with the method/procedure to prepare roof structures for thatching.							

5. Minimise the risk of damage to the work and surrounding area when preparing roof structures for thatching.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.							
5.2 minimise damage and maintain a clean work space.							
5.3 dispose of waste in accordance with current legislation.							
5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.							
5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information and data sheets							
d. statutory regulations							
e. official guidance							

6. Complete the work within the allocated time when preparing roof structures for thatching.							
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 prepare roof structures for thatching to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when preparing roof structures for thatching:							
a. measuring							
b. marking out							
c. removing							
d. repairing							
7.2 prepare thatching to given working instructions by:							
a. removing existing thatch (full and/or partial)							
b. reinforcing and making good roof structure							
c. cleaning and treating roof structure							
7.3 safely use:							
a. materials							
b. hand tools							
c. portable power tools							
d. ancillary equipment							
7.4 safely store the materials, tools and equipment used when preparing roof structures for thatching							

7.5	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. remove existing thatch (full or partial)							
	b. assess the integrity of roof structures							
	c. identify areas that require preparation, cleaning, treatment, repair, replacement and reinforcement							
	d. salvage and store components and materials that can be reused							
	e. protect replacement and salvaged materials							
	f. reinforce and make good roof structure							
	g. prepare, handle and apply cleaning and treatment substances and solutions							
	h. confirm the prepared structure will support the proposed thatch materials thicknesses and depths to provide optimum long term performance							
	i. work on buildings of historical significance							
	j. apply fire prevention measures							
	k. use hand tools, portable power tools and equipment							
	l. work at height							
	m. use access equipment							
7.6	describe the needs of other occupations and how to communicate within a team when preparing roof structures for thatching							
7.7	describe how to maintain the tools and equipment used when preparing roof structures for thatching.							

Unit 304 Preparing roof structures for thatching in the workplace

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 305 Preparing thatching materials in the workplace

Level: 2

Unit aim:

This unit aims to provide you with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing thatching materials ready for use

*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 preparing thatching materials.														
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. method statements														
d. risk assessments														
e. schedules														
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 regulations governing buildings and associated with historical conservation and the preparation of thatching materials.							

2. Know how to comply with relevant legislation and official guidance when preparing thatching materials.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
2.1 describe your responsibilities regarding potential accidents and health hazards, whilst working:														
a. in the workplace														
b. at height														
c. in confined spaces														
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, and in relation to:														
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							
2.4 describe the types of fire extinguishers available when preparing thatching materials and describe how and when they are used.							

3. Maintain safe and healthy working practices when preparing thatching materials.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with current legislation and organisational requirements when preparing thatching materials.							
3.2 comply with information relating to specific risks to health when preparing thatching materials.							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to preparing thatching materials, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
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 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 hazards							

4. Select the required quantity and quality of resources for the methods of work to prepare thatching materials.														
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. cereal straw														
h. water reed														
i. sedge grass														
j. heather														
k. marram														
l. bent														
m. bracken														
n. rush														
o. flax														
p. turf														
q. other suitable material														

r. coppice materials (spars, sways, liggers)							
s. hand and/or powered tools and equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported.							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.5 describe any potential hazards associated with the resources and methods of work.							
4.6 describe how to calculate quantity, length, area and wastage associated with the method/procedure to prepare thatching materials							

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

6. Complete the work within the allocated time when preparing thatching materials.														
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 prepare thatching materials to the required specification.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
7.1 demonstrate the following work skills when preparing thatching materials:														
a. measuring														
b. bedding														
c. damping														
d. shaking														
e. butting														
f. bundling														
g. bunching														
h. pulling														
i. yealming														
j. tying														
k. splitting														
l. twisting														
7.2 prepare two of the following thatching materials to given working instructions:														
a. cereal straw														

b. water reed									
c. sedge grass									
d. heather									
e. marram									
f. bent									
g. bracken									
h. rush									
i. flax									
j. turf									
k. alternative specialist materials									
l. spars, sways and liggers									
7.3 safely use materials, hand tools, portable power tools and ancillary equipment									
7.4 safely store the materials, tools and equipment used when preparing thatching materials									
7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:									
a. recognise thatch materials									
b. prepare for use: cereal straw (long straw, combed wheat reed), water reed, sedge grass, heather, marram, bent, bracken, rush, flax, turf or alternative specialist materials									
c. produce yealms, bunches, bundles, nitches and wads									
d. make spars, sways and liggers									
e. make dollies or ridge rolls and straw bonds									
f. gather/harvest thatching material									
g. work on buildings of historical significance									
h. use hand tools, portable power tools and equipment									
i. work at height									

j. use access equipment.							
7.6 describe the needs of other occupations and how to effectively communicate within a team when preparing thatching materials.							
7.7 describe how to maintain the tools and equipment used when preparing thatching materials.							

Unit 305 Preparing Thatching Materials in the Workplace

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 306 Thatching structures in the workplace

Level: 2

Unit aim:

This unit aims to provide you with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- thatching the main coatwork and forming eaves, gables and ridge work

*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 thatching structures.							
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. manufacturers' information							
g. current regulations governing buildings and associated with historical conservation for thatching structures							

2. Know how to comply with relevant legislation and official guidance when thatching roof structures.							
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. at height							
c. in confined areas							
d. with tools and equipment							
e. with movement/storage of materials							
f. by manual handling							
2.2 explain what the accident reporting procedures are and who is responsible for making reports.							
2.3 describe the types of fire extinguishers available when thatching structures and describe how and when they are used.							

3. Maintain safe and healthy working practices when thatching structures.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1	use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with current legislation and organisational requirements when thatching structures.													
3.2	comply with information relating to specific risks to health when thatching structures.													
3.3	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to thatching structures, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:													
	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 hazards													

4. Select the required quantity and quality of resources for the methods of work to thatch structures.														
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. thatch materials: cereal straw (long straw variants, combed wheat reed), water reed														
h. specialist materials: sedge grass, heather, marram, bent, bracken, rush, flax and turf or other suitable material														
i. coppice materials (spars, sways and liggers)														
j. netting														
k. lead														
l. mortar														
m. fixings and ancillary items														
n. hand and/or portable powered tools and equipment														
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported.														

4.4	explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.5	describe any potential hazards associated with the resources and methods of work							
4.6	describe how to calculate:							
	a. quantity							
	b. length							
	c. area							
	d. wastage associated with the method/procedure to thatch structures.							

5. Minimise the risk of damage to the work and surrounding area when thatching structures.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.							
5.2	minimise damage and maintain a clean work space							
5.3	dispose of waste in accordance with 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 thatching structures.														
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 thatch structures to the required specification.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
7.1 demonstrate the following work skills when thatching structures:														
a. measuring														
b. marking out														
c. fitting														
d. positioning														
e. securing														
f. finishing														
7.2 thatch structures to form main coatwork, eaves, gables and ridge work, to given working instructions, to provide a surface to prevent the penetration of water, using one of the following:														
a. long straw variants (cereal straw)														
b. combed wheat reed (cereal straw)														
c. water reed														
d. specialist materials: sedge grass, heather, marram, bent, bracken, rush, flax, turf or others														
7.3 prepare spars, sways and liggers to given working instructions														
7.4 safely use materials, hand tools, portable power tools and ancillary equipment														
7.5 safely store the materials, tools and equipment used when thatching structures														

7.6	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. thatch structures with long straw variants (cereal straw)							
	b. thatch structures with combed wheat reed (cereal straw)							
	c. thatch structures with water reed							
	d. thatch structures with specialist materials: sedge grass, heather, marram, bent, bracken, rush, flax and turf or other suitable material							
	e. prepare spars, sways and liggers							
	f. use thatching materials to form main coatwork, eaves, gables and ridge work							
	g. form joins with other materials and abutments							
	h. ensure thickness and depth of thatch materials will provide optimum long term performance							
	i. position fixings to secure and maintain the integrity of the thatch (depth and spacing)							
	j. apply fire prevention measures							
	k. work on buildings of historical significance							
	l. use hand tools, portable power tools and equipment							
	m. work at height							
	n. use of access equipment							
7.7	describe the needs of other occupations and how to communicate within a team when thatching structures							
7.8	describe how to maintain the tools and equipment used when thatching structures.							

Unit 306

Thatching roof structures 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 307 Erecting and dismantling access/working platforms in the workplace

Level: 2

Unit aim:

This unit aims to provide the learner with the necessary skills and knowledge to:

- interpret information
- adopt safe and healthy working practices
- select materials and equipment
- erect and dismantle access equipment suitable for the work operations

*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 and dismantling access/working platforms.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
a. specifications							
b. method statements							
c. risk assessments							
d. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statements							
1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. specifications							
b. current legislation							

c. method statements							
d. risk assessments							
e. manufacturers' information							

2. Know how to comply with relevant legislation and official guidance when erecting and dismantling access/working platforms							
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. at height							
c. in confined areas							
d. with tools and equipment							
e. with movement/storage of materials							
f. by manual handling.							
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 state what the accident reporting procedures are and who is responsible for making reports							

3. Maintain safe working practices when erecting and dismantling access/working platforms							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when erecting and dismantling access/working platforms.							
3.2 explain why, when and how personal protective equipment (PPE) should be used, relating to erecting and dismantling access/working platforms, and the types, purpose and limitations of each type.							
3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
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 erect and dismantle access/working platforms							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects associated with the resources in relation to:							
g. ladders/crawler boards							
h. stepladders/platform steps							

i. trestles							
j. proprietary staging/podiums							
k. proprietary towers							
l. mobile scaffold towers							
m. protection equipment and notices							
n. tools and ancillary equipment.							
4.2 select resources associated with own work in relation to:							
a. materials							
b. components							
c. tools							
d. equipment							
4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.							
4.4 outline potential hazards associated with the resources and method of work.							
4.5 describe how to calculate quantity of equipment required associated with the method/procedure to erect and dismantle access equipment/working platforms.							

5. Minimise the risk of damage to the work and surrounding area when erecting and dismantling access/working platforms							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage.							
5.2 minimise damage and maintain a clean work space.							
5.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.							
5.4 dispose of waste in accordance with legislation.							
5.5 state why the disposal of waste should be carried out in relation to the work.							

6. Complete the work within the allocated time when erecting and dismantling access/working platforms							
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 organisational procedures for reporting circumstances which will affect the work programme							

7. Comply with the given contract information to erect and dismantle access/ working platforms 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 and dismantling access/working platforms:							
a. moving							
b. positioning/erecting							
c. securing							
d. checking							
e. dismantling							
f. removing							
7.2 erect, dismantle and store two of the following access equipment to given access regulations:							
a. ladders/crawler boards							
b. stepladders/platform steps							
c. proprietary towers							
d. trestle platforms							
e. mobile scaffold towers							
f. proprietary staging/podiums							
7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. provide protection to the work area							

b. establish a base for equipment							
c. erect proprietary access equipment to manufacturer's instructions suitable for the work							
d. erect non-proprietary access equipment suitable for the work							
e. place protective screens and notices							
f. check/monitor equipment during the period of use							
g. dismantle and store access equipment							
h. use tools and equipment							
i. work at height							
7.4 safely use and store materials, hand tools and ancillary equipment							
7.5 state the needs of other occupations and how to communicate within a team when erecting and dismantling access/working platforms							
7.6 describe how to maintain the tools and equipment used when erecting and dismantling access/working platforms.							

Unit 307

Erecting and dismantling access/working platforms in the workplace

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 308 Installing underlay, battens and roofing components in the workplace

Level: 2

Unit aim:

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

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing and installing double-lap concrete slates for new and/or re-roof work

*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 underlay, battens and roofing components.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
a. oral/written working instructions							
b. drawings							
c. specifications							
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. oral/written working instructions							
b. electronic data							
c. drawings							
d. specifications							
e. method statements							
f. risk assessments							
g. manufacturers' information							
h. organisational procedures							
i. current regulations governing buildings.							

2. Know how to comply with relevant legislation and official guidance when installing underlay, battens and roofing components.							
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 underlay, battens and roofing components.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when installing underlay, battens and roofing components.							
3.2 demonstrate compliance with given information and relevant legislation when installing underlay, battens and roofing components in relation to the following:							
a. safe use of access equipment/working platforms							
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 protection, should be used, relating to installing underlay, battens and roofing components, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
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 hazards							

4. Select the required quantity and quality of resources for the methods of work to install underlay, battens and roofing components.							
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 and 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. safety and security barriers							
h. protection and safety notices							
i. temporary structures							
j. signs and lighting							
k. hand and/or powered tools and equipment.							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported.							

4.4	explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.5	describe any potential hazards associated with the resources and methods of work.							
4.6	describe how to calculate:							
	a. quantity							
	b. length							
	c. area associated with the method/procedure to establish work area protection and safety							

5. Minimise the risk of damage to the work and surrounding area when installing underlay, battens and roofing components.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.							
5.2	minimise damage and maintain a clean work space.							
5.3	dispose of waste in accordance with current legislation.							
5.4	describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.							
5.5	explain why the disposal of waste should be carried out safely in accordance with:							
	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 underlay, battens and roofing components.								
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 underlay, battens and roofing components 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 underlay, battens and roofing components:							
a. measuring							
b. cutting							
c. marking out							
d. positioning							
e. fixing							
7.2 use and maintain:							
a. hand tools							
b. power tools							
c. ancillary equipment							
7.3 set out battens to datum points and gauge							
7.4 Install materials and components to eaves, verges, hips, ridges, valleys, abutments, openings, penetrations, general areas and vertical surfaces to given working instructions relating to the following:							
a. underlay							
b. battens							
c. counter-battens							
d. undercloaks							
e. eaves ventilation systems							
f. underlay support trays							

g. fire breaks							
7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. assess suitability of sub-structure							
b. identify and report faults with sub-structure and roof interface							
c. establish fixed points and determine the gauge to set out and fix batten positions							
d. cut underlay, battens and roofing components to the required size and shape							
e. fix underlay, battens and counter-battens, verge clips and hip irons							
f. set out and determine overhang for wet and/or dry fix systems							
g. fix undercloak for bedded verges and/or dry fix systems							
h. install underlay to openings (roof lights, windows) and penetrations							
i. install underlay support trays and eaves ventilation systems							
j. form fire-stops							
k. recognise when specialist skills and knowledge are required and report accordingly							
l. recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance							
m. use hand tools, power tools and equipment							
n. work at height							
o. use access equipment/working platforms.							
7.6 describe the needs of other occupations and how to communicate within a team when installing roofing backgrounds and components.							
7.7 describe how to maintain the tools and equipment used when installing underlay, battens and roofing components.							

Unit 308

Installing underlay, battens and roofing components 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 309 Installing pre-formed weatherings flashings to roofs 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
- receiving and installing pre-formed lead and/or proprietary flashings to chimneys, abutments, junctions, valleys and pipes for new and/or re-roof work

*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 pre-formed weatherings flashings to roofs.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. contractor's oral/written working instructions							
b. drawings							
c. specifications							
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. oral/written working instructions							
b. electronic data							
c. specifications							

d. schedules							
e. method statements							
f. risk assessments							
g. manufacturers' information							
h. organisational procedures							
i. current regulations governing buildings.							

2. Know how to comply with relevant legislation and official guidance when installing pre-formed weatherings flashings to roofs.							
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. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials and by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for, and:							
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 pre-formed weatherings flashings to roofs.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1	use health and safety control safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing pre-formed weatherings flashings to roofs.													
3.2	demonstrate compliance with given information and relevant legislation when installing pre-formed weatherings flashings to roofs in relation to the following:													
	a. safe use of access equipment/working platforms													
	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 protection, should be used, relating to installing pre-formed weatherings flashings to roofs, 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 install pre-formed weatherings flashings to roofs.							
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 and equipment							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. limitations							
e. defects associated with the resources in relation to:							
f. pre-formed lead flashings, proprietary flashings							
g. patination oils							
h. pointing materials							
i. hand tools and ancillary equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported.							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.5 describe any potential hazards associated with the resources and methods of work.							
4.6 describe how to calculate:							
a. quantity							

b. length associated with the method/procedure to install pre-formed weatherings flashings to roofs.							
------------------------------------------------------------------------------------------------------	--	--	--	--	--	--	--

5. Minimise the risk of damage to the work and surrounding area when installing pre-formed weatherings flashings to roofs.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage							
5.2 minimise damage and maintain a clean work space							
5.3 dispose of waste in accordance with legislation							
5.4 describe how to protect work from damage and the purpose of protection in relation to:							
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 pre-formed weatherings flashings to roofs.							
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 work schedules/diaries, 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 pre-formed weatherings flashings to roofs 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 pre-formed weatherings flashings to roofs:							
a. cutting							
b. fitting							
c. positioning							
d. securing							
e. dressing							
f. pointing							
g. finishing							
7.2 use and maintain hand tools, power tools and ancillary equipment.							
7.3 install pre-formed lead and/or proprietary flashings to single- and double-lap roof coverings, to contractor's working instructions, for:							
a. chimneys							
b. abutments							
c. soil and/or vent pipes							
d. junction saddles							
e. valleys							

f. openings (roof lights, windows)							
7.4 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. assess suitability of sub-structure							
b. identify and report faults with sub-structure and roof interfaces							
c. cut, fit and place lead and/or proprietary soakers							
d. cut and fit flashing materials to the required size and shape							
e. install step flashings							
f. install valley liners and saddles							
g. install lead aprons, back gutters, soil and/or vent pipe flashings							
h. install flashings to openings (roof lights, windows)							
i. dress flashings							
j. point/seal flashings							
k. apply patination fluid							
l. install proprietary flashings and weatherings							
m. recognise when specialist skills and knowledge are required and report accordingly							
n. recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance							
o. use hand tools, power tools and equipment							
p. work at heights							
q. use access equipment/working platforms.							
7.5 describe the needs of other occupations and how to communicate within a team when installing pre-formed weatherings flashings to roofs							
7.6 describe how to maintain the tools and equipment used when installing pre-formed weatherings flashings to roofs.							

Unit 309 Installing pre-formed weatherings flashings to roofs 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 310 Installing single-lap roof tiles to a variable gauge in the workplace

Level: 2

Unit aim:

The aim is to provide you with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- installing single-lap roof coverings to variable gauge for new and/or reroof work

*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 single-lap roof coverings to a variable gauge.	*PER	SO	OQ	WQ	WT	PS	PD
You must be able to:							
1.1 interpret and extract relevant information from:							
a. oral/written working instructions							
b. drawings							
c. specifications							
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. oral/written working instructions							

b. electronic data							
c. drawings							
d. specifications							
e. schedules							
f. method statements							
g. risk assessments							
h. manufacturers' information							
i. organisational procedures							
j. current regulations governing buildings.							

2. Know how to comply with relevant legislation and official guidance when installing single-lap roof coverings to a variable gauge.							
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. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials							
g. by manual handling							
h. by mechanical lifting							
2.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. personal belongings in relation to:							

d. site							
e. company							
f. operative							
2.3 state what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when installing single-lap roof coverings to a variable gauge.							
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 single-lap roof tiles to a variable gauge.							
3.2 demonstrate compliance with given information and relevant legislation when installing single-lap roof tiles to a variable gauge in relation to the following:							
a. safe use of access equipment/working platforms							
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 protection, should be used, relating to installing single-lap roof tiles to a variable gauge, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
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 single-lap roof coverings to a variable gauge.							
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 and 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. single-lap tiles							
h. fittings							
i. fixings							
j. ridge and hip tiles							
k. dry fix systems							
l. ventilation systems							
m. proprietary roofing grade mortar							
n. sand, cement and additives							
o. single-lap artificial slates							
p. hand and/or powered tools and ancillary equipment							

4.3 describe:							
a. how the resources should be used correctly							
b. how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.5 describe any potential hazards associated with the resources and method of work							
4.6 describe how to calculate:							
a. quantity							
b. length							
c. area associated with the method/procedure to install single-lap roof coverings to a variable gauge.							

5. Minimise the risk of damage to the work and surrounding area when installing single-lap roof tiles to a variable gauge.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.							
5.2 minimise damage and maintain a clean work space							
5.3 dispose of waste in accordance with 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							

6. Complete the work within the allocated time when installing single-lap roof coverings to a variable gauge.							
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 work schedules/diaries, 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 single-lap roof coverings to a variable gauge 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 single-lap roof coverings to a variable gauge:							
a. measuring							
b. setting out							
c. marking out							
d. cutting							
e. fitting							
f. mixing							
g. positioning							
h. securing							
i. finishing							
7.2 use and maintain hand tools, power tools and ancillary equipment							
7.3 install single-lap roof tiles to a variable gauge and related fittings, fixings and components to given working instructions, using new and/or reclaimed materials for roofs with the following:							
a. general areas							
b. eaves							
c. abutments							
d. openings (roof lights, windows)							
e. dry and/or wet fix verges, ridges, hips and valleys							

7.4	describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. assess suitability of sub-structure							
	b. identify and report faults with sub-structure and roof interfaces							
	c. determine lap and gauge dimensions							
	d. cut and fit tiles, fittings and roofing components to the required size and shape							
	e. set out and install tiles to a variable gauge and components to eaves, verges, ridge, hips, valleys, openings (roof lights, windows) abutments and general areas							
	f. install vents, ridge ventilation and other high level ventilation							
	g. mix mortar with additives							
	h. mix proprietary roofing grade mortar							
	i. recognise where reclaimed materials can be used							
	j. understand the effects on lap and gauge when using reclaimed imperial sized tiles							
	k. form dry and/or wet fix finishing details							
	l. recognise when specialist skills and knowledge are required and report accordingly							
	m. recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance							
	n. use hand tools, power tools and equipment							
	o. work at height							
	p. use access equipment/working platforms.							
7.5	describe the needs of other occupations and how to communicate within a team when installing single-lap roof tiles to a variable gauge							
7.6	describe how to maintain the tools and equipment used when installing single-lap roof tiles to a variable gauge.							

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

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 311 Installing plain tile roof coverings 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 plain tiles to pitched and vertical areas for new and/or re-roof work

*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 plain tile roof coverings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
a. oral/written working instructions							
b. drawings							
c. specifications							
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. oral/written working instructions							
b. electronic data							

c. drawings							
d. specifications							
e. schedules							
f. method statements							
g. risk assessments							
h. manufacturers' information							
i. organisational procedures							
j. current regulations governing buildings.							

2. Know how to comply with relevant legislation and official guidance when installing plain tile roof coverings.							
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. 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, and in relation to:							
a. tools							
b. equipment							
c. personal belongings in relation to:							
d. site							
e. company							

f. 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 plain tile roof coverings.							
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 plain tile roof coverings.							
3.2 demonstrate compliance with given information and relevant legislation when installing plain tile roof coverings in relation to the following:							
a. safe use of access equipment/working platforms							
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 protection, should be used, relating to installing plain tile roof coverings, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
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 plain tile roof coverings.							
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. plain tiles							
h. fittings							
i. fixings							
j. soakers							

k. ridge and hip tiles							
l. battens							
m. dry fix systems							
n. mortar							
o. ventilation systems							
p. sand, cement and additives							
q. hand and/or powered tools and ancillary equipment							
4.3 describe:							
a. how the resources should be used correctly							
b. how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.5 describe any potential hazards associated with the resources and method of work							
4.6 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to install plain tile roof coverings.							

5. Minimise the risk of damage to the work and surrounding area when installing plain tile roof coverings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.							
5.2 minimise damage and maintain a clean work space							
5.3 dispose of waste in accordance with 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 plain tile roof coverings.							
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 work schedules/diaries, 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 plain tile roof coverings 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 plain tile roof coverings:							
a. measuring							
b. setting out							
c. marking out							
d. cutting							
e. fitting							

f. mixing							
g. positioning							
h. securing							
i. finishing							
7.2 use and maintain:							
a. hand tools							
b. power tools							
c. ancillary equipment							
7.3 install plain roof tiles and related fittings, fixings and components to given working instructions, using new and/or reclaimed materials for roofs with the following:							
a. general areas							
b. eaves and tops course							
c. abutments							
d. openings (roof lights, windows)							
e. dry and/or wet fix verges, ridges, hips and valleys							
7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. assess suitability of sub-structure							
b. identify and report faults with sub-structure and roof interfaces							
c. determine lap and gauge dimensions							
d. cut and fit tiles, fittings and roofing components to the required size and shape							
e. set out and install tiles and components to eaves and top course, verges, ridge, hips, valleys, openings (roof lights, windows) abutments and general areas							
f. set out and install tiles to vertical surfaces including gable ends, openings, penetrations and internal and external corners							
g. mix sand and cement							
h. mix proprietary roofing grade mortar							

i.	install vents, ridge ventilation and other high level ventilation						
j.	understand the effects on lap and gauge when using reclaimed imperial sized tiles						
k.	understand the uses and limitations of hand-made/crafted clay tiles						
l.	recognise when specialist skills and knowledge are required and report accordingly						
m.	recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance						
n.	form dry and/or wet fix finishing details						
o.	use hand tools, power tools and equipment						
p.	work at height						
q.	use access equipment/working platforms.						
7.5	describe the needs of other occupations and how to communicate within a team when installing plain tile roof coverings.						
7.6	describe how to maintain the tools and equipment used when installing plain tile roof coverings.						

Unit 311 Installing plain tile roof coverings in the workplace

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 312 Installing regular sized natural roof slate to standard roof details 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 regular sized natural slate roof coverings to pitched areas for new and/or re-roof work

*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 regular sized natural roof slate to standard roof details.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. oral/written working instructions							
b. drawings							
c. specifications							
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. oral/written working instructions							
b. electronic data							
c. drawings							
d. specifications							
e. schedules							
f. method statements							
g. risk assessments							
h. manufacturers' information							
i. organisational procedures							
j. current regulations governing buildings.							

2. Know how to comply with relevant legislation and official guidance when installing regular sized natural roof slate to standard roof details.							
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 regular sized natural roof slate to standard roof details.							
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 regular sized natural roof slate to standard roof details							
3.2 demonstrate compliance with given information and relevant legislation when installing regular sized natural roof slate to standard roof details in relation to the following:							
a. safe use of access equipment and work platforms							
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 protection, should be used, relating to installing regular sized natural roof slate to standard roof details, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
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 regular sized natural roof slate to standard roof details.							
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. regular sized natural slates							
h. fixings							
i. ridge and hip tiles							
j. dry fix systems							
k. ventilation systems							
l. proprietary roofing grade mortar							
m. sand							
n. cement							
o. additives							
p. hand tools							
q. power tools							
r. ancillary equipment							
4.3 describe:							
a. how the resources should be used correctly							
b. how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to install regular sized natural roof slate to standard roof details.							

5. Minimise the risk of damage to the work and surrounding area when installing regular sized natural roof slate to standard roof details.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.							
5.2 minimise damage and maintain a clean work space							
5.3 dispose of waste in accordance with 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 in relation to the work safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information and data sheets							
d. statutory regulations							
e. official guidance.							

6. Complete the work within the allocated time when installing regular sized natural roof slate to standard roof details.							
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 work schedules/diaries, 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 regular sized natural roof slate to standard roof details 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 regular sized natural roof slate to standard roof details:													
a. measuring													
b. setting out													
c. marking out													
d. grading													
e. holing													
f. cutting													
g. fitting													
h. mixing													
i. positioning													
j. securing													
k. finishing													
7.2 use and maintain:													
a. hand tools													
b. power tools													
c. ancillary equipment													
7.3 install regular sized natural roof slates to battens and/or boards and related fittings, fixings and components to given working instructions, using new and/or reclaimed materials for roofs with the following:													
a. general areas													
b. eaves and top course													
c. abutments													
d. openings (roof lights, windows)													

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

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

Unit 312 Installing regular sized natural roof slate to standard roof details 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 313 Installing solar collectors to roofs in the workplace

Level: 2

Unit aim:

The aim is to provide you with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing roof for installation of solar collectors and reinstating the roof area after installation

*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 solar collectors to roofs.							
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 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. manufacturers' information							
g. regulations governing buildings.							

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

3. Maintain safe working practices when installing solar collectors to roofs.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1 use health and safety control equipment and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing solar collectors to roofs														
3.2 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing solar collectors to roofs, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:														
a. collective protective measures														
b. Personal Protective Equipment (PPE)														

c. Respiratory Protective Equipment (RPE)							
d. Local Exhaust Ventilation (LEV)							
3.3 describe how the relevant health and safety control equipment should be used in accordance with the given instructions							
3.4 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
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 install solar collectors to roofs.							
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 characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
a. solar collector installation kits							
b. hand and/or powered tools and equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and method of work							

4.6 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to install solar collectors to roofs.							

5. Minimise the risk of damage to the work and surrounding area when installing solar collectors to roofs.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2 minimise damage and maintain a clean work space							
5.3 dispose of waste in accordance with 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 and official guidance.							

6. Complete the work within the allocated time when installing solar collectors to roofs.							
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 solar collectors to roofs 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 solar collectors to roofs:							
a. removing							
b. measuring							
c. marking out							
d. cutting							
e. fitting							
f. fixing							
g. positioning							
h. securing							
i. replacing							
7.2 prepare for and install solar collectors to roof to given working instructions for one of the following:							
a. integrated photo voltaic							
b. mounted photo voltaic							
c. integrated solar thermal							
d. mounted solar thermal							
7.3 reinstate roof coverings to given working instructions							
7.4 safely use and handle materials							
7.5 safely use hand tools, portable power tools and ancillary equipment							

7.6	safely store the materials, tools and equipment used when installing solar collectors to roofs						
7.7	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:						
	a. assess the installation area						
	b. check the direction the roof is facing						
	c. remove or leave out waterproofing elements						
	d. mark out for installation using given templates or dimensions						
	e. prepare and weatherproof penetrations						
	f. fix additional supports						
	g. secure fixtures, fittings and collector.						
7.8	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:						
	a. reinstate roof covering including flashings						
	b. install solar panels during construction and as retrofit to existing buildings						
	c. use hand tools, power tools and equipment						
	d. work at height						
	e. use access equipment						
7.9	describe the needs of other occupations and how to effectively communicate within a team when installing solar collectors to roofs						
7.10	describe how to maintain the tools and equipment used when installing solar collectors to roofs.						

Unit 313 Installing solar collectors to roofs in the workplace

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 314 Installing fully supported lead and hard metal roofing, cladding and weatherings 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 for and installing external wall insulation

*PER – Portfolio evidence reference testimony

SO – Site observation
PS – Product supplementary PD – Professional discussion

OQ – Oral question

WQ – Written question WT – Witness

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing fully supported lead and hard metal roofing, cladding and weatherings							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. oral/written instructions							
b. drawings							
c. specifications							
d. schedules							
e. method statements							
f. risk assessments							
g. 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. oral/written instructions							
b. drawings							
c. electronic data							
d. specifications							
e. schedules							
f. method statements							
g. risk assessments							
h. manufacturers' information							
i. regulations governing buildings							

2. Know how to comply with relevant legislation and official guidance when installing fully supported lead and hard metal roofing, cladding and weatherings.							
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:							
d. site							
e. workplace							
f. buildings							
g. company							
h. 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 fully supported lead and hard metal roofing, cladding and weatherings.							
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 fully supported lead and hard metal roofing, cladding and weatherings.							
3.2 demonstrate compliance with given information and relevant legislation when installing fully supported lead and hard metal roofing, cladding and weatherings in relation to the following:							
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 protection, should be used, relating to installing solar collectors to roofs, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
	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 quantities and quality of resources for the methods of work to install full suspended load and load metal roof trusses and rafters.								
You must include:		#PER	CO	OO	WO	WT	DC	DD
4.1	select resources associated with your work in relation to:							
	a. materials							
	b. components							
	c. fixtures							
	d. tools							
	e. equipment							

4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. limitations							
e. defects associated with the resources in relation to:							
f. lead							
g. hard metal							
h. underlay							
i. vents							
j. fixings							
k. finishings							
l. ancillary items							
m. hand and/or powered tools and equipment.							
4.3 describe:							
a. how the resources should be used correctly							
b. how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.5 describe any potential hazards associated with the resources and methods of work							

4.6 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to install:							
e. fully supported lead and hard metal roofing							
f. cladding							
g. weatherings							

5. Minimise the risk of damage to the work and surrounding area when installing fully supported lead and hard metal roofing, cladding and weatherings..														
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 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 metal roofing and weatherings.														
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 fully supported lead and hard metal roofing, cladding and weatherings 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 metal roofing and weatherings to the substrate:							
a. measuring							
b. setting out							
c. cutting							
d. profiling							
e. positioning							
f. securing							
g. joining							
7.2 use and maintain:							
a. hand tools							
b. power tools							
c. ancillary equipment							
7.3 prepare substrate and install, to given working instructions, fully supported flat lead roofing or low pitched hard metal roofing							
7.4 prepare substrate and install, to given working instructions, fully supported lead or hard metal roofing to the following:							
a. pitch roofs							
b. vertical cladding							
7.5 install two of the following fully supported lead or hard metal weatherings to horizontal, vertical and inclined surfaces to given working instructions:							
a. soffits							
b. cornices or parapets							
c. gutters							

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

Unit 314

Installing fully supported lead and hard metal roofing, cladding and weatherings 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 315 Repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings 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 for and installing external wall insulation

*PER – Portfolio evidence reference testimony

SO – Site observation
PS – Product supplementary PD – Professional discussion

OQ – Oral question

WQ – Written question WT – Witness

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. oral/written instructions							
b. drawings							
c. specifications							
d. schedules							
e. method statements							
f. risk assessments							
g. 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. oral/written instructions							
b. drawings							
c. electronic data							
d. specifications							
e. schedules							
f. method statements							
g. risk assessments							
h. manufacturers' information							
i. current regulations governing buildings							

2. Know how to comply with relevant legislation and official guidance when repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings.							
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 repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings.							
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 repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings.							
3.2 demonstrate compliance with given information and relevant legislation when installing fully supported lead and hard metal roofing, cladding and weatherings in relation to the following:							
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 external wall insulation, 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 repair and maintain fully supported lead and hard metal roofing, cladding and weatherings								
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. limitations							
	e. defects associated with the resources in relation to:							
	f. lead							
	g. hard metal							

h. underlay							
i. fixings							
j. finishings							
k. ancillary items							
l. substrate							
m. hand and/or powered tools and equipment							
4.3 describe:							
a. how the resources should be used correctly							
b. how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to repair and maintain fully supported lead and hard metal roofing, cladding and weatherings.							

5. Minimise the risk of damage to the work and surrounding area when repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.							
5.2 minimise damage and maintain a clean work space							
5.3 dispose of waste in accordance with 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 repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings							
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 repair and maintain fully supported lead and hard metal roofing, cladding and weatherings to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings:							
a. measuring							
b. marking/setting out							
c. removing							

d. cutting							
e. jointing							
f. fixing or dressing							
g. positioning							
h. securing							
7.2 use and maintain:							
a. hand tools							
b. portable power tools							
c. ancillary equipment							
7.3 repair and maintain fully supported lead and hard metal roofing or cladding and weatherings to horizontal, vertical and inclined surfaces to given working instructions relating to the following:							
a. removing and replacing defective coverings/components							
b. install and/or repair lead or hard metal							
7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. identify access arrangements							
b. inspect surfaces to determine condition and identify defects							
c. identify and report faults with sub-structure and roof interfaces							
d. remove, replace, cut, joint, fix or dress to repair defective coverings/components							
e. lay underlay if required							
f. install and/or repair fully supported lead or hard metal roofing, cladding and weatherings to horizontal, vertical and inclined surfaces							
g. ensure the integrity of joints							
h. remove blockages to ensure free drainage							
i. recognise when specialist skills and knowledge are required and report accordingly							

j. recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance							
k. use hand tools, power tools and equipment							
l. work at height							
m. use access equipment safely							
7.5 describe the needs of other occupations and how to effectively communicate within a team when repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings.							
7.6 describe how to maintain the tools and equipment used when repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings.							

Unit 315

Repairing and maintaining fully supported lead and hard metal roofing, cladding and weatherings 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 316

Installing, maintaining and removing work area protection and safety equipment 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, maintaining and removing work area protection and safety equipment

*PER – Portfolio evidence reference testimony

PS – Product supplementary

SO – Site observation
PD – Professional discussion

OQ – Oral question

WQ – Written question

WT – Witness

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing, maintaining and removing work area protection and safety equipment.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. plans							
c. risk assessments							
d. method statements							
e. specifications							
f. schedules							
g. 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. plans							
c. risk assessments							
d. method statements							
e. specifications							
f. schedules							
g. site inspection reports							
h. manufacturers' information							
i. verbal and written instructions							
j. current regulations							
k. official guidance associated with protecting work areas							

2. know how to comply with relevant legislation and official guidance when establishing work area protection and safety							
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:							
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, maintaining and removing work area protection and safety equipment							
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, maintaining and removing work area protection and safety equipment in the workplace							
3.2 demonstrate compliance with given information and relevant legislation when installing, maintaining and removing work area protection and safety equipment in relation to at least two of the following:							
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, maintaining and removing work area protection and safety equipment, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
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, maintain and remove work area protection and safety equipment.													
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. safety and security equipment (cones, tapes, fences, barriers, hoarding, doors, gates)													
h. protection and safety notices													
i. signs and lighting													
j. hand tools, 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 associated with the method and procedure to install, maintain and remove work area protection and safety equipment							

5. Minimise the risk of damage to the work and surrounding area when installing, maintaining and removing work area protection and safety equipment.							
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 clear and tidy work space							
5.3 dispose of waste in accordance with current legislation							
5.4 describe how to protect work from damage and the purpose of protection in relation to:							
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 allotted time when installing, maintaining and removing work area protection and safety equipment.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allotted time							
6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of productivity targets and time scales							
b. how time are estimated							
c. organisational procedures for reporting circumstances which will affect the work programme							

7 Comply with the given contract information to install, maintain and remove work area protection and safety equipment 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, maintaining and removing work area protection and safety equipment:							
a. measuring							
b. setting out							
c. positioning							
d. assembling							
e. constructing							
f. securing							

g. dismantling							
h. removing							
7.2 use and maintain hand tools, power tools and ancillary equipment.							
7.3 install, maintain and remove temporary protection and safety arrangements for the work area, to given working instructions, relating to protection equipment, barriers, fences and at least one of the following:							
a. protection and safety notices							
b. safety lighting.							
7.4 report work undertaken							
7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. plan for the protection and the safety of the work and surrounding environment							
b. conform to agreed specification							
c. confirm the location of utility services and ensure they are protected							
d. prepare and set out area protection equipment to required dimensions							
e. install, check and maintain the protection and safety equipment							
f. dismantle and remove protection and safety equipment							
g. install safety notices							
h. install lighting systems							
i. monitor and check accuracy during progress and on completion of work							
j. install, maintain and remove work area protection equipment in public areas							
k. transport, load and off load work area protection equipment							

l. recognise and determine when specialist skills and knowledge are required and report accordingly							
m. use hand tools, power tools and equipment							
n. work at height							
o. use access equipment.							
7.6 describe the needs of other occupations and how to communicate effectively within a team when installing, maintaining and removing work area protection and safety equipment in the workplace.							
7.7 describe how to maintain the tools and equipment used when installing, maintaining and removing work area protection and safety equipment in the workplace							

Unit 316

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

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 317 Replacing heritage roof coverings in the workplace

Level: 2

Unit aim:

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

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing and installing double-lap concrete slates for new and/or re-roof work

*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 replacing heritage roof coverings.							
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. method statements							
d. schedules							
e. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statements.							
1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.							
1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. drawings							
b. specifications							

c. method statements							
d. schedules							
e. manufacturers' information							
f. archaeological watching brief							
g. historical conservation plans and charters							
h. legislations and regulations governing buildings							

2. Know how to comply with relevant legislation and official guidance when replacing heritage roof coverings.							
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. 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 and personal belongings in relation to site							
c. workplace							
d. company							
e. operative							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe working practices when replacing heritage roof coverings.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1 use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when replacing heritage roof coverings.														
3.2 explain why and when personal protective equipment (PPE) should be used, relating to replacing heritage roof coverings, and the types, purpose and limitations of each type.														
3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:														
a. fires														
b. spillages														
c. injuries														
d. other task-related hazards														
e. describe how the relevant health and safety control equipment should be used in accordance with the given instructions														

4. Select the required quantity and quality of resources for the methods of work to replace heritage roof coverings.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
4.1 describe the:														
a. characteristics														
b. quality														
c. uses														
d. limitations														
e. defects associated with the resources in relation to:														
f. battens														
g. sarking boards														
h. Sand														
i. Cement														
j. lime														

k. underlay							
l. tiles							
m. natural slates/stone slates							
n. fittings							
o. flashings							
p. insulation							
q. fixing							
r. ventilators							
s. associated ancillary items							
t. hand and/or powered tools and equipment							
4.2 select resources associated with own work in relation to:							
a. materials							
b. components							
c. fixings							
d. tools							
e. equipment							
4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.							
4.4 outline potential hazards associated with the resources and method of work.							

4.5 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to replace heritage roof coverings.							

5. Minimise the risk of damage to the work and surrounding area when replacing heritage roof coverings							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage							
5.2 minimise damage and maintain a clean work space.							
5.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions							
5.4 dispose of waste in accordance with current legislation							
5.5 state why the disposal of waste should be carried out in relation to the work							

6. Complete the work within the allocated time when replacing heritage roof coverings.							
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 replace heritage roof coverings to the required specification							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when replacing heritage roof coverings:							
a. removing							

c. cleaning							
d. stacking							
e. storing							
f. preparing							
g. measuring							
h. marking out							
i. fixing							
j. fitting							
k. finishing							
l. positioning							
m. securing							
7.2 strip existing roof coverings and replace full roofs or elevations to given working instructions relating to at least two of the following:							
a. vernacular and roofing styles specific to geographical areas (e.g. kent pegs, yorkshire stone slates)							
b. places of religious worship							
c. stately homes							
d. public building							
e. historic buildings							
f. castles and/or fortified buildings							
g. conservation							
h. listed buildings							
7.3 replace roof coverings in the following areas to given working instructions:							
a. verges							
c. eaves							
d. ridge							
e. hips							
f. valleys							

g. openings							
h. top and side abutments							
i. general areas							
7.4 describe the needs of other occupations and how to communicate effectively within a team when installing, maintaining and removing work area protection and safety equipment in the workplace Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. remove and salvage reusable existing roof coverings							
b. determine gauge and fix battens and underlays (where required) appropriate to the roof covering							
c. fix direct to boarded surfaces (sarking)							
d. replace full or partial natural slates/stone slates and/or tiled roofs in keeping with the existing roof covering or an earlier style where required							
e. mix and apply mortar to meet the requirements of the contract							
f. validate appropriate ways in which the work should be carried out							
g. recognise sensitive areas							
h. maintain heritage and archaeological integrity							
i. maintain the principles of minimum intervention and reversible alterations							
j. stop work at the point when conjecture begins and report findings							
k. record work carried out (written, photographic or digital)							
l. recognise and/or report endangered/protected flora and fauna							
m. remove deteriorated and/or inappropriate materials							
n. maintain existing structure							
o. integrate existing and new constructional components or finishes							
p. store salvageable materials and structural components							
q. use hand tools, power tools and equipment							
r. use ancillary equipment							

s. work at height							
t. use access equipment							
7.5 safely use and store:							
a. materials							
b. hand tools							
c. portable power tools							
d. ancillary equipment							
7.6 state the needs of other occupations and how to communicate within a team when replacing heritage roof covering							
7.7 describe how to maintain the tools and equipment used when replacing heritage roof coverings							

Unit 317

Replacing heritage roof coverings 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 318 Repairing and maintaining heritage roof coverings in the workplace

Level: 2

Unit aim:

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

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing and installing double-lap concrete slates for new and/or re-roof work

*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 repairing and maintaining heritage roof coverings							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. method statements							
d. schedules							
e. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statements.							
1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.							
1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. drawings							
b. specifications							

c. method statements							
d. schedules							
e. manufacturers' information							
f. archaeological watching brief							
g. historical conservation plans and charters							
h. legislations and regulations governing buildings							

2. Know how to comply with relevant legislation and official guidance when repairing and maintaining heritage roof coverings.							
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. 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 repairing and maintaining heritage roof coverings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when repairing and maintaining heritage roof coverings.							
3.2 explain why and when personal protective equipment (PPE) should be used, relating to replacing heritage roof coverings, and the types, purpose and limitations of each type.							
3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
a. fires							
b. spillages							
c. injuries							
d. other task-related hazards							
3.4 describe how the relevant health and safety control equipment should be used in accordance with the given instructions							

4. Select the required quantity and quality of resources for the methods of work to repair and maintain heritage roof coverings.													
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD
4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:													
a. battens													
b. sarking boards													
c. sand													
d. cement													
e. lime													
f. underlay													
g. tiles													
h. natural slates/stone slates													
i. fittings													
j. flashings													
k. insulation													
l. fixing													
m. ventilators													
n. associated ancillary items													
o. hand and/or powered tools equipment													
3.2 select resources associated with own work in relation to:													
a. materials													
b. components													
c. fixings													
d. tools													
e. equipment													
3.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.													

3.4 outline potential hazards associated with the resources and method of work.							
3.5 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to repair and maintain heritage roof coverings.							

5. Minimise the risk of damage to the work and surrounding area when repairing and maintaining heritage roof coverings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage							
5.2 minimise damage and maintain a clean work space.							
5.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions							
5.4 dispose of waste in accordance with current legislation							
5.5 state why the disposal of waste should be carried out in relation to the work							

6. Complete the work within the allocated time when repairing and maintaining heritage roof coverings.							
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 repair and maintain heritage roof coverings to the required specification													
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when repairing and maintaining heritage roof coverings:													
a. removing													
b. cleaning													
c. stacking													
d. storing													
e. preparing													
f. measuring													
g. marking out													
h. fixing													
i. fitting													
j. finishing													
k. positioning													
l. securing													
7.2 repair existing roof coverings and carry out maintenance to roofs or elevations to given working instructions, relating to at least two of the following:													
a. vernacular and roofing styles specific to geographical areas (e.g. Kent pegs, Yorkshire stone slates)													
b. places of religious worship													
c. stately homes													
d. public building													
e. historic buildings													
f. castles and/or fortified buildings													
g. conservation areas													
h. listed buildings													

7.3 repair and maintain roofs to given working instructions in at least three of the following ways:							
a. replace natural slates/stone slates and/or tiles							
b. replace battens							
c. replace hip and ridge coverings							
d. replace flashings							
e. clear and treat blockages to gutters, outlets and other draining areas							
f. re-bed and point							
g. torch (back pointing)							

7.4 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. differentiate between like-for-like repairs and honest repairs, including date marking							
b. remove and salvage reusable existing roof coverings							
c. identify and resolve roof leaks, blockages and general repairs in keeping with the existing roof covering							
d. fix slate or stone to boarded surfaces (sarking)							
e. identify and implement preventative remedial and maintenance work							
f. mix and apply mortar to meet the requirements of the contract							
g. torch (back point)							
h. validate appropriate ways in which the work should be carried out							
i. recognise sensitive areas							
j. maintain heritage and archaeological integrity							
k. maintain the principles of minimum intervention and reversible alterations							
l. stop work at the point when conjecture begins and report findings							
m. record work carried out (written, photographic or digital)							
n. recognise and/or report endangered/protected flora and fauna							
o. remove deteriorated and/or inappropriate materials							
p. maintain existing structure							
q. integrate existing and new constructional components or finishes							
r. store salvageable fabric, materials and structural components							
s. use hand tools, power tools and equipment							
t. use ancillary equipment							
u. work at height							
v. use access equipment							

7.5 safely use and store materials, hand tools, portable power tools and ancillary equipment							
7.6 state the needs of other occupations and how to communicate within a team when repairing and maintaining heritage roof coverings							
7.7 describe how to maintain the tools and equipment used when repairing and maintaining heritage roof coverings							

Unit 318 Repairing and maintaining heritage roof coverings in the workplace

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

Level: 2

Unit aim:

The aim is to provide the learner with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- producing decorative features in hard metal and/or lead

*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 preparing and installing fully supported lead and hard metal decorative roofing and cladding														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1 interpret and extract relevant information from:														
a. oral/written instructions														
b. drawings														
c. specifications														
d. schedules 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. oral/written														

b. drawings							
c. electronic data							
d. specifications							
e. schedules							
f. method statements							
g. risk assessments							
h. manufacturers' information							
i. current regulations governing buildings							

2. Know how to comply with relevant legislation and official guidance when preparing and installing fully supported lead and hard metal decorative roofing and cladding.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
2.1 describe your responsibilities regarding potential accidents and health hazards, 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. Preparing and installing fully supported lead and hard metal decorative roofing and cladding in the workplace.							
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 preparing and installing fully supported lead and hard metal decorative roofing and cladding.							
3.2 demonstrate compliance with given information and relevant legislation when preparing and installing fully supported lead and hard metal decorative roofing and cladding in relation to the following:							
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 preparing and installing fully supported lead and hard metal decorative roofing and cladding and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
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 prepare and install fully supported lead and hard metal decorative roofing and cladding.							
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. lead							
h. hard metal							
i. underlay							
j. vents							
k. fixings							
l. fittings							

m. associated ancillary items							
f. hand and/or powered tools and equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported.							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.5 describe any potential hazards associated with the resources and methods of work.							
4.6 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to prepare and install fully supported lead or hard metal decorative roofing and cladding.							

5. Minimise the risk of damage to the work and surrounding area when preparing and installing fully supported lead and hard metal decorative roofing and cladding.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2 minimise damage and maintain a clean work space.							
5.3 dispose of waste in accordance with current legislation.							

5.4 describe how to protect work from damage and the purpose of protection in relation to:							
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. organizational procedures							
c. manufacturers' information							
d. statutory regulations							
e. official guidance							

6. Complete the work within the allocated time when preparing and installing fully supported lead and hard metal decorative roofing and cladding.							
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 prepare and install fully supported lead and hard metal decorative roofing and cladding to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when preparing and installing fully supported lead and hard metal decorative roofing and cladding:							
a. measuring							
b. setting/marking out							
c. profiling							

d. cutting							
e. jointing							
f. positioning							
g. securing							
h. finishing							
7.2 use and maintain:							
a. hand tools							
b. power tools							
c. ancillary equipment							
7.3 prepare and install fully supported lead or hard metal decorative roofing and cladding, incorporating coverings/weatherings, to two of the following roof profiles to given working instructions:							
a. tapered							
b. concave							
c. convex							
d. segmented							
7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. identify and report faults with sub-structure and roof interfaces							
b. install/fabricate ventilation systems							
c. lay underlay if required							
d. prepare and install fully supported lead or hard metal decorative roofing and cladding to tapered, concave, convex or segmented profiles (spires, domes, cupola, onion, barrel vault structures)							
e. install fully supported lead or hard metal coverings/weatherings to surfaces and abutments for soffits, cornices/parapets and gutters							
f. set/mark out roof/cladding							
g. prepare/fabricate lead or hard metal (cut to length and profile)							

	h. join and terminate lead or hard metal in width and length							
	i. ensure the integrity of joints, fixings and ventilation							
	j. validate appropriate ways in which the work should be carried out							
	k. recognise sensitive areas							
	l. maintain heritage and archaeological integrity							
	m. maintain the principles of minimum intervention and reversible alterations							
	n. stop work at the point when conjecture begins and report findings							
	o. record work carried out (written, photographic or digital)							
	p. recognise and/or report endangered/protected flora and fauna							
	q. remove deteriorated and/or inappropriate materials							
	r. maintain existing structure							
	s. integrate existing and new constructional components or finishes							
	t. store salvageable fabric, materials and structural components							
	u. use hand tools, power tools and equipment							
	v. Work at height							
	w. use access equipment							
7.5	describe the needs of other occupations and how to effectively communicate within a team when preparing and installing fully supported lead and hard metal decorative roofing and cladding.							
7.6	describe how to maintain the tools and equipment used when preparing and installing fully supported lead and hard metal decorative roofing and cladding							

Unit 319

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

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

Level: 2

Unit aim:

This unit aims to provide the learner with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing and utilising provision of fall protection 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 utilising provision of fall protection systems and/or equipment.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. plans							
b. drawings							
c. specifications							
d. method statements							
e. risk assessments							
f. schedules							
g. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statement.							
1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.							
1.4 describe different types of information, their source and how they are interpreted in relation to:							

a. drawings							
b. specifications							
c. method statements							
d. risk assessments							
e. schedules							
f. official guidance associated with the provision of fall protection systems							

2. Know how to comply with relevant legislation and official guidance when utilising provision of fall protection systems and/or equipment.							
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. 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:							
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. Avoid risk by maintaining safe working practices when utilising provision of fall protection systems and/or equipment							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when utilising provision of fall protection systems and/or equipment.							
3.2 explain why, when and how personal protective equipment (PPE) should be used, relating to utilising provision of fall protection systems and/or equipment, and the types, purpose and limitations of each type.							
3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
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 utilise provision of fall protection systems and/or equipment.							
You must be able to	*PER	SO	OQ	WQ	WT	PS	PD
4.1 describe the:							
a. characteristics							
b. quality							
c. uses							
d. limitations							
e. defects associated with the resources in relation to:							
f. collective protective equipment							
g. full body harness							
h. lanyard with and without shock absorber							
i. associated hooks, rings and buckles							
j. tools and equipment.							
4.2 select resources associated with own work in relation to:							
a. materials and components							
b. tools							
c. equipment							
4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.							
4.4 outline potential hazards associated with the resources and method of work.							
4.5 describe how to calculate quantity associated with the method/procedure to utilise provision of fall protection systems.							

5. Minimise the risk of damage to the work and surrounding area when utilising provision of fall protection systems and/or equipment.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
5.1 protect the work and its surrounding area from damage.														
5.2 minimise damage and maintain a clean work space.														
5.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.														
5.4 dispose of waste in accordance with legislation.														
5.5 state why the disposal of waste should be carried out safely in accordance with:														
a. environmental responsibilities														
b. organizational procedures														
c. manufacturers' information														
d. statutory regulations														
e. official guidance														

6. Complete the work within the allocated time when utilising provision of fall protection systems and/or equipment.														
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 utilise provision of fall protection systems to the required specification and/or equipment.													
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when utilising provision of fall protection systems and/or equipment:													
a. wearing													
b. attaching													
c. setting out													
d. positioning													
e. securing													
f. checking													
g. removing													
7.2 demonstrate the following work skills when utilising provision of fall protection systems and/or equipment:													
a. scaffold/rigging													
b. secured steelwork structures													
c. wire and rope systems													
d. permanently installed anchorage points													
e. temporary anchorage points													
f. tracking systems													
g. proprietary systems.													
7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:													
a. locate and position fall protection systems													
b. wear safety harnesses, attach and secure to fall protection system's equipment													
c. identify the differences between, fall arrest, restraint and access systems and harnesses													
d. identify the differences between shock absorbent and restraining lanyards													
e. visually inspect the fall protection system and equipment for security, safety and operational movement													

f. identify the thorough examination and test criteria for fall protection equipment (inertia reels, eyebolts and anchor points)								
g. apply hierarchy of control measures for working at height								
h. detach and remove fall protection attire and equipment								
i. comply with a rescue plan								
j. use hand tools								
k. use access equipment.								
7.4 safely use and store:								
a. materials								
b. hand tools								
c. fall protection systems and equipment								
7.5 state the needs of other occupations and how to communicate within a team when utilising provision for fall protection systems.								
7.6 describe how to maintain the tools, systems and equipment used when utilising provision of fall protection systems and/or equipment.								

Unit 320

Utilising provision of fall protection systems and/or equipment 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 321 Clearing the site and handing over on completion 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
- providing appropriate information for the client, customer or their representative

*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 clearing the site and handing over on completion.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. method statements							
d. schedules							
e. 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. manufacturers' information							

2. Know how to comply with relevant legislation and official guidance when clearing the site and handing over on completion							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents and health hazards, whilst working:							
a. in the workplace							
b. below ground level							
c. at height							
d. in confined spaces							
e. with tools and equipment							
f. with materials and substances							
g. with movement and storage of materials and 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 clearing the site and handing over on completion.

You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with current legislation and organisational requirements when clearing the site and handing over on completion.							
3.2 comply with information relating to specific risks to health when clearing the site and handing over on completion.							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to clearing the site and handing over on completion, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
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 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 hazards							

4. Select the required quantity and quality of resources for the methods of work to clear the site and hand over on completion							
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. fittings and fixings							
h. hand and/or portable tools and equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported.							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.5 describe any potential hazards associated with the resources and methods of work.							

5. Minimise the risk of damage to the work and surrounding area when clearing the site and handing over on completion.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.							
5.2 minimise damage and maintain a clean work space.							
5.3 dispose of waste in accordance with legislation							
5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.							
5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organizational procedures							
c. manufacturers' information							
d. statutory regulations							
e. official guidance							

6. Complete the work within the allocated time when clearing the site and handing over on completion.							
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 clear the site and hand over on completion to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when clearing the site and handing over on completion:							
a. finishing,							
b. positioning							
c. dismantling							
d. clearing							
e. cleaning							
f. tidying							
g. securing							
7.2 complete the task and hand the site over, in accordance with given working instructions, ensuring:							
a. excess materials are removed							
b. the quality of the finished task matches the given specification							
c. the client, customer or their representative is provided with relevant information and advice							
d. the clients, customer or their representative accepts the condition of the completed task and site.							
e. records, reports and documentation are completed and registered.							
7.3 safely use:							
a. materials							
b. hand tools							
c. portable power tools							
d. ancillary equipment							
7.4 safely store the materials, tools and equipment used when clearing the site and handing over on completion							

7.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. identify required finish quality							
	b. remove and dispose of hazardous waste and non-hazardous waste							
	c. identify information that will be required by the client, customer or their representative							
	d. remove excess materials							
	e. clean and clear the task and surrounding area							
	f. secure site or work area							
	g. recognise and determine when specific skills and knowledge are require and report accordingly							
	h. make recommendations for specialist intervention work on							
	i. buildings of historical significance							
	j. complete records, reports and documentation, work sheets, guarantees, warranties, customer service information							
	k. register documentation							
	l. use hand tools, power tools and equipment							
	m. work at height							
	n. use access equipment							
7.6	describe the needs of other occupations and how to effectively communicate within a team when clearing the site and handing over on completion.							
7.7	describe how to maintain the tools and equipment used when clearing the site and handing over on completion.							

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

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 322

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

Level: 2

Unit aim:

This unit aims to provide the learner with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials and equipment
- preparing materials and applying render to external backgrounds

*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 applying solid render to background surfaces and producing finishes.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
a. drawings							
b. specifications							
d. schedules							
e. method statements							
f. risk assessments							
g. 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. methods statement							
e. risk assessment							
f. manufacturers' information							
g. current regulations governing buildings							

2. Know how to comply with relevant legislation and official guidance when applying solid render to background surfaces and producing finishes.							
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:							
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 applying solid render to background surfaces and producing finishes.							
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 applying solid render to background surfaces and producing finishes.							
3.2 demonstrate compliance with given information and relevant legislation when applying solid render to background surfaces and producing finishes in relation to the following:							
a. safe use of access equipment/working platforms							
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 protection, should be used, relating to:							
a. clearing the site and handing over on completion and the types							
b. purpose and limitations of each type							
c. the work situation							
d. general work environment in relation to:							
e. collective protective measures							
f. personal protective equipment (PPE)							
g. respiratory protective equipment (RPE)							
h. local exhaust ventilation (LEV)							
3.4 describe how the relevant health and safety control equipment should be used in accordance with given working instructions.							
3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
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 apply solid render to background surfaces and produce finishes.							
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. tools							
c. equipment							
4.2 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:							
a. characteristics							
b. quality							
c. uses							
d. limitations							
e. defects associated with the resources in relation to:							
f. renders, sands, limes, cement and additives							
g. bellcasts and beads							
h. expanded metal lath (EML)							
i. dash, rough-cast (harling, wet dash), proprietary pre-cast finish, synthetic and non-synthetic renders							
j. reinforcement, stress patches, sealants, fixings and fittings							
k. hand and/or powered tools and equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported.							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.5 describe any potential hazards associated with the resources and methods of work.							

4.6 describe how to calculate quantity, length, area and wastage associated with the method/procedure to apply external solid render to background surfaces and produce finishes.							
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--	--	--	--

5. Minimise the risk of damage to the work and surrounding area when applying solid render to background surfaces and producing finishes.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.							
5.2 minimise damage and maintain a clean work space.							
5.3 dispose of waste in accordance with legislation.							
5.4 describe how to protect work from damage and the purpose of protection in relation:							
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. organizational procedures							
c. manufacturers' information							
d. statutory regulations							
e. official guidance							

6. Complete the work within the allocated time when applying solid render to background surfaces and producing finishes.														
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 apply solid render to background surfaces and produce finishes to the required specification.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
7.1 demonstrate the following work skills when applying solid render to background surfaces and producing finishes:														
a. measuring														
b. marking out														
c. mixing														
d. applying														
e. finishing														
7.2 use and maintain:														
a. hand tools														
b. portable power tools														
c. ancillary equipment														
7.3 apply base coats, reinforcing mesh and stress patches														
7.4 prepare background surfaces, mix and apply solid render to:														
a. bellcasts														
b. internal and external angles														
c. walls														

d. reveals and soffits and to one of the following background surfaces to given working instructions:							
e. brick and/or block and/or concrete							
f. rubble stone masonry							
g. external insulation							
h. expanded metal lath (EML)							
7.5 produce a plain-faced finish coat to external walls and/or external insulation plus one of the following finishes to given working instructions:							
a. dash							
b. rough-cast (harling, wet dash)							
c. synthetic or non-synthetic renders							
d. proprietary pre-cast							
e. use hand-tools, power tools and equipment							
7.6 describe how to apply safe, and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. carry out pre-installation checks to include structural integrity, dampness, vents, services (gas, electric, water, media cables)							
b. mix render to the required strength for the background surfaces and supporting fixtures							
c. prepare backgrounds surfaces							
d. recognise the procedures to check flues and combustion air ventilation							
e. understand the implications of existing guarantees and warranties							
f. apply base coats, reinforcing mesh and stress patches							
g. apply multiple coat renders to external walls							
h. form internal and external angles, reveals, expansion joints and bellcasts							
i. position, secure and apply renders to expanded metal lath (EML)							

j.	apply, dash, plain faced coat, rough-cast (harling, wet-dash), synthetic renders, proprietary pre-cast finishes and sealants to external surfaces and external insulation including door and window reveals						
k.	complete post installation checks: compliance with specification, resistance to water penetration, anchorage/fixing, vents, services (gas, electric, water, media cables)						
l.	recognize and determine when specialists skills and knowledge are required and report accordingly						
m.	understand specific requirements for structures of special interest, traditional build (pre 1919) and historical significance						
n.	use hand tools, portable power tools and ancillary equipment						
o.	work at height						
p.	use access equipment/working platforms						
7.7	describe the needs of other occupations and how to effectively communicate within a team when applying solid render to background surfaces and producing finishes						
7.8	describe how to maintain the tools and equipment used when applying solid render to background surfaces and producing finishes.						

Unit 322

Applying solid render to background surfaces and producing finishes 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 323 Installing double-lap artificial roof slates in the workplace

Level: 2

Unit aim:

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

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing and installing double-lap artificial slate roof coverings (diamond pattern) for new and/or re-roof work

*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 double-lap artificial roof slates.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
a. oral/written working instructions							
b. drawings							
c. specifications							
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. oral/written working instructions							

b. electronic data							
c. drawings							
d. specifications							
e. schedules							
f. method statements							
g. risk assessments							
h. manufacturers' information							
i. organizational procedures							
j. current regulations governing buildings							

2. Know how to comply with relevant legislation and official guidance when installing double-lap artificial roof slates.							
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 and 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. company							
f. 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 double-lap artificial roof slates.							
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 works to carry out the activity in accordance with current legislation and organisational requirements when installing double-lap artificial roof slates.							
3.2 demonstrate compliance with given information and relevant legislation when installing double-lap artificial roof slates in relation to the following:							
a. safe use of access equipment/working platforms							
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 double-lap artificial roof slates, 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 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 double-lap artificial roof slates.							
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 and equipment							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. limitations and defects associated with the resources in relation to:							
e. double-lap artificial slates							
f. fittings							
g. fixings							
h. ridge and hip tiles							
i. dry fix systems and ventilation systems							
j. hand tools, power tools and ancillary equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported.							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.5 describe any potential hazards associated with the resources and methods of work.							
4.6 describe how to calculate:							
a. quality							

b. length							
c. area							
d. wastage associated with the method/procedure to install double-lap artificial roof slates							

5. Minimise the risk of damage to the work and surrounding area when installing double-lap artificial roof slates.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.							
5.2 minimise damage and maintain a clean work space.							
5.3 dispose of waste in accordance with legislation							
5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions							
5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organizational procedures							
c. manufacturers' information							
d. statutory regulations							
e. official guidance							

6. Complete the work within the allocated time when installing double-lap artificial roof slates.							
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 work schedules/diaries, 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 double-lap artificial roof slates 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 double-lap artificial roof slates:							
a. measuring							
b. setting out							
c. marking out							
d. cutting							
e. fitting							
f. positioning							
g. securing							
h. finishing							
7.2 use and maintain:							
a. hand tools							
b. power tools							
c. ancillary equipment							

7.3	install double-lap artificial slates and related fittings, fixings and components to given working instructions, using new materials for roofs with the following:								
	a. general areas								
	b. eaves and tops course								
	c. abutments								
	d. openings (roof lights, windows)								
	e. dry fix verges, ridges, hips and valleys								
7.4	describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:								
	a. assess suitability of sub-structure								
	b. identify and report faults with sub-structure and roof interfaces								
	c. determine lap and gauge dimensions								
	d. cut and fit slates, fittings and roofing components to the required size and shape								
	e. install undereaves, eaves and top course								
	f. set out and install slates and components to eaves and top course, verges, ridge, hips, valleys, openings (roof lights, windows), abutments, and general areas								
	g. set out and install double-lap artificial roof slates to vertical surfaces including gable ends, openings, penetrations, internal and external corners								
	h. install vents, ridge ventilation and other high level ventilation								
	i. form dry fix finishing details								
	j. recognise when specialist skills and knowledge are required and report accordingly								
	k. recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance								
	l. use hand tools, power tools and equipment								
	m. Work at height								
	n. use access equipment/working platforms.								
7.5	describe the needs of other occupations and how to effectively communicate within a team when installing double-lap artificial roof slates.								
7.6	describe how to maintain the tools and equipment used when installing double-lap artificial roof slates.								

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

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 324 Stripping and reclaiming pitched roof coverings in the workplace

Level: 2

Unit aim:

This unit aims to provide the learner with the necessary skills and knowledge to:

- interpret information
- adopt safe and healthy working practices
- select materials, components and equipment
- remove and/or reclaim existing roof coverings for immediate and/or future use and dispose of unsuitable materials
- prepare surfaces for re-roofing

*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 stripping and reclaiming roof coverings.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1 interpret and extract relevant information from:														
a. oral/written working instructions														
b. drawings														
c. specifications														
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. oral/written working instructions														

b. electronic data							
c. drawings							
d. specifications							
e. schedules							
f. method statements							
g. risk assessments'							
h. manufacturers' information							
i. organizational procedures							
j. current regulations governing buildings							

2. Know how to comply with relevant legislation and official guidance when stripping and reclaiming roof coverings.							
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. company							
f. 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 stripping and reclaiming roof coverings.							
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 stripping and reclaiming roof coverings.							
3.2 demonstrate compliance with given information and relevant legislation when stripping and reclaiming roof coverings in relation to the following:							
a. safe use of access equipment/working platforms							
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 stripping and reclaiming roof coverings, and the types, purpose and limitations of each type, the work situation and general work environment in relation to:							
a. collective protective equipment							
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 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 strip and reclaim pitched roof coverings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 select resources associated with own work in relation to tools and equipment							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. limitations and defects associated with the resources in relation to:							
e. hand tools							
f. power tools							
g. ancillary equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported.							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work.							
4.6 describe how to calculate quantity associated with the method/procedure to strip and reclaim roof coverings.							

5. Minimise the risk of damage to the work and surrounding area when stripping and reclaiming pitched roof coverings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.							
5.2 minimise damage and maintain a clean work space.							

5.3 dispose of waste in accordance with current legislation.							
5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.							
5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organizational procedures							
c. manufacturers' information							
d. statutory regulations							
e. official guidance							

6. Complete the work within the allocated time when stripping and reclaiming pitched roof coverings.							
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 strip and reclaim roof coverings to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when stripping and reclaiming roof coverings:							
a. removing							
b. reclaiming							
c. de-nailing							
d. re-holing							
e. re-sizing							
f. cleaning							

g. sorting								
7.2 use and maintain:								
a. hand tools								
b. power tools								
c. ancillary equipment								
7.3 remove, reclaim and/or dispose of weatherings materials and ancillary components to given working instructions, plus two of the following:								
a. natural slates								
b. plain tiles								
c. single-lap tiles								
d. stone slates								
7.4 prepare surface and materials ready for re-roofing in accordance with given working instructions.								
7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:								
a. assess the suitability of sub-structure								
b. identify and report faults with sub-structure and roof interfaces								
c. position temporary stop boards at eaves								
d. remove existing roof coverings								
e. clear roof of debris and nails in rafters and other roof timbers								
f. sort removed roof coverings and dispose of unwanted materials								
g. reclaim reusable tiles and natural slates, stone slates and weatherings								
h. assess the suitability of materials to be reclaimed								
i. determine sizes of imperial and metric slates								
j. stack/store reclaimed materials for reuse								
k. prepare materials for reuse, including de-nailing, re-holing and re-sizing								

l. recognise when specialist skills and knowledge are required and report accordingly							
m. recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance							
n. use hand tools, power tools and equipment							
o. working at height							
p. use access equipment/work platforms							
7.6 liaise with clients regarding procedures for carrying out the work and protecting property and the surrounding area.							
7.7 describe the needs of other occupations and how to effectively communicate within a team when stripping and reclaiming roof coverings.							
7.8 describe how to maintain the tools and equipment used when stripping and reclaiming roof coverings.							

Unit 324

Stripping and reclaiming pitched roof coverings 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 325 Installing components for warm and cold roof construction in the workplace

Level: 2

Unit aim:

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

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing and installing underlay, battens, counter-battens, ventilation systems, rafter level insulation, ceiling level insulation, supporting timbers and ancillary components to form roofing backgrounds for new and/or reroof work

*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 components for warm and cold roof construction.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
a. oral/written working instructions							
b. drawings							
c. specifications							
f. 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 your responsibilities regarding potential accidents, health hazards and the environment whilst working:							

a. oral/written working instructions							
b. electronic data							
c. drawings							
d. specifications							
e. schedules							
f. method statements							
g. risk assessments							
h. manufacturers' information							
i. organizational procedures							
j. current regulations governing buildings							

2. Know how to comply with relevant legislation and official guidance when installing components for warm and cold roof construction.							
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. company							
f. 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 components for warm and cold roof construction.							
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 stripping and reclaiming roof coverings.							
3.2 demonstrate compliance with given information and relevant legislation when installing components for warm and cold roof construction in relation to the following:							
a. safe use of access equipment/working platforms							
b. safe use, storage and handling of materials, tools and equipment							
e. 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:							
a. installing components for warm and cold roof construction, and the types							
b. purpose and limitations of each type							
c. the work situation and general work environment in relation to:							
d. collective protective measures							
e. personal protective equipment (PPE)							
f. respiratory protective equipment (RPE)							
g. local exhaust ventilation (LEV)							
3.4 describe how the relevant health and safety control equipment should be used in accordance with given working instructions.							

3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
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 components for warm and cold roof construction.							
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. underlays							
h. counter-battens							
i. quilt and rigid insulation and ventilation systems							
j. hand tools, power tools and ancillary equipment.							

4.3	describe how the resources should be used correctly and how problems associated with the resources are reported.							
4.4	explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.5	describe any potential hazards associated with the resources and methods of work.							
4.6	describe how to calculate:							
	a. quantity							
	b. length							
	c. area associated with the method/procedure to install components for warm and cold roof construction.							

5. Minimise the risk of damage to the work and surrounding area when installing components for warm and cold roof construction.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
5.1	protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.													
5.2	minimise damage and maintain a clean work space.													
5.3	dispose of waste in accordance with current legislation.													
5.4	describe how to protect work from damage and the purpose of protection in relation:													
	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. organizational procedures													
	c. manufacturers' information													
	d. statutory regulations													
	e. official guidance													

6. Complete the work within the allocated time when installing components for warm and cold roof construction.							
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 work schedules/diaries, 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 components for warm and cold roof construction 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 components for warm and cold roof construction:							
a. measuring							
b. cutting							
c. marking out							
d. fitting							
e. positioning							
f. securing							
7.2 use and maintain:							
a. hand tools							
b. power tools							
c. ancillary equipment							
7.3 install the following roofing components to roofs with:							
a. ridges							
b. verges							
c. hips and valleys							
d. openings							
e. penetrations							

f. abutments to given working instructions to construct a warm and cold roof:							
g. counter-battens							
h. ventilation systems							
i. over and/or between rafter level insulation							
j. ceiling level insulation							
k. access hatch insulation							
7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. assess suitability of sub-structure							
b. identify and report faults with sub-structure and roof interfaces							
c. cut and fit warm and cold roof materials and components to the required size, shape and dimension							
d. fix underlay and counter-battens to roof design							
e. install ventilation systems							
f. install over and/or between rafter level insulation							
g. install ceiling level insulation							
h. install access hatch insulation							
i. remove ineffective/damaged insulation from roof area							
j. check and maintain adequate ventilation							
k. check supporting timber at hips, valleys, ridges, abutments and openings							
l. recognise the principles of warm/cold roof construction							
m. recognise ceiling construction, including air tightness, air layers and vapour control layers							
n. recognise when specialist skills and knowledge are required and report accordingly							
o. recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance							
p. use hand tools and ancillary equipment							
q. work at height							
r. use access equipment							
7.5 describe the needs of other occupations and how to effectively communicate within a team when installing components for warm and cold roof construction.							

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

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

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

Level: 2

Unit aim:

The aim is to provide the learner with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- installing single-lap roof coverings to a fixed gauge for new and/or re-roof work

*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 single-lap roof coverings to a fixed gauge.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. oral/written working instructions							
b. drawings							
c. specifications							
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. oral/written working instructions							

b. electronic data							
c. drawings							
d. specifications							
e. schedules							
f. method statements							
g. risk assessments,							
h. manufacturers' information,							
i. organisational procedures							
j. current regulations governing buildings.							

2. Know how to comply with relevant legislation and official guidance when installing single-lap roof coverings to a fixed gauge.							
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. 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:, and personal belongings in relation to:							
a. tools							
b. equipment							
c. personal belongings in relation to:							
d. site							
e. company							
f. operative							
2.3 state what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe working practices when installing single-lap roof coverings to a fixed gauge.							
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 single-lap roof tiles to a fixed gauge.							
3.2 demonstrate compliance with given information and relevant legislation when installing single-lap roof tiles to a fixed gauge in relation to the following:							
a. safe use of access equipment/working platforms							
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 single-lap roof tiles to a fixed gauge, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
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 given working instructions.							
3.5	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 activities.							

4. Select the required quantity and quality of resources for the methods of work to install single-lap roof coverings to a fixed gauge.								
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. limitations							
	e. defects associated with the resources in relation to:							
	f. single-lap fixed gauge tiles							
	g. fittings							
	h. fixings							

i. ridge and hip tiles							
j. dry fix systems							
k. ventilation systems							
l. proprietary roofing grade mortar							
m. sand, cement and additives							
n. hand and/or powered tools and ancillary equipment.							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported.							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.5 describe any potential hazards associated with the resources and methods of work.							
4.6 describe how to calculate quantity, length, area and wastage associated with the method/procedure to install single-lap roof tiles to a fixed gauge							

5. Minimise the risk of damage to the work and surrounding area when installing single-lap roof coverings to a fixed gauge.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2 minimise damage and maintain a clean work space							
5.3 dispose of waste in accordance with current legislation							
5.4 describe how to protect work from damage and the purpose of protection in relation to:							
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 single-lap roof coverings to a fixed gauge.							
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 work schedules/diaries, 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 single-lap roof coverings to a fixed gauge 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 single-lap roof coverings to a fixed gauge:							
a. measuring							
b. setting out							
c. marking out							
d. cutting, fitting							
e. mixing							
f. positioning							
g. securing							
h. finishing							
7.2 use and maintain:							
a. hand tools							
b. power tools							

c. ancillary equipment							
7.3 install single-lap fixed gauge roof tiles and related fittings, fixings and components given working instructions, using new and/or reclaimed materials for roofs with the following:							
a. general areas							
b. eaves and tops course							
c. abutments							
d. openings (roof lights, windows)							
e. dry and/or wet fix verges, ridges, hips and valleys.							
7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. assess suitability of sub-structure							
b. identify and report faults with sub-structure and roof interfaces							
c. determine lap and gauge dimensions							
d. cut and fit tiles, fittings and roofing components to the required size and shape							
e. set out and install tiles and components to eaves and top course, verges, ridge, hips, valleys, openings (roof lights, windows) abutments and general areas							
f. install vents, ridge ventilation and other high level ventilation							
g. mix sand and cement and additives							
h. mix proprietary roofing grade mortar							
i. form dry and/or wet fix finishing details							
j. recognise where reclaimed materials can be used							
k. understand the effects on lap and gauge when using reclaimed imperial sized tiles							
l. understand the uses and limitations of hand-made/crafted clay tiles							
m. recognise when specialist skills and knowledge are required and report accordingly							

n. recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance							
o. use hand tools, power tools and equipment							
p. work at height							
q. use access equipment							
7.5 describe the needs of other occupations and how to effectively communicate within a team when installing single-lap roof tiles to a fixed gauge.							
7.6 describe how to maintain the tools and equipment used when installing single-lap roof tiles to a fixed gauge.							

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

Level: 2

Unit aim:

The aim is to provide the learner with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing and installing wood shingles for new and/or re-roof work

*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 wood shingle roof coverings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. oral/written working instructions							
b. drawings							
c. specifications							
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 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.							
1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. oral/written working instructions							
b. electronic data							

c. drawings							
d. specifications							
e. schedules							
f. method statements							
g. risk assessments							
h. manufacturers' information							
i. organisational procedures							
j. current regulations governing buildings							

2. Know how to comply with relevant legislation and official guidance when installing wood shingle roof coverings.							
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. 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 state what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe working practices when installing wood shingle roof coverings							
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 wood shingle roof coverings							
3.2 demonstrate compliance with given information and relevant legislation when installing wood shingle roof coverings in relation to following:							
a. safe use of access equipment/working platforms							
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 wood shingle roof coverings, 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 prepare thatching materials.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	select the required quantity and quality of resources for the methods of work to install wood shingle roof coverings							
4.2	describe the:							
	a. characteristics							
	b. quality							
	c. uses							
	d. sustainability							
	e. limitations and defects associated with the resources in relation to:							
	f. wood shingles							
	g. pre-formed hip and ridge units							
	h. vents							
	i. fixings							
	j. hand and/or powered tools and equipment							
4.3	describe how the resources should be used correctly, how problems associated with the resources are reported							

4.4	explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5	describe any potential hazards associated with the resources and methods of work							
4.6	describe how to calculate:							
	a. quantity							
	b. length							
	c. area							
	d. wastage associated with the method/procedure to install wood shingle roof coverings.							

5. Minimise the risk of damage to the work and surrounding area when installing wood shingle roof coverings								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.							
5.2	minimise damage and maintain a clean work space.							
5.3	dispose of waste in accordance with current legislation							
5.4	describe how to protect work from damage and the purpose of protection in relation to:							
	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 wood shingle roof coverings.													
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 wood shingle roof coverings 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 wood shingle roof coverings:													
a. measuring													
b. setting out													
c. marking out													
d. cutting													
e. fitting													
f. positioning													
g. securing													
h. finishing													

7.2 use and maintain:							
a. hand tools							
b. power tools							
c. ancillary equipment							
7.3 install wood shingles and related fittings, fixings and components to given working instructions, using new materials for roofs with the following:							
a. general areas							
b. verges							
c. ridges							
d. hips							
e. valleys							
f. eaves and tops course							
g. abutments							
h. openings (roof lights, windows)							
i. vertical surfaces							
7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. assess suitability of sub-structure prepare							
b. identify and report faults with sub-structure and roof interfaces							
c. cut and fit wooden shingles, fittings and roofing components to the required size and shape							
d. set out and install wood shingles to eaves and top course, verges, ridge, hips, valleys, openings (roof lights, windows), abutments, vertical and general areas							
e. install pre-formed ridge/hip units							
f. install vents							
g. recognise when specialist skills and knowledge are required and report accordingly							

h. recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance							
i. use hand tools, power tools and equipment							
j. use access equipment/working platforms							
7.5 describe the needs of other occupations and how to effectively communicate within a team when installing wood shingle roof coverings.							
7.6 describe how to maintain the tools and equipment used when installing wood shingle roof coverings							

Unit 327 Installing wood shingle roof coverings 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:	

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.

City & Guilds
Believe you can



www.cityandguilds.com

Useful contacts

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

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

About City & Guilds

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

City & Guilds Group

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

Copyright

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

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

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

Please note: National Occupational Standards are not © City & Guilds Limited. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Published by City & Guilds Limited, a company registered in England and Wales (company number 16513878)

City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)844 543 0000

F +44 (0)20 7294 2413

www.cityandguilds.com

LB-02-6569