

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

July 2013 Version 2.0

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

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

Candidate Logbook/Work-Based Evidence Record Mandatory Units

Qualification title	City & Guilds qualification number	Qualification Accreditation Number (QAN)
Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Tiler	6569-01	600/7862/5
Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Slater	6569-02	600/7862/5
Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Slater and Tiler	6569-03	600/7862/5
Level 2 NVQ Diploma in Roofing Occupations (Construction) – Metal Roofer	6569-04	600/7862/5
Level 2 NVQ Diploma in Roofing Occupations (Construction) – Thatching	6569-05	600/7862/5
Level 2 NVQ Diploma in Roofing Occupations (Construction) - Solar Collector Roofer – Access	6569-06	600/7862/5
Level 2 NVQ Diploma in Roofing Occupations (Construction) - Solar Collector Roofer – Protection/Handover	6569-07	600/7862/5

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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

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1 About your Candidate Logbook/Work-Based Evidence Record



1.1 Contact details

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

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

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

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

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

1.2 Introduction to the logbook

This logbook will help you complete the units in **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 you work towards your NVQ. Centres will:

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

Assessment roles

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

The Assessor

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

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

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

The Internal Quality Assurer (IQA)

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

The Work-Based Recorder/Expert Witness

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

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

3 About candidates

Candidate role and responsibilities

Your responsibilities as a City & Guilds candidate are to:

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

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

Learner registration number

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

Moving to a new centre

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

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

4 Qualification assessment

4.1 Before you start your qualification

Initial assessment

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

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

Skill scan

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

4.2 The assessment process

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

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

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

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

Assessment requirements

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

Types of evidence

SO = Site Observation

OQ = Oral Question

WQ = Written Question & Answer

WT = Witness Testimony

PS = Photographic Supplementary

PD = Professional Discussion

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

The assessor/tutor

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

The Internal Quality Assurer (IQA)

The IQA maintains the quality of assessment within the centre.

The Qualification Consultant (QC)

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

5 Using your logbook

Recording forms

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

Candidate job profile

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

Skill scan/Initial assessment

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

Overall unit sign-off

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

On-site assessment plan/feedback

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

On-site observation report

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

Professional discussion supplementary evidence sheet

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

Oral questioning supplementary evidence sheet

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

Photographic supplementary evidence

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

Work-based recorder details

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

Assessor briefing and report continuation sheet

Additional space for your assessor to make notes

Signature sheet

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

Units

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

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

5.1 Candidate job profile



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

Candidate name:	
Place of work:	
Assessor:	

Outline of job role:

Previous roles & responsibilities relevant to the qualification:

Previous qualification and training relevant to the qualification

Qualification/Training	Where achieved	Date achieved	Grade

5.2 Units

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Tiler (6569-01)**, you must achieve **62** credits from the mandatory units.

Additional units may be achieved from the elective units but they will not count towards the qualification.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
Mandatory					
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	2	Conforming to productive working practices in the workplace	3	10
267	H/600/8315	2	Installing plain tile roof coverings in the workplace	18	60
269	J/600/8064	2	Installing pre-formed weathering flashings to roofs in the workplace	10	33
275	D/600/8054	2	Installing roofing backgrounds and components in the workplace	10	33
281	H/600/8170	2	Installing single-lap roof coverings to a variable gauge in the workplace	14	47
608	F/503/1171	2	Moving, handling and storing resources in the workplace	5	17
Elective					
251	M/503/9914	2	Installing components for warm and cold roof construction in the workplace	10	33
254	R/600/8472	2	Installing double-lap artificial roof slates (diamond pattern) in the workplace	11	37
255	T/600/8321	2	Installing double-lap artificial roof slates in the workplace	11	37
256	J/600/8470	2	Installing double-lap concrete roof slates in the workplace	10	33
280	F/600/8466	2	Installing single-lap roof coverings to a fixed gauge in the workplace	11	37
290	L/600/8468	2	Installing wood shingle roof coverings in the workplace	13	43
706	R/600/8410	2	Stripping and reclaiming pitched roof coverings in the workplace	15	50
713	D/600/7695	2	Producing external solid render finishes in the workplace	22	73

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Slater (6569-02)**, you must achieve **56** credits from all mandatory units.

Additional units may be achieved from the elective units but they will not count towards the qualification.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
Mandatory					
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	2	Conforming to productive working practices in the workplace	3	10
269	J/600/8064	2	Installing pre-formed weathering flashings to roofs in the workplace	10	33
274	M/600/8317	2	Installing regular sized natural roof slates to standard roof details in the workplace	26	87
275	D/600/8054	2	Installing roofing backgrounds and components in the workplace	10	33
608	F/503/1171	2	Moving, handling and storing resources in the workplace	5	17
Elective					
251	M/503/9914	2	Installing components for warm and cold roof construction in the workplace	10	33
254	R/600/8472	2	Installing double-lap artificial roof slates (diamond pattern) in the workplace	11	37
255	T/600/8321	2	Installing double-lap artificial roof slates in the workplace	11	37
256	J/600/8470	2	Installing double-lap concrete roof slates in the workplace	10	33
280	F/600/8466	2	Installing single-lap roof coverings to a fixed gauge in the workplace	11	37
290	L/600/8468	2	Installing wood shingle roof coverings in the workplace	13	43
706	R/600/8410	2	Stripping and reclaiming pitched roof coverings in the workplace	15	50
713	D/600/7695	2	Producing external solid render finishes in the workplace	22	73

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Slater and Tiler (6569-03)**, you must achieve **88** credits from all mandatory units.

Additional units may be achieved from the elective units but they will not count towards the qualification.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	2	Conforming to productive working practices in the workplace	3	10
267	H/600/8315	2	Installing plain tile roof coverings in the workplace	18	60
269	J/600/8064	2	Installing pre-formed weathering flashings to roofs in the workplace	10	33
274	M/600/8317	2	Installing regular sized natural roof slates to standard roof details in the workplace	26	87
275	D/600/8054	2	Installing roofing backgrounds and components in the workplace	10	33
281	H/600/8170	2	Installing single-lap roof coverings to a variable gauge in the workplace	14	47
608	F/503/1171	2	Moving, handling and storing resources in the workplace	5	17
Elective					
251	M/503/9914	2	Installing components for warm and cold roof construction in the workplace	10	33
254	R/600/8472	2	Installing double-lap artificial roof slates (diamond pattern) in the workplace	11	37
255	T/600/8321	2	Installing double-lap artificial roof slates in the workplace	11	37
256	J/600/8470	2	Installing double-lap concrete roof slates in the workplace	10	33
280	F/600/8466	2	Installing single-lap roof coverings to a fixed gauge in the workplace	11	37
290	L/600/8468	2	Installing wood shingle roof coverings in the workplace	13	43
706	R/600/8410	2	Stripping and reclaiming pitched roof coverings in the workplace	15	50
713	D/600/7695	2	Producing external solid render finishes in the workplace	22	73

To achieve **Level 2 NVQ Diploma in Roofing Occupations (Construction) – Metal Roofer (6569-04)**, you must achieve a minimum of **56** credits. A total of **41** credits must come from the mandatory units and a minimum of **15** credits from the optional units.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	2	Conforming to productive working practices in the workplace	3	10
265	M/600/8480	2	Installing metal roofing and weathering to the substrate in the workplace	17	57
608	F/503/1171	2	Moving, handling and storing resources in the workplace	5	17
673	A/600/8479	2	Preparing resources for hard and soft metal roofing and weathering in the workplace	14	47
	Optional				
331	A/600/8482	3	Producing decorative metal roofing and weathering details in the workplace	21	70
690	T/600/8481	2	Repairing and maintaining metal roofing and weathering in the workplace	15	50

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) – Thatching (6569-05)**, you must achieve **82** credits from the mandatory units.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
Mandatory					
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	2	Conforming to productive working practices in the workplace	3	10
608	F/503/1171	2	Moving, handling and storing resources in the workplace	5	17
674	D/600/8037	2	Preparing roof structures for thatching in the workplace	18	60
678	T/600/8044	2	Preparing thatching materials in the workplace	16	53
707	F/600/8046	2	Thatching roof structures in the workplace	38	127

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) Solar Collector Roofer – Access (6569-06)**, you must achieve a minimum of **38** credits. A total of **30** credits must come from the mandatory units and a minimum of **8** credits from the optional units.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
Mandatory					
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	2	Conforming to productive working practices in the workplace	3	10
282	K/503/2959	2	Installing solar collectors to roofs in the workplace	6	20
299	K/503/9538	2	Maintaining slate and tile roofing in the workplace	14	47
608	F/503/1171	2	Moving, handling and storing resources in the workplace	5	17
Optional					
224	D/600/8281	2	Erecting and dismantling access/working platforms in the workplace	8	27
709	M/600/8303	2	Utilising provision of fall protection systems and/or equipment in the workplace	17	57

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) Solar Collector Roofer – Protection/Handover (6569-07)**, you must achieve a minimum of **40** credits. A total of **30** credits must come from the mandatory units and a minimum of **10** credits from the optional units.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
218	J/503/1169	2	Conforming to productive working practices in the workplace	3	10
282	K/503/2959	2	Installing solar collectors to roofs in the workplace	6	20
299	K/503/9538	2	Maintaining slate and tile roofing in the workplace	14	47
608	F/503/1171	2	Moving, handling and storing resources in the workplace	5	17
	Optional				
215	R/600/8052	2	Clearing the site and handing over on completion in the workplace	12	40
239	T/503/9560	2	Establishing work area protection and safety in the workplace	10	33

5.3 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
101	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.		
218	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.		

265	Installing metal roofing and weathering to the substrate in the workplace		
	Interpret the given information relating to the work and resources when installing metal roofing and weathering to the substrate.		
	Know how to comply with relevant legislation and official guidance when installing metal roofing and weathering to the substrate.		
	Maintain safe working practices when installing metal roofing and weathering to the substrate.		
	Select the required quantity and quality of resources for the methods of work to install metal roofing and weathering to the substrate.		
	Minimise the risk of damage to the work and surrounding area when installing metal roofing and weathering to the substrate.		
	Complete the work within the allocated time when installing metal roofing and weathering to the substrate.		
	Comply with the given contract information to install metal roofing and weathering to the substrate to the required specification.		
267	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.		
269	Installing pre-formed weathering flashings to roofs in the workplace		
	Interpret the given information relating to the work and resources when installing pre-formed weathering flashings to roofs.		
	Know how to comply with relevant legislation and official guidance when installing pre-formed weathering flashings to roofs.		
	Maintain safe working practices when installing pre-formed weathering flashings to roofs.		
	Select the required quantity and quality of resources for the methods of work to install pre-formed weathering flashings to roofs.		
	Minimise the risk of damage to the work and surrounding area when installing pre-formed weathering flashings to roofs.		
	Complete the work within the allocated time when installing pre-formed weathering flashings to roofs.		
	Comply with the given contract information to install pre-formed weathering flashings to roofs to the required specification.		
274	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.		
275	Installing roofing backgrounds and components in the workplace		
	Interpret the given information relating to the work and resources when installing roofing backgrounds and components.		
	Know how to comply with relevant legislation and official guidance when installing roofing backgrounds and components.		
	Maintain safe working practices when installing roofing backgrounds and components.		
	Select the required quantity and quality of resources for the methods of work to install roofing backgrounds and components.		
	Minimise the risk of damage to the work and surrounding area when installing roofing backgrounds and components.		
	Complete the work within the allocated time when installing roofing backgrounds and components.		

	Comply with the given contract information to install roofing backgrounds and components to the required specification.		
281	Installing single-lap roof coverings to a variable gauge in the workplace		
	Interpret the given information relating to the work and resources 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.		
	Minimise the risk of damage to the work and surrounding area 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 contract information to install single-lap roof coverings to a variable gauge to the required specification.		
282	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 installing solar collectors to roofs to the required specification.		
299	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 and healthy working practices when maintaining slate and tile roofing.		
	Select the required quantity and quality of resources for the methods of work to maintain 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.		
608	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.		
673	Preparing resources for hard and soft metal roofing and weathering in the workplace		
	Interpret the given information relating to the work and resources when preparing resources for hard and soft metal roofing and weathering.		
	Know how to comply with relevant legislation and official guidance when preparing resources for hard and soft metal roofing and weathering.		
	Maintain safe working practices when preparing resources for hard and soft metal roofing and weathering.		
	Select the required quantity and quality of resources for the methods of work to prepare resources for hard and soft metal roofing and weathering.		
	Minimise the risk of damage to the work and surrounding area when preparing resources for hard and soft metal roofing and weathering.		

	Complete the work within the allocated time when preparing resources for hard and soft metal roofing and weathering.		
	Comply with the given contract information to prepare resources for hard and soft metal roofing and weathering to the required specification.		
674	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.		
678	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.		
707	Thatching roof structures 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.		

5.4 Tracking Document

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Tiler (6569-01)**, you must achieve **62** credits from the mandatory units.

Additional units may be achieved from the elective units but they will not count towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
267	2	Installing plain tile roof coverings in the workplace	18		
269	2	Installing pre-formed weathering flashings to roofs in the workplace	10		
275	2	Installing roofing backgrounds and components in the workplace	10		
281	2	Installing single-lap roof coverings to a variable gauge in the workplace	14		
608	2	Moving, handling and storing resources in the workplace	5		
Elective units					
251	2	Installing components for warm and cold roof construction in the workplace	10		
254	2	Installing double-lap artificial roof slates (diamond pattern) in the workplace	11		
255	2	Installing double-lap artificial roof slates in the workplace	11		
256	2	Installing double-lap concrete roof slates in the workplace	10		
280	2	Installing single-lap roof coverings to a fixed gauge in the workplace	11		
290	2	Installing wood shingle roof coverings in the workplace	13		
706	2	Stripping and reclaiming pitched roof coverings in the workplace	15		
713	2	Producing external solid render finishes in the workplace	22		

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Slater (6569-02)**, you must achieve **56** credits from all mandatory units.

Additional units may be achieved from the elective units but they will not count towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
269	2	Installing pre-formed weathering flashings to roofs in the workplace	10		
274	2	Installing regular sized natural roof slates to standard roof details in the workplace	26		
275	2	Installing roofing backgrounds and components in the workplace	10		
608	2	Moving, handling and storing resources in the workplace	5		
Optional units					
251	2	Installing components for warm and cold roof construction in the workplace	10		
254	2	Installing double-lap artificial roof slates (diamond pattern) in the workplace	11		
255	2	Installing double-lap artificial roof slates in the workplace	11		
256	2	Installing double-lap concrete roof slates in the workplace	10		
280	2	Installing single-lap roof coverings to a fixed gauge in the workplace	11		
290	2	Installing wood shingle roof coverings in the workplace	13		
706	2	Stripping and reclaiming pitched roof coverings in the workplace	15		
713	2	Producing external solid render finishes in the workplace	22		

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Slater and Tiler (6569-03)**, you must achieve **88** credits from all mandatory units.

Additional units may be achieved from the elective units but they will not count towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
267	2	Installing plain tile roof coverings in the workplace	18		
269	2	Installing pre-formed weathering flashings to roofs in the workplace	10		
274	2	Installing regular sized natural roof slates to standard roof details in the workplace	26		
275	2	Installing roofing backgrounds and components in the workplace	10		
281	2	Installing single-lap roof coverings to a variable gauge in the workplace	14		
608	2	Moving, handling and storing resources in the workplace	5		
Elective units					
251	2	Installing components for warm and cold roof construction in the workplace	10		
254	2	Installing double-lap artificial roof slates (diamond pattern) in the workplace	11		
255	2	Installing double-lap artificial roof slates in the workplace	11		
256	2	Installing double-lap concrete roof slates in the workplace	10		
280	2	Installing single-lap roof coverings to a fixed gauge in the workplace	11		
290	2	Installing wood shingle roof coverings in the workplace	13		
706	2	Stripping and reclaiming pitched roof coverings in the workplace	15		
713	2	Producing external solid render finishes in the workplace	22		

To achieve **Level 2 NVQ Diploma in Roofing Occupations (Construction) – Metal Roofer (6569-04)**, you must achieve a minimum of **56** credits. A total of **41** credits must come from the mandatory units and a minimum of **15** credits from the optional units.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
265	2	Installing metal roofing and weathering to the substrate in the workplace	17		
608	2	Moving, handling and storing resources in the workplace	5		
673	2	Preparing resources for hard and soft metal roofing and weathering in the workplace	14		
Optional units					
331	3	Producing decorative metal roofing and weathering details in the workplace	21		
690	2	Repairing and maintaining metal roofing and weathering in the workplace	15		

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) – Thatching (6569-05)**, you must achieve **82** credits from the mandatory units.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
608	2	Moving, handling and storing resources in the workplace	5		
674	2	Preparing roof structures for thatching in the workplace	18		
678	2	Preparing thatching materials in the workplace	16		
707	2	Thatching roof structures in the workplace	38		

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) Solar Collector Roofer – Access (6569-06)**, you must achieve a minimum of **38** credits. A total of **30** credits must come from the mandatory units and a minimum of **8** credits from the optional units.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
282	2	Installing solar collectors to roofs in the workplace	6		
299	2	Maintaining slate and tile roofing in the workplace	14		
608	2	Moving, handling and storing resources in the workplace	5		
Optional units					
224	2	Erecting and dismantling access/working platforms in the workplace	8		
709	2	Utilising provision of fall protection systems and/or equipment in the workplace	17		

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) Solar Collector Roofer – Protection/Handover (6569-07)**, you must achieve a minimum of **40** credits. A total of **30** credits must come from the mandatory units and a minimum of **10** credits from the optional units.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
282	2	Installing solar collectors to roofs in the workplace	6		
299	2	Maintaining slate and tile roofing in the workplace	14		
608	2	Moving, handling and storing resources in the workplace	5		
Optional units					
215	2	Clearing the site and handing over on completion in the workplace	12		
239	2	Establishing work area protection and safety in the workplace	10		

5.5 On site assessment plan/feedback



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

Assessment location/address and postcode:

Type of work to be carried out:

Assessor feedback:
(Use Assessor continuation sheet if required)

Forward Planning:

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

5.6 On site observation report

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

Assessment location/address and postcode:

Learning outcome reference

Assessor observation:
(Use Assessor continuation sheet if required)

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

5.7 Professional discussion supplementary evidence sheet



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

Completed by: (please tick)

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

Learning outcome reference	Written evidence:

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

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

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

Assessor question:	Candidate answer:

Assessor feedback:

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

5.9 Photographic supplementary evidence



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

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

(Attach photo in this box)

Where the photograph was taken:

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

5.10 Work-based recorder/expert witness details



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

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

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

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

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

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

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

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



Portfolio evidence reference:	
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Candidate name:		Date:	
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Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

Unit 101
2 credits

Conforming to general health, safety and welfare in the workplace

Level: 1
UAN: A/503/1170

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 and associated equipment							
1.8	state how to comply with control measures that have been identified by risk assessments and safe systems of work.							

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

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

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

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

Unit 101 Declaration

Conforming to general health, safety and welfare in the workplace

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 218
3 credits

Conforming to productive working practices in the workplace

Level: 2
UAN: J/503/1169

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 218

Conforming to productive working practices in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 265
17 credits

Installing metal roofing and weathering to the substrate in the workplace

Level: 2
UAN: M/600/8480

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 hard and soft metal roofing and weathering to horizontal, vertical and inclined surfaces

*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 metal roofing and weathering to the substrate.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. schedules							
d. 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. schedules							
	d. manufacturers							
	e. information							
	f. regulations governing buildings.							

2. Know how to Comply with relevant legislation and official guidance when installing metal roofing and weathering to the substrate								
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. with tools and equipment							
	d. with materials and substances							
	e. with movement/storage of materials and by manual handling and mechanical lifting							
2.2	describe the organisational security procedures for tools, equipment and personal belongings, in relation to:							
	a. site							
	b. workplace							
	c. company							
	d. operative							
2.3	state what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe working practices when installing metal roofing and weathering to the substrate.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1	use Personal Protective Equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing metal roofing and weathering to the substrate													
3.2	explain why and when Personal Protective Equipment (PPE) should be used, relating to installing metal roofing and weathering to the substrate, and the:													
	a. types													
	b. purpose													
	c. 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 install metal roofing and weathering to the substrate.														
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. hard metal, lead, fixings, finishings, ancillary items													
	b. 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 install metal roofing and weathering to the substrate.							

5. Minimise the risk of damage to the work and surrounding area when installing metal roofing and weathering to the substrate.								
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:							
	a. general workplace activities							
	b. other occupations							
	c. 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 installing metal roofing and weathering to the substrate.							
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 metal roofing and weathering to the substrate 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 weathering to the substrate:							
a. measuring							
b. marking out							
c. cutting							
d. welting or dressing							
e. positioning							
f. securing							
g. jointing							
7.2 install metal roofing and weathering's to horizontal, vertical and inclined surfaces to contractor's working instructions for hard metal or lead, relating to four from the following:							
a. flat roofs							
b. pitch roofs							
c. vertical cladding							
d. cornices							
e. parapets							
f. gutters							

7.3	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. prepare substrate or background to receive hard metal or lead							
	b. install or fabricate hard metal or lead to vertical, horizontal and inclined surfaces and abutments relating to: flat roofs, pitched roofs, vertical cladding, cornices, parapets, gutters							
	c. join and terminate hard metal or lead in width and length							
	d. use hand tools, power tools and equipment							
	e. work at height							
	f. use access equipment							
7.4	safely use and store hand tools, portable power tools and ancillary equipment (as appropriate to the metal)							
7.5	state the needs of other occupations and how to communicate within a team when installing metal roofing and weathering to the substrate							
7.6	describe how to maintain the tools and equipment used when installing metal roofing and weathering to the substrate.							

Unit 265

Installing metal roofing and weathering to the substrate 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 267 Installing plain tile roof coverings in the workplace

18 credits

Level: 2

UAN: H/600/8315

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 information from contractor's working instructions														
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. contractor's working instructions														
b. manufacturers' information														
c. regulations governing buildings														
d. procedures for dealing with damaged and incorrect materials and/or resources.														

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. at height							
c. with tools and equipment							
d. with materials and substances							
e. with movement/storage of materials and by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings, in relation to:							
a. site							
b. company							
c. operative							
2.3 state what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe working practices when installing plain tile roof coverings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 use Personal Protective Equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing plain tile roof coverings							
3.2 explain why and when Personal Protective Equipment (PPE) should be used, relating to installing plain tile roof coverings, and the:							
a. types							
b. purpose							
c. 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 install plain tile 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. plain tiles							
	b. fittings							
	c. fixings							
	d. soakers							
	e. ridge and hip tiles							
	f. battens							
	g. dry fix systems							
	h. mortar							
	i. ventilation systems							
	j. sand, cement and additives							
	k. hand and/or powered tools and ancillary 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:							
a. the resources should be used correctly							
b. problems associated with the resources are reported							
c. 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 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							
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:							
a. general workplace activities							
b. other occupations							
c. 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 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 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 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 install battens, plain roof tiles and related fittings, fixings and components to contractor's working instructions, using new and/or reclaimed materials for roofs with:							
a. valleys							
b. eaves and tops course							
c. abutments							
d. openings							
e. sand and cement							
f. wet fix verges							
g. ridges and hips and/or dry fix verges							
h. ridges and hips							
i. vertical surfaces							

7.3	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 for re-roofing							
	b. set out for battens, tiles and components							
	c. install tiles and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, vertical and general areas							
	d. mix sand and cement							
	e. mix mortar with additives							
	f. unobtrusively include reclaimed materials							
	g. form dry and/or wet fix finishing details							
	h. use hand tools, power tools and equipment							
	i. work at height							
	j. use access equipment							
7.4	safely use and store hand tools, power tools and ancillary equipment							
7.5	state 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 267

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 269

10 credits

Installing pre-formed weathering flashings to roofs in the workplace

Level: 2
UAN: J/600/8064

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 weathering flashings to roofs.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1 interpret and extract information from contractor's working instructions														
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. contractor's working instructions,														
b. manufacturers' information														
c. regulations governing buildings														
d. procedures for dealing with damaged														
e. incorrect materials and/or resources.														

2. Know how to comply with relevant legislation and official guidance when installing pre-formed weathering flashings to roofs.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe their responsibilities under current legislation and official guidance whilst working:							
a. in the workplace							
b. at height							
c. with tools and equipment							
d. with materials and substances							
e. with movement/storage of materials and by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. company							
c. operative							
2.3 state what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe working practices when installing pre-formed weathering flashings to roofs.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 use personal protective equipment (PPE) (with emphasis on lead work) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing pre-formed weathering flashings to roofs							
3.2 explain why and when personal protective equipment (PPE) should be used, relating to installing pre-formed weathering flashings to roofs, and the:							
a. types							
b. purpose							
c. 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 install pre-formed weathering flashings to roofs.								
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. pre-formed lead flashings, proprietary flashings							
	b. patination oils							
	c. pointing materials							
	d. hand tools and ancillary 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:							
	a. the resources should be used correctly							
	b. problems associated with the resources are reported							
	c. 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 associated with the method/procedure to install pre-formed weathering flashings to roofs.							

5. Minimise the risk of damage to the work and surrounding area when installing pre-formed weathering 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 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							
5.4 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 installing pre-formed weathering 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 weathering 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 weathering flashings to roofs:														
a. fitting														
b. positioning														
c. securing														
d. dressing														
e. pointing														
f. finishing														
7.2 install pre-formed lead and/or proprietary valleys and 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														
7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:														
a. cut, fit and place lead soakers														
b. install pre-formed step flashings														
c. install valley liners and saddles														
d. install pre-formed lead aprons, back gutters and pipe flashings														
e. install flashings to openings														
f. dress flashings														

g. work with lead and other hazardous materials							
h. install proprietary flashings and weatherings							
i. use hand tools and equipment							
j. work at height							
k. use access equipment							
7.4 safely use and store hand tools and ancillary equipment							
7.5 state the needs of other occupations and how to communicate within a team when installing pre-formed weathering flashings to roofs							
7.6 describe how to maintain the tools and equipment used when installing pre-formed weathering flashings to roofs.							

Unit 269

Installing pre-formed weathering 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 274

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

26 credits

Level: 2

UAN: M/600/8317

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 contractor's working instructions							
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. contractor's working instructions							
b. manufacturers' information							
c. regulations governing buildings							
d. procedures for dealing with damaged and incorrect materials and/or resources.							

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 under current legislation and official guidance whilst working:							
a. in the workplace							
b. at height							
c. with tools and equipment							
d. with materials and substances							
e. with movement/storage of materials and by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. company							
c. operative							
2.3 state what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe 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 Personal Protective Equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing regular sized natural roof slate to standard roof details							
3.2 explain why and when Personal Protective Equipment (PPE) should be used, relating to installing regular sized natural roof slate to standard roof details, and the:							
a. types							
b. purpose							
c. 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 install regular sized natural roof slate to standard roof details.							
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. regular sized natural slates							
b. fixings							
c. soakers							
d. ridge and hip tiles							
e. battens							
f. dry fix systems							
g. mortar							
h. ventilation systems							
i. sand, cement and additives							
j. hand and/or powered tools and ancillary equipment							
4.2 select resources associated with own work in relation to:							
a. materials							
b. components							
c. fixings							
d. tools and equipment							

4.3 state:							
a. how the resources should be used correctly							
b. how problems associated with the resources are reported							
c. 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 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							
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:							
a. general workplace activities							
b. other occupations							
c. 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 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 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 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. sizing and holing							
f. cutting							
g. fitting							
h. mixing							
i. positioning							
j. securing							
k. finishing							

7.2	install battens, regular sized natural roof slates and related fittings, fixings and components to contractor's working instructions, using new and/or reclaimed materials for roofs with:								
	a. verges and ridges								
	b. ridged hips								
	c. open valleys								
	d. eaves and tops course								
	e. abutments								
	f. openings								
	g. dry and/or sand and cement wet finishing details								
7.3	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 for re-roofing								
	b. set out for battens, slates and components								
	c. determine lap details for imperial and metric slates								
	d. hole, grade and cut								
	e. install slates and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, vertical and general areas								
	f. form ridged hips and open valleys								
	g. mix sand and cement								
	h. mix mortar with additives								
	i. unobtrusively include reclaimed materials								
	j. form dry and/or wet fix finishing details								
	k. use hand tools, power tools and equipment								
	l. work at height								
	m. use access equipment								

7.4	safely use and store hand tools, power tools and ancillary equipment						
7.5	state the needs of other occupations and how to 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 274

Installing regular sized natural roof slates 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 275 Installing roofing backgrounds and components in the workplace

10 credits

Level: 2

UAN: D/600/8054

Unit aim:

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

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing and installing underlay, battens, counter-battens, eaves ventilation systems, fire-stops and ancillary components to form roofing backgrounds 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 roofing backgrounds and components.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	interpret and extract information from contractor’s working instructions													
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. contractor’s working instructions													
	b. manufacturers’ information													
	c. regulations governing buildings													
	d. procedures for dealing with damaged and incorrect materials and/or resources.													

2. Know how to comply with relevant legislation and official guidance when installing roofing backgrounds and components.							
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. with tools and equipment							
d. with materials and substances							
e. with movement/storage of materials and by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. company							
c. operative							
2.3 state what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe working practices when installing roofing backgrounds and components.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 use Personal Protective Equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing roofing backgrounds and components							
3.2 explain why and when Personal Protective Equipment (PPE) should be used, relating to installing roofing backgrounds and components, and the:							
a. types							
b. purpose							
c. 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 install roofing backgrounds and components.							
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. underlay							
b. battens							
c. counter-battens							
d. undercloak							
e. verge clips							
f. eave ventilation systems							
g. hip irons							
h. valley liners							
i. sand							
j. cement							
k. additives							
l. hand tools							
m. ancillary equipment							

4.2 select resources associated with own work in relation to:							
a. materials							
b. components							
c. fixings							
d. tools and equipment							
4.3 state:							
a. how the resources should be used correctly							
b. how problems associated with the resources are reported							
c. 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 associated with the method/procedure to install roofing backgrounds and components.							

5. Minimise the risk of damage to the work and surrounding area when installing roofing backgrounds and components.							
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:							
a. general workplace activities							
b. other occupations							
c. 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 installing roofing backgrounds and 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 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 roofing backgrounds and 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 roofing backgrounds and components:							
a. measuring							
b. cutting							
c. marking out							
d. fitting							
e. positioning							
f. securing							
7.2 install roofing backgrounds and components to roofs with verges, hips, ridges, valleys and abutments to contractor's working instructions for:							
a. underlay, battens and counter-battens							
b. sand and cement							
c. undercloaks							
d. eaves ventilation systems							
e. fire-stops							
f. ancillary components							

7.3	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. fix underlay, battens and counter-battens							
	b. fix undercloak and verge clips							
	c. mix sand and cement for roofwork							
	d. mix mortar with additives							
	e. install valley liners and hip irons							
	f. install eaves ventilation systems							
	g. form fire-breaks							
	h. use hand tools and ancillary equipment							
	i. work at height							
	j. use access equipment							
7.4	safely use and store hand tools and ancillary equipment							
7.5	state the needs of other occupations and how to communicate within a team when installing roofing backgrounds and components							
7.6	describe how to maintain the tools and equipment used when installing roofing backgrounds and components.							

Unit 275

Installing roofing backgrounds and 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 281 Installing single-lap roof coverings to a variable gauge in the workplace

14 credits

Level: 2

UAN: H/600/8170

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.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from contractor’s working instructions							
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. contractor’s working instructions,							
b. manufacturers’ information,							
c. regulations governing buildings,							
d. procedures for dealing with damaged and incorrect materials and/or resources.							

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. at height							
c. with tools and equipment							
d. with materials and substances							
e. with movement/storage of materials							
f. by manual handling							
g. mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. company							
c. 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 variable gauge.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 use Personal Protective Equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing single-lap roof coverings to a variable gauge							
3.2 explain why and when Personal Protective Equipment (PPE) should be used, relating to installing single-lap roof coverings to a variable gauge, and the:							
a. types							
b. purpose							
c. 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 install single-lap roof coverings to a variable gauge.							
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. single-lap tiles							
b. single-lap artificial slates							
c. battens							
d. fittings							
e. fixings							
f. ridge and hip tiles							
g. dry fix systems							
h. mortar							
i. ventilation systems							
j. sand, cement and additives							
k. hand and/or powered tools and ancillary 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:							
a. how the resources should be used correctly							
b. how problems associated with the resources are reported							
c. 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 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 coverings 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							
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:							
a. general workplace activities							
b. other occupations							
c. 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 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 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 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, fitting							
e. mixing							
f. positioning							
g. securing							
h. finishing							
7.2 install battens, single-lap roof tiles and/or single-lap artificial slates and related fittings, fixings and components to contractor's working instructions, using new and/or reclaimed materials for roofs with:							
a. valleys							
b. eaves							
c. abutments							
d. openings							
e. sand and cement wet fix verges, ridges and hips and/or dry fix verges, ridges and hips							

7.3	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 for re-roofing							
	b. set out battens, tiles, artificial single-lap slates and components							
	c. install tiles, artificial slates, components to eaves, verges, ridge, hips, valleys, openings, abutments and general areas							
	d. mix sand and cement							
	e. mix mortar with additives							
	f. unobtrusively include reclaimed materials							
	g. form dry and/or wet fix finishing details							
	h. use hand tools, power tools and equipment							
	i. work at height							
	j. use access equipment							
7.4	safely use and store hand tools, power tools and ancillary equipment							
7.5	state the needs of other occupations and how to communicate within a team when installing single-lap roof coverings to a variable gauge							
7.6	describe how to maintain the tools and equipment used when installing single-lap roof coverings to a variable gauge.							

Unit 281

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 282 Installing solar collectors to roofs in the workplace

6 credits

Level: 2
UAN: K/503/2959

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 and 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 materials, components, fixings, tools and 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	state 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 installing 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 282

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 299

Maintaining slate and tile roofing in the workplace

14 credits

Level: 2
UAN: K/503/9538

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 relevant 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:							
	a. drawings							
	b. risk assessments							
	c. method statements							
	d. specifications							
	e. schedules							
	f. manufacturers' information							
	g. 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 and health hazards, 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 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 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 organizational requirements when maintaining slate and tile roofing													
3.2	comply with information relating to specific risks to health when maintaining slate and tile roofing													
3.3	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to maintaining slate and tile roofing, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:													
	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 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 and fixings													
	c. tools and equipment													

4.2	describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
	a. slates							
	b. tiles							
	c. battens							
	d. underlays							
	e. sand							
	f. cement							
	g. limes							
	h. vents							
	i. lead							
	j. additives							
	k. guttering							
	l. downpipes							
	m. fixings							
	n. 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 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							
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 and healthy 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 (patianation 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 299

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 608
5 credits

Moving, handling and storing resources in the workplace

Level: 2

UAN: F/503/1171

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 moving, handling and/or storing resources, relevant to the given occupation													
1.2	interpret the given information relating to the use and storage of lifting aids and equipment													
1.3	describe the different types of technical, product and regulatory information, their source and how they are interpreted													
1.4	state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented													
1.5	describe how to obtain information relating to using and storing lifting aids and equipment.													

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

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

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

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

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

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

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

Unit 608

Moving, handling and storing resources in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 673

Preparing resources for hard and soft metal roofing and weathering in the workplace

14 credits

Level: 2

UAN: A/600/8479

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 hard and soft metal roofing and weathering ready for 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 preparing resources for hard and soft metal roofing and weathering.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. schedules							
d. 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. specification							
	c. schedules							
	d. manufacturers' information							
	e. regulations governing buildings.							

2. Know how to comply with relevant legislation and official guidance when preparing resources for hard and soft metal roofing and weathering.								
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. with tools and equipment							
	d. with materials and substances							
	e. with movement/storage of materials and by manual handling and mechanical lifting							
2.2	describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
	a. site							
	b. workplace							
	c. company							
	d. operative							
2.3	state what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe working practices when preparing resources for hard and soft metal roofing and weathering.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1	use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when preparing resources for hard and soft metal roofing and weathering													
3.2	explain why and when Personal Protective Equipment (PPE) should be used, relating to preparing resources for hard and soft metal roofing and weathering, and the:													
	a. types													
	b. purpose													
	c. 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 prepare resources for hard and soft metal roofing and weathering.														
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. hard metal													
	b. lead													
	c. 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 prepare resources for hard and soft metal roofing and weathering.							

5. Minimise the risk of damage to the work and surrounding area when preparing resources for hard and soft metal roofing and weathering.								
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:							
	a. general workplace activities							
	b. other occupations							
	c. 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 preparing resources for hard and soft metal roofing and weathering.								
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 resources for hard and soft metal roofing and weathering 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 resources for hard and soft metal roofing and weathering:													
	a. measuring													
	b. marking out													
	c. cutting and profiling													
7.2	prepare metal roofing and weathering to contractor's working instructions for:													
	a. hard metals													
	or													
	b. lead													
7.3	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:													
	a. prepare hard metal (cutting to length and profiling edges)													
	b. prepare lead (cutting to length and shape)													
	c. use hand tools, power tools and equipment													
	d. work at height													
	e. use access equipment													
7.4	safely use and store hand tools, portable power tools and ancillary equipment (as appropriate to the metal)													
7.5	state the needs of other occupations and how to communicate within a team when preparing resources for hard and soft metal roofing and weathering													
7.6	describe how to maintain the tools and equipment used when preparing resources for hard and soft metal roofing and weathering.													

Unit 673

Preparing resources for hard and soft metal roofing and weathering 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 674 Preparing roof structures for thatching in the workplace

18 credits

Level: 2

UAN: D/600/8037

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. schedules												
	d. 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. schedules							
	d. manufacturers' information							
	e. regulations governing buildings.							

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 under current legislation and official guidance whilst working:							
	a. in the workplace							
	b. at height							
	c. with tools and equipment							
	d. with materials and substances							
	e. with movement/storage of materials and by manual handling and mechanical lifting							
2.2	describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
	a. site							
	b. workplace							
	c. company							
	d. operative							
2.3	state what the accident reporting procedures are and who is responsible for making reports							
2.4	state 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 Personal Protective Equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when preparing roof structures for thatching												
3.2	explain why and when Personal Protective Equipment (PPE) should be used, relating to preparing roof structures for thatching, and the:												
	a. types												
	b. purpose												
	c. 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	demonstrate the safe use of a fire extinguisher relevant to a typical fire associated with preparing roof structures for thatching as relevant to the operations.												

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	describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:												
	a. timber, fixings, cleaning agents and timber treatments												
	b. hand and/or powered tools and equipment												
4.2	select resources associated with own work in relation to materials, components, fixings, tools and equipment												
4.3	state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used												
4.4	outline potential hazards associated with the resources and method of work												

4.5 describe how to calculate:							
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							
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:							
a. general workplace activities							
b. other occupations							
c. 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 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 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 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:												
	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	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. reinforce and make good roof structure												
	c. clean and treat roof structure												
	d. use hand tools, power tools and equipment												
	e. use access equipment												
7.4	safely use and store:												
	a. hand tools												
	b. portable power tools												
	c. ancillary equipment												
7.5	state the needs of other occupations and how to communicate within a team when preparing roof structures for thatching												
7.6	describe how to maintain the tools and equipment used when preparing roof structures for thatching.												

Unit 674 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 678

Preparing thatching materials in the workplace

16 credits

Level: 2

UAN: T/600/8044

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:								
1.1	interpret and extract information from:	*PER	SO	OQ	WQ	WT	PS	PD
	a. drawings							
	b. specifications							
	c. schedules							
	d. 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. schedules							
d. manufacturers' information							
e. regulations governing buildings.							

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 under current legislation and official guidance whilst working:							
a. in the workplace							
b. at height							
c. with tools and equipment							
d. with materials and substances							
e. with movement/storage of materials and by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
2.3 state what the accident reporting procedures are and who is responsible for making reports							
2.4 state the types of fire extinguishers available when preparing thatching materials and describe how and when they are used.							

3. Maintain safe working practices when preparing thatching materials.														
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 preparing thatching materials													
3.2	explain why and when Personal Protective Equipment (PPE) should be used, relating to preparing thatching materials, and the:													
	a. types													
	b. purpose													
	c. 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	demonstrate the safe use of a fire extinguisher relevant to a typical fire associated with preparing thatching materials as relevant to the operations.													

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	describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:													
	a. straw													
	b. reed													
	c. grass													
	d. coppice materials													
	e. heather													
	f. marram													
	g. bent													
	h. bracken													
	i. rush													
	j. flax													
	k. turf													
	l. hand and/or powered tools and equipment													
4.2	select resources associated with own work in relation to:													
	a. components													
	b. fixings													
	c. tools and equipment													
4.3	state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used													
4.4	outline potential hazards associated with the resources and method of work													
4.5	describe how to calculate:													
	a. quantity													
	b. length													
	c. area													
	d. 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							
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:							
a. general workplace activities							
b. other occupations							
c. 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 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. butting														
e. bundling														
f. wealming														
g. splitting														
h. twisting														
7.2 prepare thatching materials, to given working instructions for at least one of the following:														
a. long straw														
b. combed wheat reed														
c. water reed														
d. sedge grass														
e. coppice materials														
f. heather														
g. marram														
h. bent														
i. bracken														
j. rush														
k. flax														
l. turf or other specialist local materials														

7.3	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:								
	a. prepare for use:								
	• long straw								
	• combed wheat reed								
	• water reed								
	• sedge grass								
	• coppice materials								
	• heather								
	• marram								
	• bent								
	• bracken								
	• rush								
	• flax								
	• turf								
	b. gather/harvest thatching material								
	c. use access equipment								
	d. use hand tools, power tools and equipment								
7.4	safely use and store hand tools, portable power tools and ancillary equipment								
7.5	state the needs of other occupations and how to communicate within a team when preparing thatching materials								
7.6	describe how to maintain the tools and equipment used when preparing thatching materials.								

Unit 678

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 707 Thatching roof structures in the workplace

38 credits

Level: 2
UAN: F/600/8046

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 roof structures.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	interpret and extract information from:													
	a. drawings													
	b. specifications													
	c. schedules													
	d. 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. schedules							
d. manufacturers' information regulations governing buildings.							

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. with tools and equipment							
d. with materials and substances							
e. with movement/storage of materials and by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
2.3 state what the accident reporting procedures are and who is responsible for making reports							
2.4 state the types of fire extinguishers available when thatching roof structures and describe how and when they are used.							

3. Maintain safe working practices when thatching roof structures.														
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 thatching roof structures													
3.2	explain why and when Personal Protective Equipment (PPE) should be used, relating to thatching roof structures, and the:													
	a. types													
	b. purpose													
	c. 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	demonstrate the safe use of a fire extinguisher relevant to a typical fire associated with thatching roof structures as relevant to the operations.													

4. Select the required quantity and quality of resources for the methods of work to thatch roof structures.													
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. straw													
b. reed													
c. sedge grass													
d. coppice materials													
e. heather													
f. marram													
g. bent													
h. bracken													
i. rush													
j. flax													
k. turf netting													
l. lead													
m. mortar													
n. fixings													
o. ancillary items													
p. 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 thatch roof structures.							

5. Minimise the risk of damage to the work and surrounding area when thatching roof structures.								
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:							
	a. general workplace activities							
	b. other occupations							
	c. 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 thatching roof 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 roof 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 roof structures:														
a. measuring														
b. marking out														
c. fitting														
d. finishing														
e. positioning														
f. securing														
7.2 thatch roof structures to given working instructions to provide a surface to prevent the penetration of water, by:														
a. thatching roof with at least one of the following:														
• long straw														
• combed wheat reed														
• water reed														
• sedge grass														
• coppice materials														
• heather														
• marram														
• bent														
• bracken														
• rush														
• flax														
• turf														
• or other specialist local materials														
b. forming main casework, eaves, gables and ridge work														

7.3	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. thatch roofs with:							
	• long straw							
	• combed wheat reed							
	• water reed							
	• sedge grass							
	• coppice materials							
	• heather							
	• marram							
	• bent							
	• bracken							
	• rush							
	• flax							
	• turf							
	b. use thatching materials to: form main casework, eaves, gables and ridge work							
	c. form joints with other roofing materials and abutments							
	d. use access equipment							
	e. use hand tools, power tools and equipment							
7.4	safely use and store:							
	a. materials							
	b. hand tools							
	c. portable power tools							
	d. ancillary equipment							
7.5	state the needs of other occupations and how to communicate within a team when thatching roof structures							
7.6	describe how to maintain the tools and equipment used when thatching roof structures.							

Unit 707

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:	

Appendix 1 **Summary of City & Guilds assessment policies**

Health and Safety

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

Equal Opportunities

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

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

Access to assessment

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

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

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

Complaints and appeals

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

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

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

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

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

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

City & Guilds Group

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

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