

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

September 2017 Version 1.3



## Qualification at a glance

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

<b>Title and level</b>	<b>GLH</b>	<b>TQT</b>	<b>City &amp; Guilds number</b>	<b>Accreditation number</b>
Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Tiler	128	380	6569-01	601/3201/2
Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Slater	128	380	6569-02	601/3201/2
Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Slater and Tiler	128	380	6569-03	601/3201/2
Level 2 NVQ Diploma in Roofing Occupations (Construction) – Metal Roofer	128	380	6569-04	601/3201/2
Level 2 NVQ Diploma in Roofing Occupations (Construction) – Thatching	128	380	6569-05	601/3201/2
Level 2 NVQ Diploma in Roofing Occupations (Construction) - Solar Collector Roofer – Access	128	380	6569-06	601/3201/2
Level 2 NVQ Diploma in Roofing Occupations (Construction) - Solar Collector Roofer – Protection/Handover	128	380	6569-07	601/3201/2

<b>Version and date</b>	<b>Change detail</b>	<b>Section</b>
V1.1 December 2014	Accreditation number corrected.	Above table
V1.2 November 2015	Telephone number removed from unit 239	Page 45
V1.3 September 2017	Added TQT and GLH details  Deleted QCF	Qualification at a Glance, Structure  Throughout



# Contents

<b>1</b>	<b>Introduction</b>	<b>6</b>
	Structure	7
<b>2</b>	<b>Centre requirements</b>	<b>16</b>
	Approval	16
	Resource requirements	16
	Learner entry requirements	17
<b>3</b>	<b>Delivering the qualification</b>	<b>18</b>
	Initial assessment and induction	18
	Support materials	18
	Recording documents	18
<b>4</b>	<b>Assessment</b>	<b>19</b>
	Assessment of the qualification	19
	Aspects to be assessed through performance in the workplace	19
<b>5</b>	<b>Units</b>	<b>20</b>
<b>Unit 101</b>	<b>Conforming to general health, safety and welfare in the workplace</b>	<b>21</b>
<b>Unit 215</b>	<b>Clearing the site and handing over on completion in the workplace</b>	<b>26</b>
<b>Unit 218</b>	<b>Conforming to productive working practices in the workplace</b>	<b>32</b>
<b>Unit 224</b>	<b>Erecting and dismantling access/working platforms in the workplace</b>	<b>36</b>
<b>Unit 239</b>	<b>Establishing work area protection and safety in the workplace</b>	<b>42</b>
<b>Unit 251</b>	<b>Installing components for warm and cold roof construction in the workplace</b>	<b>48</b>
<b>Unit 254</b>	<b>Installing double-lap artificial roof slates (diamond pattern) in the workplace</b>	<b>55</b>
<b>Unit 255</b>	<b>Installing double-lap artificial roof slates in the workplace</b>	<b>62</b>
<b>Unit 256</b>	<b>Installing double-lap concrete roof slates in the workplace</b>	<b>68</b>
<b>Unit 265</b>	<b>Installing metal roofing and weathering to the substrate in the workplace</b>	<b>74</b>
<b>Unit 267</b>	<b>Installing plain tile roof coverings in the workplace</b>	<b>80</b>
<b>Unit 269</b>	<b>Installing pre-formed weathering flashings to roofs in the workplace</b>	<b>86</b>
<b>Unit 274</b>	<b>Installing regular sized natural roof slates to standard roof details in the workplace</b>	<b>92</b>
<b>Unit 275</b>	<b>Installing roofing backgrounds and components in the workplace</b>	<b>98</b>

<b>Unit 280</b>	<b>Installing single-lap roof coverings to a fixed gauge in the workplace</b>	<b>104</b>
<b>Unit 281</b>	<b>Installing single-lap roof coverings to a variable gauge in the workplace</b>	<b>110</b>
<b>Unit 282</b>	<b>Installing solar collectors to roofs in the workplace</b>	<b>116</b>
<b>Unit 290</b>	<b>Installing wood shingle roof coverings in the workplace</b>	<b>122</b>
<b>Unit 299</b>	<b>Maintaining slate and tile roofing in the workplace</b>	<b>128</b>
<b>Unit 331</b>	<b>Producing decorative metal roofing and weathering details in the workplace</b>	<b>134</b>
<b>Unit 608</b>	<b>Moving, handling and storing resources in the workplace</b>	<b>140</b>
<b>Unit 673</b>	<b>Preparing resources for hard and soft metal roofing and weathering in the workplace</b>	<b>146</b>
<b>Unit 674</b>	<b>Preparing roof structures for thatching in the workplace</b>	<b>152</b>
<b>Unit 678</b>	<b>Preparing thatching materials in the workplace</b>	<b>157</b>
<b>Unit 690</b>	<b>Repairing and maintaining metal roofing and weathering in the workplace</b>	<b>164</b>
<b>Unit 706</b>	<b>Stripping and reclaiming pitched roof coverings in the workplace</b>	<b>170</b>
<b>Unit 707</b>	<b>Thatching roof structures in the workplace</b>	<b>176</b>
<b>Unit 709</b>	<b>Utilising provision of fall protection systems and/or equipment in the workplace</b>	<b>183</b>
<b>Unit 713</b>	<b>Producing external solid render finishes in the workplace</b>	<b>190</b>
<b>Appendix 1</b>	<b>Sources of general information</b>	<b>196</b>



# 1 Introduction

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

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

## Structure

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Tiler (6569-01)**, learners must achieve **62** credits from all Mandatory units. Learners can achieve further credits from the elective group. These credits **do not** count towards the required credits for this qualification.

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

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
<b>Mandatory</b>			
A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2
J/503/1169	218	Conforming to productive working practices in the workplace	3
H/600/8315	267	Installing plain tile roof coverings in the workplace	18
J/600/8064	269	Installing pre-formed weathering flashings to roofs in the workplace	10
D/600/8054	275	Installing roofing backgrounds and components in the workplace	10
H/600/8170	281	Installing single-lap roof coverings to a variable gauge in the workplace	14
F/503/1171	608	Moving, handling and storing resources in the workplace	5
<b>Elective</b>			
M/503/9914	251	Installing components for warm and cold roof construction in the workplace	10
R/600/8472	254	Installing double-lap artificial roof slates (diamond pattern) in the workplace	11
T/600/8321	255	Installing double-lap artificial roof slates in the workplace	11
J/600/8470	256	Installing double-lap concrete roof slates in the workplace	10
F/600/8466	280	Installing single-lap roof	11

		coverings to a fixed gauge in the workplace	
L/600/8468	290	Installing wood shingle roof coverings in the workplace	13
R/600/8410	706	Stripping and reclaiming pitched roof coverings in the workplace	15
D/600/7695	713	Producing external solid render finishes in the workplace	22

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Slater (6569-02)**, learners must achieve **56** credits from all Mandatory units. Learners can achieve further credits from the elective group. These credits **do not** count towards the required credits for this qualification.

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

<b>Mandatory</b>			
A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2
J/503/1169	218	Conforming to productive working practices in the workplace	3
J/600/8064	269	Installing pre-formed weathering flashings to roofs in the workplace	10
M/600/8317	274	Installing regular sized natural roof slates to standard roof details in the workplace	26
D/600/8054	275	Installing roofing backgrounds and components in the workplace	10
F/503/1171	608	Moving, handling and storing resources in the workplace	5
<b>Elective</b>			
M/503/9914	251	Installing components for warm and cold roof construction in the workplace	10
R/600/8472	254	Installing double-lap artificial roof slates (diamond pattern) in the workplace	11
T/600/8321	255	Installing double-lap artificial roof slates in the workplace	11
J/600/8470	256	Installing double-lap concrete roof slates in the workplace	10
F/600/8466	280	Installing single-lap roof coverings to a fixed gauge in the workplace	11
L/600/8468	290	Installing wood shingle roof coverings in the workplace	13
R/600/8410	706	Stripping and reclaiming pitched roof coverings in the workplace	15

D/600/7695 713

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)**, learners must achieve **88** credits from all Mandatory units. Learners can achieve further credits from the elective group. These credits **do not** count towards the required credits for this qualification.

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

<b>Mandatory</b>			
A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2
J/503/1169	218	Conforming to productive working practices in the workplace	3
H/600/8315	267	Installing plain tile roof coverings in the workplace	18
J/600/8064	269	Installing pre-formed weathering flashings to roofs in the workplace	10
M/600/8317	274	Installing regular sized natural roof slates to standard roof details in the workplace	26
D/600/8054	275	Installing roofing backgrounds and components in the workplace	10
H/600/8170	281	Installing single-lap roof coverings to a variable gauge in the workplace	14
F/503/1171	608	Moving, handling and storing resources in the workplace	5
<b>Elective</b>			
M/503/9914	251	Installing components for warm and cold roof construction in the workplace	10
R/600/8472	254	Installing double-lap artificial roof slates (diamond pattern) in the workplace	11
T/600/8321	255	Installing double-lap artificial roof slates in the workplace	11
J/600/8470	256	Installing double-lap concrete roof slates in the workplace	10
F/600/8466	280	Installing single-lap roof coverings to a fixed gauge in the workplace	11

L/600/8468	290	Installing wood shingle roof coverings in the workplace	13
R/600/8410	706	Stripping and reclaiming pitched roof coverings in the workplace	15
D/600/7695	713	Producing external solid render finishes in the workplace	22

To achieve **Level 2 NVQ Diploma in Roofing Occupations (Construction) – Metal Roofer (6569-04)**, learners 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.

### **Level 2 NVQ Diploma in Roofing Occupations (Construction) – Metal Roofer**

#### **Mandatory**

A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2
J/503/1169	218	Conforming to productive working practices in the workplace	3
M/600/8480	265	Installing metal roofing and weathering to the substrate in the workplace	17
F/503/1171	608	Moving, handling and storing resources in the workplace	5
A/600/8479	673	Preparing resources for hard and soft metal roofing and weathering in the workplace	14

#### **Optional**

A/600/8482	331	Producing decorative metal roofing and weathering details in the workplace	21
T/600/8481	690	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)**, learners must achieve **82** credits from the mandatory units.

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

<b>Mandatory</b>			
A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2
J/503/1169	218	Conforming to productive working practices in the workplace	3
F/503/1171	608	Moving, handling and storing resources in the workplace	5
D/600/8037	674	Preparing roof structures for thatching in the workplace	18
T/600/8044	678	Preparing thatching materials in the workplace	16
F/600/8046	707	Thatching roof structures in the workplace	38

To achieve the **Level 2 NVQ Diploma in Roofing Occupations (Construction) - Solar Collector Roofer – Access (6569-06)**, learners 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.

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

<b>Mandatory</b>			
A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2
J/503/1169	218	Conforming to productive working practices in the workplace	3
K/503/2959	282	Installing solar collectors to roofs in the workplace	6
K/503/9538	299	Maintaining slate and tile roofing in the workplace	14
F/503/1171	608	Moving, handling and storing resources in the workplace	5
<b>Optional</b>			
D/600/8281	224	Erecting and dismantling access/working platforms in the workplace	8
M/600/8303	709	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)**, learners 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.

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

<b>Mandatory</b>			
A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2
J/503/1169	218	Conforming to productive working practices in the workplace	3
K/503/2959	282	Installing solar collectors to roofs in the workplace	6
K/503/9538	299	Maintaining slate and tile roofing in the workplace	14
F/503/1171	608	Moving, handling and storing resources in the workplace	5
<b>Optional</b>			
R/600/8052	215	Clearing the site and handing over on completion in the workplace	12
T/503/9560	239	Establishing work area protection and safety in the workplace	10

### **Total Qualification Time**

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

<b>Title and level</b>	<b>GLH</b>	<b>TQT</b>
Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Tiler	128	380
Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Slater	128	380
Level 2 NVQ Diploma in Roofing Occupations (Construction) – Roof Slater and Tiler	128	380
Level 2 NVQ Diploma in Roofing Occupations (Construction) – Metal Roofer	128	380

Level 2 NVQ Diploma in Roofing Occupations (Construction) – Thatching	128	380
Level 2 NVQ Diploma in Roofing Occupations (Construction) - Solar Collector Roofer – Access	128	380
Level 2 NVQ Diploma in Roofing Occupations (Construction) - Solar Collector Roofer – Protection/Handover	128	380



## 2 Centre requirements

### Approval

The approval process for Construction qualifications is available at our website. Please visit [www.cityandguilds.com/construction](http://www.cityandguilds.com/construction) for further information.

### Resource requirements

#### Centre staffing

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

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

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

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

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

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

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

#### Assessors and internal verifiers

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

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

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

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

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

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

or hold one of the following:

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

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

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

### **Continuing Professional Development (CPD)**

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

### **Learner entry requirements**

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

### **Age restrictions**

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



## 3 Delivering the qualification

### Initial assessment and induction

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

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

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

### Support materials

The following resources are available for this qualification:

Description	How to access
Assessment guide for centres	<a href="http://www.cityandguilds.com">www.cityand guilds.com</a>
Qualification approval form	<a href="http://www.cityandguilds.com/construction">www.cityandguilds.com/construction</a>
Candidate logbook	<a href="http://www.cityandguilds.com">www.cityand guilds.com</a>

### Recording documents

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

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

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

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



## 4 Assessment

### **Assessment of the qualification**

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

### **Aspects to be assessed through performance in the workplace**

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

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

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

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



## 5 Units

### Structure of units

These units each have the following:

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

## Unit 101

# Conforming to general health, safety and welfare in the workplace

<b>UAN:</b>	A/503/1170
<b>Level:</b>	1
<b>Credit value:</b>	2
<b>GLH:</b>	7
<b>Aim:</b>	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.

<b>Learning outcome</b>
The learner will: 1. comply with all workplace health, safety and welfare legislation requirements
<b>Assessment criteria</b>
The learner can: 1.1 comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area 1.2 use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements 1.3 comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment 1.4 state why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: <ul style="list-style-type: none"><li>• collective protective measures</li><li>• personal protective equipment (PPE)</li><li>• respiratory protective equipment (RPE)</li><li>• local exhaust ventilation (LEV)</li></ul> 1.5 state how the health and safety control equipment relevant to

the work should be used in accordance with the given instructions

- 1.6 state which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment
- 1.7 state why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area
- 1.8 state how to comply with control measures that have been identified by risk assessments and safe systems of work.

### **Learning outcome**

The learner will:

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

### **Assessment criteria**

The learner can:

- 2.1 report any hazards created by changing circumstances within the workplace in accordance with organisational procedures
- 2.2 list typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities
- 2.3 list the current health and safety executive top ten safety risks
- 2.4 list the current health and safety executive top five health risks
- 2.5 state how changing circumstances within the workplace could cause hazards
- 2.6 state the methods used for reporting changed circumstances, hazards and incidents in the workplace.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 3.1 interpret and comply with given instructions to maintain safe systems of work and quality working practices
- 3.2 contribute to discussions by offering/providing feedback relating to health, safety and welfare
- 3.3 contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures
- 3.4 safely store health and safety control equipment in accordance with given instructions
- 3.5 dispose of waste and/or consumable items in accordance with legislation
- 3.6 state the organisational policies and procedures for health, safety and welfare, in relation to:
  - dealing with accidents and emergencies associated with the work and environment
  - methods of receiving or sourcing information
  - reporting
  - stopping work
  - evacuation
  - fire risks and safe exit procedures
  - consultation and feedback
- 3.7 state the appropriate types of fire extinguishers relevant to the work
- 3.8 state how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.

<b>Learning outcome</b>
The learner will: 4. work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area
<b>Assessment criteria</b>
The learner can: 4.1 demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare 4.2 state how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to: <ul style="list-style-type: none"> <li>• recognising when to stop work in the face of serious and imminent danger to self and/or others</li> <li>• contributing to discussions and providing feedback</li> <li>• reporting changed circumstances and incidents in the workplace</li> <li>• complying with the environmental requirements of the workplace</li> </ul> 4.3 give examples of how the behaviour and actions of individuals could affect others within the workplace.

<b>Learning outcome</b>
The learner will: 5. comply with and support all organisational security arrangements and approved procedures
<b>Assessment criteria</b>
The learner can: 5.1 provide appropriate support for security arrangements in accordance with approved procedures: <ul style="list-style-type: none"> <li>• during the working day</li> <li>• on completion of the day's work</li> <li>• for unauthorised personnel (other operatives and the general public)</li> <li>• for theft</li> </ul> 5.2 state how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.

# **Unit 101      Conforming to general health, safety and welfare in the workplace**

## Supporting information

### **Guidance**

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

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

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

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

Workplace evidence of skills cannot be simulated.

# Unit 215      Clearing the site and handing over on completion in the workplace

<b>UAN:</b>	R/600/8052
<b>Level:</b>	2
<b>Credit value:</b>	12
<b>GLH:</b>	40
<b>Aim:</b>	<p>This unit aims to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• interpret information</li> <li>• adopt safe and healthy working practices</li> <li>• select materials, components and equipment</li> <li>• provide appropriate information for the client, customer or their representative.</li> </ul>

<b>Learning outcome</b>
<p>The learner will:</p> <ol style="list-style-type: none"> <li>1. interpret the given information relating to the work and resources when clearing the site and handing over on completion.</li> </ol>
<b>Assessment criteria</b>
<p>The learner can:</p> <ol style="list-style-type: none"> <li>1.1 interpret and extract information from drawings, specifications, method statements, schedules and manufacturers' information.</li> <li>1.2 comply with information and/or instructions derived from risk assessments and method statement.</li> <li>1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.</li> <li>1.4 describe different types of information, their source and how</li> </ol>

they are interpreted in relation to:

- drawings
- specifications
- method statements
- schedules
- manufacturers' information.

### **Learning outcome**

The learner will:

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

### **Assessment criteria**

The learner can:

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

<b>Learning outcome</b>
The learner will: 3. maintain safe working practices when clearing the site and handing over on completion.
<b>Assessment criteria</b>
The learner can: 3.1 use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when clearing the site and handing over on completion. 3.2 explain why and when personal protective equipment (PPE) should be used, relating to clearing the site and handing over on completion, and the types, purpose and limitations of each type. 3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

<b>Learning outcome</b>
The learner will: 4. select the required quantity and quality of resources for the methods of work to clear the site and hand over on completion.
<b>Assessment criteria</b>
The learner can: 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> <li>• hand and powered tools and equipment.</li> </ul> 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.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 5.1 protect the work and its surrounding area from damage.
- 5.2 minimise damage and maintain a clean work space.
- 5.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
- 5.4 dispose of waste in accordance with legislation.
- 5.5 state why the disposal of waste should be carried out in relation to the work.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

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

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 7.1 demonstrate the following work skills when clearing the site and handing over on completion:
  - finishing,
  - positioning
  - dismantling
  - clearing
  - cleaning
  - tidying
  - securing
- 7.2 complete the task and hand the site over, in accordance with given working instructions, ensuring:
  - excess materials are removed
  - the quality of the finished task matches the given specification
  - the client, customer or their representative is provided with relevant information and advice
  - the clients, customer or their representative accepts the condition of the completed task and site.
- 7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
  - identify required finish quality
  - remove and dispose of hazardous waste
  - identify information that will be required by the client, customer or their representative
  - remove excess materials
  - clean and clear the task and surrounding area
  - complete records as appropriate
  - use hand tools, power tools and equipment
  - work at height
  - use access equipment.
- 7.4 safely use and store materials, hand tools, portable power tools and ancillary equipment.
- 7.5 state the needs of other occupations and how to communicate within a team when clearing the site and handing over on completion.
- 7.6 describe how to maintain the tools and equipment used when clearing the site and handing over on completion.

# **Unit 215      Clearing the site and handing over on completion in the workplace**

## Supporting information

### **Guidance**

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

- the Additional Requirements for Qualifications using the title NVQ in RQF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Regulated Qualification Framework (RQF) title and SVQs..

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of clearing the site and handing over on completion to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the following endorsement:

- own occupational area of work

## Unit 218

# Conforming to productive working practices in the workplace

<b>UAN:</b>	J/503/1169
<b>Level:</b>	2
<b>Credit value:</b>	3
<b>GLH:</b>	10
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none"><li>• productive communication with line management, colleagues and customers</li><li>• interpreting information</li><li>• planning and carrying out productive work practices</li><li>• working with others or as an individual</li></ul>

<b>Learning outcome</b>
The learner will: 1. communicate with others to establish productive work practices
<b>Assessment criteria</b>
The learner can: 1.1 communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively 1.2 describe the different methods of communicating with line management, colleagues and customers 1.3 describe how to use different methods of communication to ensure that the work carried out is productive.

<b>Learning outcome</b>
The learner will: 2. follow organisational procedures to plan the sequence of work
<b>Assessment criteria</b>
The learner can: 2.1 interpret relevant information from organisational procedures in order to plan the sequence of work 2.2 plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively 2.3 describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to: <ul style="list-style-type: none"> <li>• using resources for own and other’s work requirements</li> <li>• allocating appropriate work to employees</li> <li>• organising the work sequence</li> <li>• reducing carbon emissions</li> </ul> 2.4 describe how to contribute to zero/low carbon work outcomes within the built environment.

<b>Learning outcome</b>
The learner will: 3. maintain relevant records in accordance with the organisational procedures
<b>Assessment criteria</b>
The learner can: 3.1 complete relevant documentation according to the occupation as required by the organisation 3.2 describe how to complete and maintain documentation in accordance with organisational procedures, in relation to: <ul style="list-style-type: none"> <li>• job cards</li> <li>• worksheets</li> <li>• material/resource lists</li> <li>• time sheets</li> </ul> 3.3 explain the reasons for ensuring documentation is completed clearly and within given timescales.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 4.1 carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships
- 4.2 apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others
- 4.3 describe how to maintain good working relationships, in relation to:
  - individuals
  - customer and operative
  - operative and line management
  - own and other occupations
- 4.4 describe why it is important to work effectively with line management, colleagues and customers
- 4.5 describe how working relationships could have an effect on productive working
- 4.6 describe how to apply principles of equality and diversity when communicating and working with others.

# **Unit 218      Conforming to productive working practices in the workplace**

## Supporting information

### **Guidance**

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

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

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

Workplace evidence of skills cannot be simulated.

## Unit 224

# Erecting and dismantling access/working platforms in the workplace

<b>UAN:</b>	D/600/8281
<b>Level:</b>	2
<b>Credit value:</b>	8
<b>GLH:</b>	27
<b>Aim:</b>	<p>This unit aims to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none"><li>• interpret information</li><li>• adopt safe and healthy working practices</li><li>• select materials and equipment</li><li>• erect and dismantle access equipment suitable for the work operations.</li></ul>

<b>Learning outcome</b>
<p>The learner will:</p> <ol style="list-style-type: none"><li>1. interpret the given information relating to the work and resources when erecting and dismantling access/working platforms.</li></ol>
<b>Assessment criteria</b>
<p>The learner can:</p> <ol style="list-style-type: none"><li>1.1 interpret and extract information from specifications, method statements, risk assessments and manufacturers' information</li><li>1.2 comply with information and/or instructions derived from risk assessments and method statement</li><li>1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented</li><li>1.4 describe different types of information, their source and how they are interpreted in relation to:<ul style="list-style-type: none"><li>• specifications</li><li>• current legislation</li><li>• method statements</li><li>• risk assessments</li><li>• manufacturers' information.</li></ul></li></ol>

<b>Learning outcome</b>
The learner will: 2. know how to comply with relevant legislation and official guidance when erecting and dismantling access/working platforms.
<b>Assessment criteria</b>
The learner can: 2.1 describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> <li>• in the workplace</li> <li>• at height, in confined areas</li> <li>• with tools and equipment</li> <li>• with movement/storage of materials and by manual handling.</li> </ul> 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative. 2.3 state what the accident reporting procedures are and who is responsible for making reports.

<b>Learning outcome</b>
The learner will: 3. maintain safe working practices when erecting and dismantling access/working platforms.
<b>Assessment criteria</b>
The learner can: 3.1 use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when erecting and dismantling access/working platforms. 3.2 explain why, when and how personal protective equipment (PPE) should be used, relating to erecting and dismantling access/working platforms, and the types, purpose and limitations of each type. 3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

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

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

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 6.1 demonstrate completion of the work within the allocated time.
- 6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:
  - organisational procedures for reporting circumstances which will affect the work programme.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

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

- place protective screens and notices
  - check/monitor equipment during the period of use
  - dismantle and store access equipment
  - use tools and equipment
  - work at height
- 7.4 safely use and store materials, hand tools and ancillary equipment
- 7.5 state the needs of other occupations and how to communicate within a team when erecting and dismantling access/working platforms
- 7.6 describe how to maintain the tools and equipment used when erecting and dismantling access/working platforms.

# **Unit 224      Erecting and dismantling access/working platforms in the workplace**

## Supporting information

### **Guidance**

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

- the Additional Requirements for Qualifications using the title NVQ in RQF
- the ConstructionSkills 'Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Regulated Qualification Framework (RQF) title and SVQs..

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of erecting and dismantling access/working platforms to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the following endorsements:

- Own occupational area of work

Plus two or more of the following:

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

## Unit 239

# Establishing work area protection and safety in the workplace

<b>UAN:</b>	T/503/9560
<b>Level:</b>	2
<b>Credit value:</b>	10
<b>GLH:</b>	33
<b>Aim:</b>	<p>This unit aims to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none"><li>• interpret information</li><li>• adopt safe and healthy working practices</li><li>• select materials, components and equipment</li><li>• prepare, provide for and maintain the protection and safety of the occupational area of work.</li></ul>

<b>Learning outcome</b>
The learner will: 1. interpret the given information relating to the work and resources when establishing work area protection and safety.
<b>Assessment criteria</b>
The learner can: 1.1 interpret and extract relevant information from drawings, plans, risk assessments, method statements, specifications, schedules, site inspections and manufacturers' information. 1.2 comply with information and/or instructions derived from risk assessments and method statements. 1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented. 1.4 describe different types of information, their source and how they are interpreted in relation to:

- drawings
- plans
- risk assessments
- method statements
- specifications
- schedules
- site inspection reports, manufacturers' information
- regulations and official guidance associated with protecting work areas.

### **Learning outcome**

The learner will:

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

### **Assessment criteria**

The learner can:

- 2.1 describe their responsibilities regarding potential accidents and health hazards, whilst working:
  - in the workplace
  - below ground level
  - in confined spaces
  - at height
  - with tools and equipment
  - with materials and substances
  - with movement/storage of materials and by manual handling and mechanical lifting.
- 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
- 2.3 explain what the accident reporting procedures are and who is responsible for making reports.

### **Learning outcome**

The learner will:

3. maintain safe and healthy working practices when establishing work area protection and safety.

### **Assessment criteria**

The learner can:

- 3.1 use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when establishing work area protection and safety.
- 3.2 comply with information relating to specific risks to health when establishing work area protection and safety.
- 3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to establishing work area protection and safety, and

the types, purpose and limitations of each type, the work situation and general work environment, in relation to:

- collective protective measures
- personal protective equipment (PPE)
- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV).

- 3.4 describe how the relevant health and safety control equipment should be used in accordance with the given instructions.
- 3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

### **Learning outcome**

The learner will:

4. select the required quantity and quality of resources for the methods of work to establish work area protection and safety.

### **Assessment criteria**

The learner can:

- 4.1 select resources associated with own work in relation to materials, components and fixings, and tools and equipment.
- 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
- safety and security barriers
  - protection and safety notices
  - temporary structures
  - signs and lighting
  - hand and/or powered tools and equipment.
- 4.3 describe how the resources should be used correctly and how problems associated with the resources are reported.
- 4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources.
- 4.5 describe any potential hazards associated with the resources and methods of work.
- 4.6 describe how to calculate quantity, length and area associated with the method/procedure to establish work area protection and safety.

**Learning outcome**

The learner will:

5. minimise the risk of damage to the work and surrounding area when establishing work area protection and safety.

**Assessment criteria**

The learner can:

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

**Learning outcome**

The learner will:

6. complete the work within the allocated time when establishing work area protection and safety.

**Assessment criteria**

The learner can:

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

**Learning outcome**

The learner will:

7. comply with the given contract information to establish work area protection and safety to the required specification.

**Assessment criteria**

The learner can:

- 7.1 demonstrate the following work skills when establishing work area protection and safety:
  - measuring
  - setting out
  - positioning
  - assembling
  - constructing
  - securing
  - dismantling
- 7.2 install, maintain and remove temporary protection and safety arrangements for the work area, to given working instructions, relating to barriers/temporary structures and one of the following:
  - protection and safety notices
  - safety lighting
- 7.3 safely use materials, hand tools, portable power tools and ancillary equipment
- 7.4 safely store the materials, tools and equipment used when establishing work area protection and safety
- 7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
  - plan for the protection and the safety of the work and surrounding environment
  - install, check and maintain the protection and safety equipment
  - dismantle and remove protection and safety equipment
  - install safety notices
  - install lighting systems
  - use hand tools, power tools and equipment
  - work at height
  - use access equipment.
- 7.6 describe the needs of other occupations and how to effectively communicate within a team when establishing work area protection and safety.
- 7.7 describe how to maintain the tools and equipment used when establishing work area protection and safety.

# **Unit 239      Establishing work area protection and safety in the workplace**

## Supporting information

### **Guidance**

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

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

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

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the following endorsement:

- own occupational area of work

# Unit 251      Installing components for warm and cold roof construction in the workplace

<b>UAN:</b>	M/503/9914
<b>Level:</b>	2
<b>Credit value:</b>	10
<b>GLH:</b>	33
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none"> <li>• interpreting information</li> <li>• adopting safe and healthy working practices</li> <li>• selecting materials, components and equipment</li> <li>• preparing and installing underlay, battens, counter-battens, ventilation systems, rafter level insulation, ceiling level insulation, supporting timbers and ancillary components to form roofing backgrounds for new and/or reroof work</li> </ul>

<b>Learning outcome</b>
<p>The learner will:</p> <ol style="list-style-type: none"> <li>1. interpret the given information relating to the work and resources when installing components for warm and cold roof construction.</li> </ol>
<b>Assessment criteria</b>
<p>The learner can:</p> <ol style="list-style-type: none"> <li>1.1 interpret and extract relevant information from contractor's working instructions.</li> <li>1.2 comply with information and/or instructions derived from risk assessments and method statements.</li> <li>1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.</li> <li>1.4 describe different types of information, their source and how</li> </ol>

they are interpreted in relation to:

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

### **Learning outcome**

The learner will:

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

### **Assessment criteria**

The learner can:

- 2.1 describe their responsibilities regarding potential accidents and health hazards:
  - in the workplace
  - at height
  - with tools and equipment
  - with materials and substances
  - with movement/storage of materials and by manual handling and mechanical lifting.
- 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, company and operative.
- 2.3 explain what the accident reporting procedures are and who is responsible for making reports.

<b>Learning outcome</b>
The learner will: 3. maintain safe and healthy working practices when installing components for warm and cold roof construction.
<b>Assessment criteria</b>
The learner can: 3.1 use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with current legislation and organisational requirements when installing components for warm and cold roof construction. 3.2 explain why and when personal protective equipment (PPE) should be used, relating to installing components for warm and cold roof construction, and the types, purpose and limitations of each type. 3.3 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

<b>Learning outcome</b>
The learner will: 4. select the required quantity and quality of resources for the methods of work to install components for warm and cold roof construction.
<b>Assessment criteria</b>
The learner can: 4.1 select resources associated with own work in relation to materials, components, fixings, tools and equipment. 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> <li>• underlays</li> <li>• battens</li> <li>• counter-battens</li> <li>• quilt and rigid insulation</li> <li>• ventilation systems</li> <li>• timber</li> <li>• batten stops</li> <li>• hand tools and ancillary equipment.</li> </ul> 4.3 describe how the resources should be used correctly and how problems associated with the resources are reported. 4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources. 4.5 describe any potential hazards associated with the resources

and methods of work.

- 4.6 describe how to calculate quantity, length and area associated with the method/procedure to install components for warm and cold roof construction.

### **Learning outcome**

The learner will:

5. minimise the risk of damage to the work and surrounding area when installing components for warm and cold roof construction.

### **Assessment criteria**

The learner can:

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

### **Learning outcome**

The learner will:

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

### **Assessment criteria**

The learner can:

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

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 7.1 demonstrate the following work skills when installing components for warm and cold roof construction:
  - measuring
  - cutting
  - marking out
  - fitting
  - positioning
  - securing
- 7.2 install warm and cold roof components to roofs with ridges, verges, hips and valleys and abutments to given working instructions for the following:
  - underlay, battens and counter-battens
  - ventilation systems
  - rafter level insulation
  - ceiling level insulation
  - access hatch insulation
  - batten stops
  - supporting timbers (valleys, hips, ridges, abutments and openings)
  - ancillary components.
- 7.3 safely use hand tools, power tools and ancillary equipment.
- 7.4 safely store the tools and equipment used when installing components for warm and cold roof construction.
- 7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
  - fix underlay to roof design, battens and counter-battens
  - install ventilation systems
  - install rafter level insulation
  - install ceiling level insulation
  - install access hatch insulation
  - remove ineffective insulation from roof area
  - check and maintain adequate ventilation
  - install batten stops
  - install supporting timber at hips, valleys, ridges, abutments and openings
  - install vapour control layers
  - use hand tools and ancillary equipment

- work at height
- use access equipment.

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

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

# **Unit 251      Installing components for warm and cold roof construction in the workplace**

## Supporting information

### **Guidance**

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

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

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

Workplace evidence of skills cannot be simulated.

## Unit 254      Installing double-lap artificial roof slates (diamond pattern) in the workplace

<b>UAN:</b>	R/600/8472
<b>Level:</b>	2
<b>Credit value:</b>	11
<b>GLH:</b>	37
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none"> <li>• interpreting information</li> <li>• adopting safe and healthy working practices</li> <li>• selecting materials, components and equipment</li> <li>• preparing and installing double-lap artificial slate roof coverings (diamond pattern) for new and/or re-roof work</li> </ul>

<b>Learning outcome</b>
<p>The learner will:</p> <ol style="list-style-type: none"> <li>1. interpret the given information relating to the work and resources when installing double-lap artificial roof slates (diamond pattern).</li> </ol>
<b>Assessment criteria</b>
<p>The learner can:</p> <ol style="list-style-type: none"> <li>1.1 interpret and extract information from contractor's working instructions.</li> <li>1.2 comply with information and/or instructions derived from risk assessments and method statement.</li> <li>1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.</li> <li>1.4 describe different types of information, their source and how</li> </ol>

they are interpreted in relation to:

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

### **Learning outcome**

The learner will:

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

### **Assessment criteria**

The learner can:

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

**Learning outcome**

The learner will:

3. maintain safe working practices when installing double-lap artificial roof slates (diamond pattern).

**Assessment criteria**

The learner can:

- 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 double-lap artificial roof slates (diamond pattern).
- 3.2 explain why and when personal protective equipment (PPE) should be used, relating to installing double-lap artificial roof slates (diamond pattern), and the types, purpose and limitations of each type.
- 3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
  - double-lap artificial slates
  - battens
  - fittings
  - fixings
  - soakers
  - ridge and hip tiles
  - dry fix systems
  - mortar
  - ventilation systems
  - bonding agents
  - sand, cement and additives
  - hand and/or powered tools and ancillary 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

<p>problems associated with the resources are reported and how the organisational procedures are used.</p> <p>4.4 outline potential hazards associated with the resources and method of work.</p> <p>4.5 describe how to calculate quantity, length and area associated with the method/procedure to install double-lap artificial roof slates (diamond pattern).</p>
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<p><b>Learning outcome</b></p> <p>The learner will:</p> <p>5. minimise the risk of damage to the work and surrounding area when installing double-lap artificial roof slates (diamond pattern).</p>
<p><b>Assessment criteria</b></p> <p>The learner can:</p> <p>5.1 protect the work and its surrounding area from damage.</p> <p>5.2 minimise damage and maintain a clean work space.</p> <p>5.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.</p> <p>5.4 dispose of waste in accordance with legislation.</p> <p>5.5 state why the disposal of waste should be carried out in relation to the work.</p>

<p><b>Learning outcome</b></p> <p>The learner will:</p> <p>6. complete the work within the allocated time when installing double-lap artificial roof slates (diamond pattern).</p>
<p><b>Assessment criteria</b></p> <p>The learner can:</p> <p>6.1 demonstrate completion of the work within the allocated time.</p> <p>6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> <li>• types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>• organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

**Learning outcome**

The learner will:

7. comply with the given contract information to install double-lap artificial roof slates (diamond pattern) to the required specification.

**Assessment criteria**

The learner can:

- 7.1 demonstrate the following work skills when installing double-lap artificial roof slates (diamond pattern):
  - measuring
  - setting out
  - marking out
  - cutting
  - fitting
  - mixing
  - positioning
  - securing
  - finishing.
- 7.2 install battens, double-lap artificial roof slates (diamond pattern) and related fittings, fixings and components to contractor's working instructions, using new materials for roofs with
  - verges and ridges
  - hips
  - valleys
  - eaves and tops course
  - abutments
  - openings
  - dry and/or sand and cement wet finishing details
  - vertical surfaces.
- 7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
  - assess suitability of sub-structure for re-roofing
  - set out battens, slates and components
  - install slates and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, vertical and general areas
  - apply bonding agents
  - form dry and/or wet fix finishing details
  - mix sand and cement
  - mix mortar with additives
  - use hand tools, power tools and equipment
  - work at height
  - 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 double-lap artificial roof slates (diamond pattern).
- 7.6 describe how to maintain the tools and equipment used when installing double-lap artificial roof slates (diamond pattern).

# **Unit 254      Installing double-lap artificial roof slates (diamond pattern) in the workplace**

## Supporting information

### **Guidance**

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

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

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

Workplace evidence of skills cannot be simulated except for the following items from assessment criteria 7.2:

- vertical surfaces.

# Unit 255      Installing double-lap artificial roof slates in the workplace

<b>UAN:</b>	T/600/8321
<b>Level:</b>	2
<b>Credit value:</b>	11
<b>GLH:</b>	37
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none"> <li>• interpreting information</li> <li>• adopting safe and healthy working practices</li> <li>• selecting materials, components and equipment</li> <li>• installing double-lap artificial slate roof coverings for new and/or re-roof work</li> </ul>

<b>Learning outcome</b>
<p>The learner will:</p> <ol style="list-style-type: none"> <li>1. interpret the given information relating to the work and resources when installing double-lap artificial roof slates.</li> </ol>
<b>Assessment criteria</b>
<p>The learner can:</p> <ol style="list-style-type: none"> <li>1.1 interpret and extract information from contractor's working instructions.</li> <li>1.2 comply with information and/or instructions derived from risk assessments and method statement.</li> <li>1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.</li> <li>1.4 describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> <li>• contractor's working instructions</li> <li>• manufacturers' information</li> <li>• regulations governing buildings</li> <li>• procedures for dealing with damaged and incorrect materials and/or resources.</li> </ul> </li> </ol>

<b>Learning outcome</b>
The learner will: 2. know how to comply with relevant legislation and official guidance when installing double-lap artificial roof slates.
<b>Assessment criteria</b>
The learner can: 2.1 describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> <li>• in the workplace</li> <li>• at height</li> <li>• with tools and equipment</li> <li>• with materials and substances</li> <li>• with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, company and operative. 2.3 state what the accident reporting procedures are and who is responsible for making reports.

<b>Learning outcome</b>
The learner will: 3. maintain safe working practices when installing double-lap artificial roof slates.
<b>Assessment criteria</b>
The learner can: 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 double-lap artificial roof slates. 3.2 explain why and when personal protective equipment (PPE) should be used, relating to installing double-lap artificial roof slates, and the types, purpose and limitations of each type. 3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

<b>Learning outcome</b>
The learner will: 4. select the required quantity and quality of resources for the methods of work to install double-lap artificial roof slates.
<b>Assessment criteria</b>
The learner can: 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> <li>• double-lap artificial slates</li> <li>• fittings</li> <li>• fixings</li> <li>• soakers</li> <li>• ridge and hip tiles</li> <li>• battens</li> <li>• dry fix systems</li> <li>• mortar</li> <li>• ventilation systems</li> <li>• bonding agents</li> <li>• sand, cement and additives</li> <li>• hand and/or powered tools and ancillary equipment.</li> </ul> 4.2 select resources associated with own work in relation to materials, components, fixings, tools and equipment. 4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used. 4.4 outline potential hazards associated with the resources and method of work. 4.5 describe how to calculate quantity, length and area associated with the method/procedure to install double-lap artificial roof slates.

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

<b>Learning outcome</b>
The learner will: 6. complete the work within the allocated time when installing double-lap artificial roof slates.
<b>Assessment criteria</b>
The learner can: 6.1 demonstrate completion of the work within the allocated time. 6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> <li>• types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>• organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Learning outcome</b>
The learner will: 7. comply with the given contract information to install double-lap artificial roof slates to the required specification.
<b>Assessment criteria</b>
The learner can: 7.1 demonstrate the following work skills when installing double-lap artificial roof slates: <ul style="list-style-type: none"> <li>• measuring</li> <li>• setting out</li> <li>• marking out</li> <li>• cutting</li> <li>• fitting</li> <li>• mixing</li> <li>• positioning</li> <li>• securing</li> <li>• finishing</li> </ul> 7.2 install battens, double-lap artificial slates and related fittings, fixings and components to contractor's working instructions, using new and/or reclaimed materials for roofs with: <ul style="list-style-type: none"> <li>• verges and ridges</li> <li>• hips</li> <li>• valleys</li> <li>• eaves and tops course</li> <li>• abutments</li> <li>• openings</li> <li>• dry and/or sand and cement wet finishing details</li> <li>• vertical surfaces</li> </ul> 7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- assess suitability of sub-structure for re-roofing
  - install undereaves, eaves and tops course
  - set out battens, slates and components
  - install slates and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, vertical and general areas
  - mix sand and cement
  - mix mortar with additives
  - unobtrusively include reclaimed materials
  - apply bonding agents
  - form dry and/or wet fix finishing details
  - use hand tools, power tools and equipment
  - work at height
  - 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 double-lap artificial roof slates.
- 7.6 describe how to maintain the tools and equipment used when installing double-lap artificial roof slates.

# Unit 255      Installing double-lap artificial roof slates in the workplace

## Supporting information

### Guidance

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

- the Additional Requirements for Qualifications using the title NVQ in RQF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Regulated Qualification Framework (RQF) title and SVQs..

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of installing double-lap artificial roof slates installing double-lap artificial roof slates to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated except for the following item from assessment criteria 7.2:

- vertical surfaces.

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

- new materials
- reclaimed materials

# Unit 256      Installing double-lap concrete roof slates in the workplace

<b>UAN:</b>	J/600/8470
<b>Level:</b>	2
<b>Credit value:</b>	10
<b>GLH:</b>	33
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none"> <li>• interpreting information</li> <li>• adopting safe and healthy working practices</li> <li>• selecting materials, components and equipment</li> <li>• preparing and installing double-lap concrete slates for new and/or re-roof work</li> </ul>

<b>Learning outcome</b>
<p>The learner will:</p> <ol style="list-style-type: none"> <li>1. interpret the given information relating to the work and resources when installing double-lap concrete roof slates.</li> </ol>
<b>Assessment criteria</b>
<p>The learner can:</p> <ol style="list-style-type: none"> <li>1.1 interpret and extract information from contractor's working instructions.</li> <li>1.2 comply with information and/or instructions derived from risk assessments and method statement.</li> <li>1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.</li> <li>1.4 describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> <li>• contractor's working instructions</li> <li>• manufacturers' information</li> <li>• regulations governing buildings</li> <li>• procedures for dealing with damaged and incorrect materials and/or resources.</li> </ul> </li> </ol>

<b>Learning outcome</b>
The learner will: 2. know how to comply with relevant legislation and official guidance when installing double-lap concrete roof slates.
<b>Assessment criteria</b>
The learner can: 2.1 describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> <li>• in the workplace</li> <li>• at height</li> <li>• with tools and equipment</li> <li>• with materials and substances</li> <li>• with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, company and operative. 2.3 state what the accident reporting procedures are and who is responsible for making reports.

<b>Learning outcome</b>
The learner will: 3. maintain safe working practices when installing double-lap concrete roof slates.
<b>Assessment criteria</b>
The learner can: 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 double-lap concrete roof slates. 3.2 explain why and when personal protective equipment (PPE) should be used, relating to installing double-lap concrete roof slates, and the types, purpose and limitations of each type. 3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

<b>Learning outcome</b>
The learner will: 4. select the required quantity and quality of resources for the methods of work to install double-lap concrete roof slates.
<b>Assessment criteria</b>
The learner can: 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> <li>• concrete slates</li> <li>• fittings</li> <li>• fixings</li> <li>• soakers</li> <li>• ridge and hip tiles</li> <li>• battens</li> <li>• dry fix systems</li> <li>• mortar</li> <li>• ventilation systems</li> <li>• sand, cement and additives</li> <li>• hand and/or powered tools and ancillary equipment.</li> </ul> 4.2 select resources associated with own work in relation to materials, components, fixings, tools and equipment. 4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used. 4.4 outline potential hazards associated with the resources and method of work. 4.5 describe how to calculate quantity, length and area associated with the method/procedure to install double-lap concrete roof slates.

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

<b>Learning outcome</b>
The learner will: 6. complete the work within the allocated time when installing double-lap concrete roof slates.
<b>Assessment criteria</b>
The learner can: 6.1 demonstrate completion of the work within the allocated time. 6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> <li>• types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>• organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Learning outcome</b>
The learner will: 7. comply with the given contract information to install double-lap concrete roof slates to the required specification.
<b>Assessment criteria</b>
The learner can: 7.1 demonstrate the following work skills when installing double-lap concrete roof slates: <ul style="list-style-type: none"> <li>• measuring</li> <li>• setting out</li> <li>• marking out</li> <li>• cutting</li> <li>• fitting</li> <li>• mixing</li> <li>• positioning</li> <li>• securing</li> <li>• finishing</li> </ul> 7.2 install battens, double-lap concrete roof slates and related fittings, fixings and components to contractor's working instructions, using new materials for roofs with: <ul style="list-style-type: none"> <li>• verges and ridges</li> <li>• hips</li> <li>• valleys</li> <li>• eaves and tops course</li> <li>• abutments</li> <li>• openings</li> <li>• dry and/or sand and cement wet finishing details.</li> </ul> 7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> <li>• assess suitability of sub-structure for re-roofing</li> </ul>

- set out battens for regular and/or diminishing courses for slates and components
  - install slates and components to eaves and tops course, verges, ridge, hips, valleys, openings and/or abutments, vertical and general areas
  - form dry and/or wet fix finishing details
  - mix sand and cement
  - mix mortar with additives
  - use hand tools, power tools and equipment
  - work at height
  - 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 double-lap concrete roof slates.
- 7.6 describe how to maintain the tools and equipment used when installing double-lap concrete roof slates.

# **Unit 256      Installing double-lap concrete roof slates in the workplace**

## Supporting information

### **Guidance**

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

- the Additional Requirements for Qualifications using the title NVQ in RQF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Regulated Qualification Framework (RQF) title and SVQs..

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of installing double-lap concrete roof slates to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated

## Unit 265

# Installing metal roofing and weathering to the substrate in the workplace

<b>UAN:</b>	M/600/8480
<b>Level:</b>	2
<b>Credit value:</b>	17
<b>GLH:</b>	57
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting materials, components and equipment</li><li>• installing hard and soft metal roofing and weathering to horizontal, vertical and inclined surfaces</li></ul>

### Learning outcome

The learner will:

1. interpret the given information relating to the work and resources when installing metal roofing and weathering to the substrate

### Assessment criteria

The learner can:

- 1.1 interpret and extract information from drawings, specifications, schedules and manufacturers' information.
- 1.2 comply with information and/or instructions derived from risk assessments and method statement.
- 1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
- 1.4 describe different types of information, their source and how they are interpreted in relation to:
  - drawings
  - specifications
  - schedules
  - manufacturers

- information
- regulations governing buildings.

**Learning outcome**

The learner will:

2. know how to comply with relevant legislation and official guidance when installing metal roofing and weathering to the substrate.

**Assessment criteria**

The learner can:

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

**Learning outcome**

The learner will:

3. maintain safe working practices when installing metal roofing and weathering to the substrate.

**Assessment criteria**

The learner can:

- 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 types, purpose and limitations of each type.
- 3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

**Learning outcome**

The learner will:

4. select the required quantity and quality of resources for the methods of work to install metal roofing and weathering to the substrate.

**Assessment criteria**

The learner can:

- 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
  - hard metal, lead, fixings, finishings, ancillary items
  - hand and/or powered tools and equipment.
- 4.2 select resources associated with own work in relation to materials, components, fixings, tools and equipment.
- 4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
- 4.4 outline potential hazards associated with the resources and method of work.
- 4.5 describe how to calculate quantity, length, area and wastage associated with the method/procedure to install metal roofing and weathering to the substrate.

**Learning outcome**

The learner will:

5. minimise the risk of damage to the work and surrounding area when installing metal roofing and weathering to the substrate.

**Assessment criteria**

The learner can:

- 5.1 protect the work and its surrounding area from damage.
- 5.2 minimise damage and maintain a clean work space.
- 5.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
- 5.4 dispose of waste in accordance with legislation.
- 5.5 state why the disposal of waste should be carried out in relation to the work.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

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

**Learning outcome**

The learner will:

7. comply with the given contract information to install metal roofing and weathering to the substrate to the required specification.

**Assessment criteria**

The learner can:

- 7.1 demonstrate the following work skills when installing metal roofing and weathering to the substrate :
  - measuring
  - marking out
  - cutting
  - welting or dressing
  - positioning
  - securing
  - 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:
  - flat roofs
  - pitch roofs
  - vertical cladding
  - cornices
  - parapets
  - gutters.
- 7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
  - prepare substrate or background to receive hard metal or lead
  - 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

- join and terminate hard metal or lead in width and length
- use hand tools, power tools and equipment
- work at height
- 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**

## Supporting information

### **Guidance**

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

- the Additional Requirements for Qualifications using the title NVQ in RQF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Regulated Qualification Framework (RQF) title and SVQs..

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of installing metal roofing and weathering to the substrate to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

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

- hard metals
- lead

# Unit 267      Installing plain tile roof coverings in the workplace

<b>UAN:</b>	H/600/8315
<b>Level:</b>	2
<b>Credit value:</b>	18
<b>GLH:</b>	60
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none"> <li>• interpreting information</li> <li>• adopting safe and healthy working practices</li> <li>• selecting materials, components and equipment</li> <li>• installing plain tiles to pitched and vertical areas for new and/or re-roof work</li> </ul>

<b>Learning outcome</b>
<p>The learner will:</p> <ol style="list-style-type: none"> <li>1. interpret the given information relating to the work and resources when installing plain tile roof coverings.</li> </ol>
<b>Assessment criteria</b>
<p>The learner can:</p> <ol style="list-style-type: none"> <li>1.1 interpret and extract information from contractor's working instructions</li> <li>1.2 comply with information and/or instructions derived from risk assessments and method statement</li> <li>1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented</li> <li>1.4 describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> <li>• contractor's working instructions</li> <li>• manufacturers' information</li> <li>• regulations governing buildings</li> <li>• procedures for dealing with damaged and incorrect materials and/or resources.</li> </ul> </li> </ol>

<b>Learning outcome</b>
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<p>The learner will:</p> <p>2. know how to comply with relevant legislation and official guidance when installing plain tile roof coverings.</p>
<p><b>Assessment criteria</b></p>
<p>The learner can:</p> <p>2.1 describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> <li>• in the workplace</li> <li>• at height</li> <li>• with tools and equipment</li> <li>• with materials and substances</li> <li>• with movement/storage of materials and by manual handling and mechanical lifting</li> </ul> <p>2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, company and operative</p> <p>2.3 state what the accident reporting procedures are and who is responsible for making reports.</p>

<p><b>Learning outcome</b></p>
<p>The learner will:</p> <p>3. maintain safe working practices when installing plain tile roof coverings.</p>
<p><b>Assessment criteria</b></p>
<p>The learner can:</p> <p>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</p> <p>3.2 explain why and when personal protective equipment (PPE) should be used, relating to installing plain tile roof coverings, and the types, purpose and limitations of each type</p> <p>3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.</p>

<b>Learning outcome</b>
The learner will: 4. select the required quantity and quality of resources for the methods of work to install plain tile roof coverings.
<b>Assessment criteria</b>
The learner can: 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> <li>• plain tiles</li> <li>• fittings</li> <li>• fixings</li> <li>• soakers</li> <li>• ridge and hip tiles</li> <li>• battens</li> <li>• dry fix systems</li> <li>• mortar</li> <li>• ventilation systems</li> <li>• sand, cement and additives</li> <li>• hand and/or powered tools and ancillary equipment.</li> </ul> 4.2 select resources associated with own work in relation to materials, components, fixings, tools and equipment 4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used 4.4 outline potential hazards associated with the resources and method of work 4.5 describe how to calculate quantity, length and area associated with the method/procedure to install plain tile roof coverings.

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

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

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

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 7.1 demonstrate the following work skills when installing plain tile roof coverings:
  - measuring
  - setting out
  - marking out
  - cutting,
  - fitting
  - mixing
  - positioning
  - securing
  - finishing
- 7.2 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:
  - valleys
  - eaves and tops course
  - abutments
  - openings
  - sand and cement
  - wet fix verges
  - ridges and hips and/or dry fix verges
  - ridges and hips
  - vertical surfaces.
- 7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify

them, to:

- assess suitability of sub-structure for re-roofing
- set out for battens, tiles and components
- install tiles and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, vertical and general areas
- mix sand and cement
- mix mortar with additives
- unobtrusively include reclaimed materials
- form dry and/or wet fix finishing details
- use hand tools, power tools and equipment
- work at height
- 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

## Supporting information

### Guidance

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

- the Additional Requirements for Qualifications using the title NVQ in RQF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Regulated Qualification Framework (RQF) title and SVQs..

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of installing plain tile roof coverings to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated except for the following item from assessment criteria 7.2:

- vertical surfaces.

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

- new materials
- reclaimed materials

## Unit 269

# Installing pre-formed weathering flashings to roofs in the workplace

<b>UAN:</b>	J/600/8064
<b>Level:</b>	2
<b>Credit value:</b>	10
<b>GLH:</b>	33
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting materials, components and equipment</li><li>• receiving and installing pre-formed lead and/or proprietary flashings to chimneys, abutments, junctions, valleys and pipes for new and/or re-roof work</li></ul>

### Learning outcome

The learner will:

1. interpret the given information relating to the work and resources when installing pre-formed weathering flashings to roofs.

### Assessment criteria

The learner can:

- 1.1 interpret and extract information from contractor's 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:
  - contractor's working instructions,

- manufacturers' information
- regulations governing buildings
- procedures for dealing with damaged
- incorrect materials and/or resources.

### **Learning outcome**

The learner will:

2. know how to comply with relevant legislation and official guidance when installing pre-formed weathering flashings to roofs.

### **Assessment criteria**

The learner can:

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

### **Learning outcome**

The learner will:

3. maintain safe working practices when installing pre-formed weathering flashings to roofs.

### **Assessment criteria**

The learner can:

- 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 types, purpose and limitations of each type.
- 3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

### **Learning outcome**

<p>The learner will:</p> <p>4. select the required quantity and quality of resources for the methods of work to install pre-formed weathering flashings to roofs.</p>
<p><b>Assessment criteria</b></p>
<p>The learner can:</p> <p>4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> <li>• pre-formed lead flashings, proprietary flashings</li> <li>• patination oils</li> <li>• pointing materials</li> <li>• hand tools and ancillary equipment.</li> </ul> <p>4.2 select resources associated with own work in relation to materials, components, fixings, tools and equipment.</p> <p>4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.</p> <p>4.4 outline potential hazards associated with the resources and method of work.</p> <p>4.5 describe how to calculate quantity and length associated with the method/procedure to install pre-formed weathering flashings to roofs.</p>

<p><b>Learning outcome</b></p>
<p>The learner will:</p> <p>5. minimise the risk of damage to the work and surrounding area when installing pre-formed weathering flashings to roofs</p>
<p><b>Assessment criteria</b></p>
<p>The learner can:</p> <p>5.1 protect the work and its surrounding area from damage.</p> <p>5.2 minimise damage and maintain a clean work space.</p> <p>5.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.</p> <p>5.4 dispose of waste in accordance with legislation.</p> <p>5.5 state why the disposal of waste should be carried out in relation to the work.</p>

<b>Learning outcome</b>
The learner will: 6. complete the work within the allocated time when installing pre-formed weathering flashings to roofs.
<b>Assessment criteria</b>
The learner can: 6.1 demonstrate completion of the work within the allocated time. 6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> <li>• types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>• organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Learning outcome</b>
The learner will: 7. comply with the given contract information to install pre-formed weathering flashings to roofs to the required specification.
<b>Assessment criteria</b>
The learner can: 7.1 demonstrate the following work skills when installing pre-formed weathering flashings to roofs: <ul style="list-style-type: none"> <li>• fitting</li> <li>• positioning</li> <li>• securing</li> <li>• dressing</li> <li>• pointing</li> <li>• finishing</li> </ul> 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: <ul style="list-style-type: none"> <li>• chimneys</li> <li>• abutments</li> <li>• soil and/or vent pipes</li> <li>• junction saddles</li> <li>• valleys</li> <li>• openings</li> </ul> 7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> <li>• cut, fit and place lead soakers</li> <li>• install pre-formed step flashings</li> <li>• install valley liners and saddles</li> <li>• install pre-formed lead aprons, back gutters and pipe</li> </ul>

flashings

- install flashings to openings
- dress flashings
- work with lead and other hazardous materials
- install proprietary flashings and weatherings
- use hand tools and equipment
- work at height
- 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**

## Supporting information

### **Guidance**

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

- the Additional Requirements for Qualifications using the title NVQ in RQF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Regulated Qualification Framework (RQF) title and SVQs..

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of installing pre-formed weathering flashings to roofs to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

# Unit 274      Installing regular sized natural roof slates to standard roof details in the workplace

<b>UAN:</b>	M/600/8317
<b>Level:</b>	2
<b>Credit value:</b>	26
<b>GLH:</b>	87
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none"> <li>• interpreting information</li> <li>• adopting safe and healthy working practices</li> <li>• selecting materials, components and equipment</li> <li>• installing regular sized natural slate roof coverings to pitched areas for new and/or re-roof work</li> </ul>

<b>Learning outcome</b>
<p>The learner will:</p> <ol style="list-style-type: none"> <li>1. interpret the given information relating to the work and resources when installing regular sized natural roof slate to standard roof details.</li> </ol>
<b>Assessment criteria</b>
<p>The learner can:</p> <ol style="list-style-type: none"> <li>1.1 interpret and extract information from contractor's working instructions</li> <li>1.2 comply with information and/or instructions derived from risk assessments and method statement</li> <li>1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented</li> <li>1.4 describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> <li>• contractor's working instructions</li> </ul> </li> </ol>

- manufacturers' information
- regulations governing buildings
- procedures for dealing with damaged and incorrect materials and/or resources.

### **Learning outcome**

The learner will:

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

### **Assessment criteria**

The learner can:

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

### **Learning outcome**

The learner will:

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

### **Assessment criteria**

The learner can:

- 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 types, purpose and limitations of each type.
- 3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

**Learning outcome**

The learner will:

4. select the required quantity and quality of resources for the methods of work to install regular sized natural roof slate to standard roof details.

**Assessment criteria**

The learner can:

- 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
  - regular sized natural slates
  - fixings
  - soakers
  - ridge and hip tiles
  - battens
  - dry fix systems
  - mortar
  - ventilation systems
  - sand, cement and additives
  - hand and/or powered tools and ancillary equipment
- 4.2 select resources associated with own work in relation to materials, components, fixings, tools and equipment.
- 4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
- 4.4 outline potential hazards associated with the resources and method of work.
- 4.5 describe how to calculate quantity, length and area associated with the method/procedure to install regular sized natural roof slate to standard roof details.

**Learning outcome**

The learner will:

5. minimise the risk of damage to the work and surrounding area when installing regular sized natural roof slate to standard roof details.

**Assessment criteria**

The learner can:

- 5.1 protect the work and its surrounding area from damage.
- 5.2 minimise damage and maintain a clean work space.
- 5.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
- 5.4 dispose of waste in accordance with legislation.
- 5.5 state why the disposal of waste should be carried out in relation to the work.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

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

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 7.1 demonstrate the following work skills when installing regular sized natural roof slate to standard roof details:
  - measuring
  - setting out
  - marking out
  - grading
  - sizing and holing
  - cutting
  - fitting
  - mixing
  - positioning
  - securing
  - 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:
  - verges and ridges
  - ridged hips
  - open valleys
  - eaves and tops course
  - abutments
  - openings

- 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:
- assess suitability of sub-structure for re-roofing
  - set out for battens, slates and components
  - determine lap details for imperial and metric slates
  - hole, grade and cut
  - install slates and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, vertical and general areas
  - form ridged hips and open valleys
  - mix sand and cement
  - mix mortar with additives
  - unobtrusively include reclaimed materials
  - form dry and/or wet fix finishing details
  - use hand tools, power tools and equipment
  - work at height
  - 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**

## Supporting information

### **Guidance**

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

- the Additional Requirements for Qualifications using the title NVQ in RQF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Regulated Qualification Framework (RQF) title and SVQs..

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of installing regular sized natural roof slate to standard roof details to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

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

- new materials
- reclaimed materials

# Unit 275      Installing roofing backgrounds and components in the workplace

<b>UAN:</b>	D/600/8054
<b>Level:</b>	2
<b>Credit value:</b>	10
<b>GLH:</b>	33
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none"> <li>• interpreting information</li> <li>• adopting safe and healthy working practices</li> <li>• selecting materials, components and equipment</li> <li>• 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</li> </ul>

<b>Learning outcome</b>
<p>The learner will:</p> <ol style="list-style-type: none"> <li>1. interpret the given information relating to the work and resources when installing roofing backgrounds and components.</li> </ol>
<b>Assessment criteria</b>
<p>The learner can:</p> <ol style="list-style-type: none"> <li>1.1 interpret and extract information from contractor's working instructions.</li> <li>1.2 comply with information and/or instructions derived from risk assessments and method statement.</li> <li>1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.</li> <li>1.4 describe different types of information, their source and how they are interpreted in relation to:</li> </ol>

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

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

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

**Learning outcome**

The learner will:

3. maintain safe working practices when installing roofing backgrounds and components.

**Assessment criteria**

The learner can:

- 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 types, purpose and limitations of each type.
- 3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
  - underlay
  - battens
  - counter-battens
  - undercloak
  - verge clips
  - eave ventilation systems
  - hip irons
  - valley liners
  - sand
  - cement
  - additives
  - hand tools
  - ancillary 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

<p>method of work.</p> <p>4.5 describe how to calculate quantity, length and area associated with the method/procedure to install roofing backgrounds and components.</p>
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<p><b>Learning outcome</b></p> <p>The learner will:</p> <p>5. minimise the risk of damage to the work and surrounding area when installing roofing backgrounds and components.</p>
<p><b>Assessment criteria</b></p> <p>The learner can:</p> <p>5.1 protect the work and its surrounding area from damage.</p> <p>5.2 minimise damage and maintain a clean work space.</p> <p>5.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.</p> <p>5.4 dispose of waste in accordance with legislation.</p> <p>5.5 state why the disposal of waste should be carried out in relation to the work.</p>

<p><b>Learning outcome</b></p> <p>The learner will:</p> <p>6. complete the work within the allocated time when installing roofing backgrounds and components.</p>
<p><b>Assessment criteria</b></p> <p>the learner can:</p> <p>6.1 demonstrate completion of the work within the allocated time.</p> <p>6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> <li>• types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>• organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

**Learning outcome**

The learner will:

7. comply with the given contract information to install roofing backgrounds and components to the required specification.

**Assessment criteria**

The learner can:

- 7.1 demonstrate the following work skills when installing roofing backgrounds and components:
  - measuring
  - cutting
  - marking out
  - fitting
  - positioning
  - securing
- 7.2 install roofing backgrounds and components to roofs with verges, hips, ridges, valleys and abutments to contractor's working instructions for:
  - underlay, battens and counter-battens
  - sand and cement
  - undercloaks
  - eaves ventilation systems
  - fire-stops
  - ancillary components.
- 7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
  - fix underlay, battens and counter-battens
  - fix undercloak and verge clips
  - mix sand and cement for roofwork
  - mix mortar with additives
  - install valley liners and hip irons
  - install eaves ventilation systems
  - form fire-breaks
  - use hand tools and ancillary equipment
  - work at height
  - 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**

## Supporting information

### **Guidance**

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

- the Additional Requirements for Qualifications using the title NVQ in RQF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Regulated Qualification Framework (RQF) title and SVQs..

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of installing roofing backgrounds and components to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

## Unit 280

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

<b>UAN:</b>	F/600/8466
<b>Level:</b>	2
<b>Credit value:</b>	11
<b>GLH:</b>	37
<b>Aim:</b>	<p>The aim is to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting materials, components and equipment</li><li>• installing single-lap roof coverings to a fixed gauge for new and/or re-roof work</li></ul>

<b>Learning outcome</b>
The learner will: 1. interpret the given information relating to the work and resources when installing single-lap roof coverings to a fixed gauge.
<b>Assessment criteria</b>
The learner can: 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: <ul style="list-style-type: none"><li>• contractor's working instructions</li><li>• manufacturers' information</li></ul>

- regulations governing buildings
- oral/written procedures for dealing with damaged and incorrect materials and/or resources.

### **Learning outcome**

The learner will:

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

### **Assessment criteria**

The learner can:

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

### **Learning outcome**

The learner will:

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

### **Assessment criteria**

The learner can:

- 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 fixed gauge.
- 3.2 explain why and when personal protective equipment (PPE) should be used, relating to installing single-lap roof coverings to a fixed gauge, and the types, purpose and limitations of each type.
- 3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

<b>Learning outcome</b>
The learner will: 4. select the required quantity and quality of resources for the methods of work to install single-lap roof coverings to a fixed gauge.
<b>Assessment criteria</b>
The learner can: 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> <li>• single-lap fixed gauge tiles</li> <li>• fittings</li> <li>• fixings</li> <li>• ridge and hip tiles</li> <li>• battens</li> <li>• dry fix systems</li> <li>• mortar</li> <li>• ventilation systems</li> <li>• sand, cement and additives</li> <li>• hand and/or powered tools and ancillary equipment.</li> </ul> 4.2 select resources associated with own work in relation to materials, components, fixings, tools and equipment. 4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used. 4.4 outline potential hazards associated with the resources and method of work. 4.5 describe how to calculate quantity, length and area associated with the method/procedure to install single-lap roof coverings to a fixed gauge.

<b>Learning outcome</b>
The learner will: 5. minimise the risk of damage to the work and surrounding area when installing single-lap roof coverings to a fixed gauge.
<b>Assessment criteria</b>
The learner can: 5.1 protect the work and its surrounding area from damage. 5.2 minimise damage and maintain a clean work space. 5.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions. 5.4 dispose of waste in accordance with legislation. 5.5 state why the disposal of waste should be carried out in relation to the work.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

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

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 7.1 demonstrate the following work skills when installing single-lap roof coverings to a fixed gauge:
  - measuring
  - setting out
  - marking out
  - cutting
  - fitting
  - mixing
  - positioning
  - securing
  - finishing
- 7.2 install battens, single-lap fixed gauge roof tiles and related fittings, fixings and components to contractor's working instructions, using new and/or reclaimed materials for roofs with:
  - verges and ridges
  - hips
  - valleys
  - eaves and tops course
  - abutments
  - openings
  - 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:

- assess suitability of sub-structure for re-roofing
- set out battens, tiles and components
- install tiles and components to eaves and tops course, verges, ridge, hips, valleys, openings and abutments, and general areas
- unobtrusively include reclaimed materials
- mix sand and cement
- mix mortar with additives
- form dry and/or wet fix finishing details
- use hand tools, power tools and equipment
- work at height
- 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 fixed gauge.

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

# Unit 280      Installing single-lap roof coverings to a fixed gauge in the workplace

## Supporting information

### Guidance

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

- the Additional Requirements for Qualifications using the title NVQ in RQF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Regulated Qualification Framework (RQF) title and SVQs..

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of installing single-lap roof coverings to a fixed gauge to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

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

- New materials
- Reclaimed materials

# Unit 281      Installing single-lap roof coverings to a variable gauge in the workplace

<b>UAN:</b>	H/600/8170
<b>Level:</b>	2
<b>Credit value:</b>	14
<b>GLH:</b>	47
<b>Aim:</b>	<p>The aim is to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• interpreting information</li> <li>• adopting safe and healthy working practices</li> <li>• selecting materials, components and equipment</li> <li>• installing single-lap roof coverings to variable gauge for new and/or reroof work</li> </ul>

<b>Learning outcome</b>
<p>The learner will:</p> <ol style="list-style-type: none"> <li>1. interpret the given information relating to the work and resources when installing single-lap roof coverings to a variable gauge</li> </ol>
<b>Assessment criteria</b>
<p>The learner can:</p> <ol style="list-style-type: none"> <li>1.1 interpret and extract information from contractor's working instructions.</li> <li>1.2 comply with information and/or instructions derived from risk assessments and method statement.</li> <li>1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.</li> <li>1.4 describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> <li>• contractor's working instructions,</li> <li>• manufacturers' information,</li> </ul> </li> </ol>

- regulations governing buildings,
- procedures for dealing with damaged and incorrect materials and/or resources.

### **Learning outcome**

The learner will:

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

### **Assessment criteria**

The learner can:

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

### **Learning outcome**

The learner will:

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

### **Assessment criteria**

The learner can:

- 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 types, purpose and limitations of each type.
- 3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

<b>Learning outcome</b>
The learner will: 4. select the required quantity and quality of resources for the methods of work to install single-lap roof coverings to a variable gauge.
<b>Assessment criteria</b>
The learner can: 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> <li>• single-lap tiles</li> <li>• single-lap artificial slates</li> <li>• battens</li> <li>• fittings</li> <li>• fixings</li> <li>• ridge and hip tiles</li> <li>• dry fix systems</li> <li>• mortar</li> <li>• ventilation systems</li> <li>• sand, cement and additives</li> <li>• hand and/or powered tools and ancillary equipment.</li> </ul> 4.2 select resources associated with own work in relation to materials, components, fixings, tools and equipment. 4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used. 4.4 outline potential hazards associated with the resources and method of work. 4.5 describe how to calculate quantity, length and area associated with the method/procedure to install single-lap roof coverings to a variable gauge.

<b>Learning outcome</b>
The learner will: 5. minimise the risk of damage to the work and surrounding area when installing single-lap roof coverings to a variable gauge.
<b>Assessment criteria</b>
The learner can: 5.1 protect the work and its surrounding area from damage. 5.2 minimise damage and maintain a clean work space. 5.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions. 5.4 dispose of waste in accordance with legislation. 5.5 state why the disposal of waste should be carried out in relation to the work.

<b>Learning outcome</b>
The learner will: 6. complete the work within the allocated time when installing single-lap roof coverings to a variable gauge.
<b>Assessment criteria</b>
The learner can: 6.1 demonstrate completion of the work within the allocated time. 6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> <li>• types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>• organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Learning outcome</b>
The learner will: 7. comply with the given contract information to install single-lap roof coverings to a variable gauge to the required specification.
<b>Assessment criteria</b>
The learner can: 7.1 demonstrate the following work skills when installing single-lap roof coverings to a variable gauge: <ul style="list-style-type: none"> <li>• measuring</li> <li>• setting out</li> <li>• marking out</li> <li>• cutting, fitting</li> <li>• mixing</li> <li>• positioning</li> <li>• securing</li> <li>• finishing</li> </ul> 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: <ul style="list-style-type: none"> <li>• valleys</li> <li>• eaves</li> <li>• abutments</li> <li>• openings</li> <li>• sand and cement wet fix verges, ridges and hips and/or dry fix verges, ridges and hips.</li> </ul> 7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> <li>• assess suitability of sub-structure for re-roofing</li> <li>• set out battens, tiles, artificial single-lap slates and components</li> </ul>

- install tiles, artificial slates, components to eaves, verges, ridge, hips, valleys, openings, abutments and general areas
- mix sand and cement
- mix mortar with additives
- unobtrusively include reclaimed materials
- form dry and/or wet fix finishing details
- use hand tools, power tools and equipment
- work at height
- 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

## Supporting information

### Guidance

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

- the Additional Requirements for Qualifications using the title NVQ in RQF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Regulated Qualification Framework (RQF) title and SVQs..

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of installing single-lap roof coverings to a variable gauge to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

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

- single-lap roof tiles
- single-lap artificial slates

Plus at least one of the following:

- new materials
- reclaimed materials.

## Unit 282

## Installing solar collectors to roofs in the workplace

<b>UAN:</b>	K/503/2959
<b>Level:</b>	2
<b>Credit value:</b>	6
<b>GLH:</b>	20
<b>Aim:</b>	<p>The aim is to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting materials, components and equipment</li><li>• preparing roof for installation of solar collectors and reinstating the roof area after installation</li></ul>

### Learning outcome

The learner will:

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

### Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information
- 1.2 comply with information and/or instructions derived from risk assessments and method statements
- 1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented
- 1.4 describe different types of information, their source and how they are interpreted in relation to:
  - drawings
  - specifications
  - schedules
  - method statements

- risk assessments
- manufacturers' information
- regulations governing buildings.

### **Learning outcome**

The learner will:

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

### **Assessment criteria**

The learner can:

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

### **Learning outcome**

The learner will:

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

### **Assessment criteria**

The learner can:

- 3.1 use health and safety control equipment and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing solar collectors to roofs.
- 3.2 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing solar collectors to roofs, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:
  - collective protective measures
  - personal protective equipment (PPE)
  - respiratory protective equipment (RPE)
  - local exhaust ventilation (LEV).
- 3.3 describe how the relevant health and safety control equipment should be used in accordance with the given

instructions.

- 3.4 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

### **Learning outcome**

The learner will:

4. select the required quantity and quality of resources for the methods of work to install solar collectors to roofs.

### **Assessment criteria**

The learner can:

- 4.1 select resources associated with own work in relation to materials, components, fixings, tools and equipment.
- 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
- solar collector installation kits
  - hand and/or powered tools and equipment.
- 4.3 describe how the resources should be used correctly and how problems associated with the resources are reported.
- 4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources.
- 4.5 describe any potential hazards associated with the resources and method of work.
- 4.6 describe how to calculate quantity, length, area and wastage associated with the method/procedure to install solar collectors to roofs.

<b>Learning outcome</b>
The learner will: 5. minimise the risk of damage to the work and surrounding area when installing solar collectors to roofs.
<b>Assessment criteria</b>
The learner can: 5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures. 5.2 minimise damage and maintain a clean work space. 5.3 dispose of waste in accordance with legislation. 5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions. 5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

<b>Learning outcome</b>
The learner will: 6. complete the work within the allocated time when installing solar collectors to roofs.
<b>Assessment criteria</b>
The learner can: 6.1 demonstrate completion of the work within the allocated time. 6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> <li>• types of progress charts, timetables and estimated times</li> <li>• organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Learning outcome</b>
The learner will: 7. comply with the given contract information to installing solar collectors to roofs to the required specification.
<b>Assessment criteria</b>
The learner can: 7.1 demonstrate the following work skills when installing solar collectors to roofs: <ul style="list-style-type: none"> <li>• removing</li> <li>• measuring</li> <li>• marking out</li> <li>• cutting</li> </ul>

- fitting
  - fixing
  - positioning
  - securing
  - replacing.
- 7.2 prepare for and install solar collectors to roof to given working instructions for one of the following:
- integrated photo voltaic
  - mounted photo voltaic
  - integrated solar thermal
  - mounted solar thermal.
- 7.3 reinstate roof coverings to given working instructions.
- 7.4 safely use and handle materials.
- 7.5 safely use hand tools, portable power tools and ancillary equipment.
- 7.6 safely store the materials, tools and equipment used when installing solar collectors to roofs.
- 7.7 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- assess the installation area
  - check the direction the roof is facing
  - remove or leave out waterproofing elements
  - mark out for installation using given templates or dimensions
  - prepare and weatherproof penetrations
  - fix additional supports
  - secure fixtures, fittings and collector.
- 7.8 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- reinstate roof covering including flashings
  - install solar panels during construction and as retrofit to existing buildings
  - use hand tools, power tools and equipment
  - work at height
  - use access equipment.
- 7.9 describe the needs of other occupations and how to effectively communicate within a team when installing solar collectors to roofs.
- 7.10 describe how to maintain the tools and equipment used when installing solar collectors to roofs.

# **Unit 282      Installing solar collectors to roofs in the workplace**

## Supporting information

### **Guidance**

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

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

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

Workplace evidence of skills cannot be simulated.

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

- photo voltaic
- solar thermal.

# Unit 290      Installing wood shingle roof coverings in the workplace

<b>UAN:</b>	L/600/8468
<b>Level:</b>	2
<b>Credit value:</b>	13
<b>GLH:</b>	43
<b>Aim:</b>	<p>The aim is to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• interpreting information</li> <li>• adopting safe and healthy working practices</li> <li>• selecting materials, components and equipment</li> <li>• preparing and installing wood shingles for new and/or re-roof work</li> </ul>

<b>Learning outcome</b>
<p>The learner will:</p> <ol style="list-style-type: none"> <li>1. interpret the given information relating to the work and resources when installing wood shingle roof coverings.</li> </ol>
<b>Assessment criteria</b>
<p>The learner can:</p> <ol style="list-style-type: none"> <li>1.1 interpret and extract information from contractor's working instructions.</li> <li>1.2 comply with information and/or instructions derived from risk assessments and method statement.</li> <li>1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.</li> <li>1.4 describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> <li>• contractor's working instructions</li> <li>• manufacturers' information</li> <li>• regulations governing buildings</li> <li>• procedures for dealing with damaged and incorrect materials and/or resources.</li> </ul> </li> </ol>

<b>Learning outcome</b>
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<p>The learner will:</p> <p>2. know how to comply with relevant legislation and official guidance when installing wood shingle roof coverings.</p>
<p><b>Assessment criteria</b></p>
<p>The learner can:</p> <p>2.1 describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> <li>• in the workplace</li> <li>• at height</li> <li>• with tools and equipment</li> <li>• with materials and substances</li> <li>• with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> <p>2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, company and operative.</p> <p>2.3 state what the accident reporting procedures are and who is responsible for making reports.</p>

<p><b>Learning outcome</b></p>
<p>The learner will:</p> <p>3. maintain safe working practices when installing wood shingle roof coverings.</p>
<p><b>Assessment criteria</b></p>
<p>The learner can:</p> <p>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 wood shingle roof coverings</p> <p>3.2 explain why and when personal protective equipment (PPE) should be used, relating to installing wood shingle roof coverings, and the types, purpose and limitations of each type</p> <p>3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.</p>

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
  - wood shingles
  - pre-formed hip and ridge units
  - vents
  - battens
  - fixings
  - ancillary items
  - hand tools and ancillary equipment.
- 4.2 select resources associated with own work in relation to materials, components, fixings, tools and equipment.
- 4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
- 4.4 outline potential hazards associated with the resources and method of work.
- 4.5 describe how to calculate quantity, length and area associated with the method/procedure to install wood shingle roof coverings.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 5.1 protect the work and its surrounding area from damage.
- 5.2 minimise damage and maintain a clean work space.
- 5.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
- 5.4 dispose of waste in accordance with legislation.
- 5.5 state why the disposal of waste should be carried out in relation to the work.

<b>Learning outcome</b>
The learner will: 6. complete the work within the allocated time when installing wood shingle roof coverings.
<b>Assessment criteria</b>
The learner can: 6.1 demonstrate completion of the work within the allocated time. 6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> <li>• types of work schedules/diaries, progress charts, timetables and estimated times</li> <li>• organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Learning outcome</b>
The learner will: 7. comply with the given contract information to install wood shingle roof coverings to the required specification.
<b>Assessment criteria</b>
The learner can: 7.1 demonstrate the following work skills when installing wood shingle roof coverings: <ul style="list-style-type: none"> <li>• measuring</li> <li>• setting out</li> <li>• marking out</li> <li>• cutting</li> <li>• fitting</li> <li>• positioning</li> <li>• securing</li> <li>• finishing</li> </ul> 7.2 install battens, wood shingles and related fittings, fixings and components to contractor's working instructions, using new materials for roofs with <ul style="list-style-type: none"> <li>• verges</li> <li>• ridges</li> <li>• hips</li> <li>• valleys</li> <li>• eaves</li> <li>• abutments</li> <li>• openings</li> <li>• vertical surfaces</li> </ul> 7.3 describe how to apply safe work practices, follow procedures,

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

- assess suitability of sub-structure for re-roofing
- set out battens
- install wood shingles to eaves, verges, ridge, hips, valleys, openings and/or abutments, vertical and general areas
- install pre-formed ridge/hip units
- use hand tools and equipment
- work at height
- 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 wood shingle roof coverings

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

# Unit 290      Installing wood shingle roof coverings in the workplace

## Supporting information

### Guidance

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

- the Additional Requirements for Qualifications using the title NVQ in RQF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Regulated Qualification Framework (RQF) title and SVQs..

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of installing wood shingle roof coverings to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated except for the following item from assessment criteria 7.2:

- vertical surfaces.

## Unit 299

# Maintaining slate and tile roofing in the workplace

<b>UAN:</b>	K/503/9538
<b>Level:</b>	2
<b>Credit value:</b>	14
<b>GLH:</b>	47
<b>Aim:</b>	<p>The aim is to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting materials, components and equipment</li><li>• preparing and carrying out repair of specified areas of slate and tiled roofs.</li></ul>

### Learning outcome

The learner will:

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

### Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules and manufacturers' information.
- 1.2 comply with information and/or instructions derived from risk assessments and method statements.
- 1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
- 1.4 describe different types of information, their source and how they are interpreted in relation to:
  - drawings
  - risk assessments
  - method statements
  - specifications
  - schedules
  - manufacturers' information

- regulations governing buildings.

**Learning outcome**

The learner will:

2. know how to comply with relevant legislation and official guidance when maintaining slate and tile roofing.

**Assessment criteria**

The learner can:

- 2.1 describe their responsibilities regarding potential accidents and health hazards, whilst working:
  - in the workplace
  - below ground level
  - at height
  - with tools and equipment
  - with materials and substances
  - with movement/storage of materials and by manual handling and mechanical lifting.
- 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
- 2.3 explain what the accident reporting procedures are and who is responsible for making reports.

**Learning outcome**

The learner will:

3. maintain safe and healthy working practices when maintaining slate and tile roofing.

**Assessment criteria**

The learner can:

- 3.1 use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when maintaining slate and tile roofing.
- 3.2 comply with information relating to specific risks to health when maintaining slate and tile roofing.
- 3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to maintaining slate and tile roofing, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:
  - collective protective measures
  - personal protective equipment (PPE)
  - respiratory protective equipment (RPE)
  - local exhaust ventilation (LEV).
- 3.4 describe how the relevant health and safety control equipment should be used in accordance with the given instructions.

3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

### **Learning outcome**

The learner will:

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

### **Assessment criteria**

The learner can:

- 4.1 select resources associated with own work in relation to materials, components and fixings, and tools and equipment.
- 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
- slates
  - tiles
  - battens
  - underlays
  - sand
  - cement
  - limes
  - vents
  - lead
  - additives
  - guttering
  - downpipes
  - fixings
  - hand and/or powered tools and equipment.
- 4.3 describe how the resources should be used correctly and how problems associated with the resources are reported.
- 4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources.
- 4.5 describe any potential hazards associated with the resources and methods of work.
- 4.6 describe how to calculate quantity, length, area and wastage associated with the method/procedure to maintain slate and tile roofing.

<b>Learning outcome</b>
The learner will: 5. minimise the risk of damage to the work and surrounding area when maintaining slate and tile roofing.
<b>Assessment criteria</b>
The learner can: 5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures. 5.2 minimise damage and maintain a clean work space. 5.3 dispose of waste in accordance with current legislation. 5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions. 5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

<b>Learning outcome</b>
The learner will: 6. complete the work within the allocated time when maintaining slate and tile roofing.
<b>Assessment criteria</b>
The learner can: 6.1 demonstrate completion of the work within the allocated time. 6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> <li>• types of progress charts, timetables and estimated times</li> <li>• organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 7.1 demonstrate the following work skills when maintaining slate and tile roofing:
  - measuring
  - marking out
  - removing
  - fitting
  - positioning and securing.
- 7.2 repair specified roof areas to given working instructions for four of the following:
  - slate roofs (local material and style)
  - tiled roofs (local material and style)
  - flashings
  - roof ventilation
  - rainwater goods.
- 7.3 safely use materials, hand tools, portable power tools and ancillary equipment.
- 7.4 safely store the materials, tools and equipment used when maintaining slate and tile roofing.
- 7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
  - remove existing battens, underlays, slates and tiles
  - replace new battens and underlays
  - remove, replace and treat lead work/flashings (patianation oil)
  - re-point
  - position and secure roof ventilation
  - remove and replace guttering and downpipes
  - mix mortar
  - work with plant and machinery
  - use hand tools, power tools and equipment
  - work at height
  - use access equipment.
- 7.6 describe the needs of other occupations and how to effectively communicate within a team when maintaining slate and tile roofing.
- 7.7 describe how to maintain the tools and equipment used when maintaining slate and tile roofing.

# Unit 299      Maintaining slate and tile roofing in the workplace

## Supporting information

### Guidance

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

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

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

Workplace evidence of skills cannot be simulated.

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

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

# Unit 331      Producing decorative metal roofing and weathering details in the workplace

<b>UAN:</b>	A/600/8482
<b>Level:</b>	3
<b>Credit value:</b>	21
<b>GLH:</b>	70
<b>Aim:</b>	<p>The aim is to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• interpreting information</li> <li>• adopting safe and healthy working practices</li> <li>• selecting materials, components and equipment</li> <li>• producing decorative features in hard metal and/or lead</li> </ul>

<b>Learning outcome</b>
<p>The learner will:</p> <ol style="list-style-type: none"> <li>1. interpret the given information relating to the work and resources when producing decorative metal roofing and weathering details.</li> </ol>
<b>Assessment criteria</b>
<p>The learner can:</p> <ol style="list-style-type: none"> <li>1.1 interpret and extract information from drawings, specifications, schedules and manufacturers' information.</li> <li>1.2 comply with information and/or instructions derived from risk assessments and method statement.</li> <li>1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.</li> <li>1.4 describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> <li>• drawings</li> </ul> </li> </ol>

- specifications
- schedules
- manufacturers' information
- regulations governing buildings.

**Learning outcome**

The learner will:

2. know how to comply with relevant legislation and official guidance when producing decorative metal roofing and weathering details.

**Assessment criteria**

The learner can:

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

**Learning outcome**

The learner will:

3. maintain safe working practices when producing decorative metal roofing and weathering details.

**Assessment criteria**

The learner can:

- 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 producing decorative metal roofing and weathering details.
- 3.2 explain why and when personal protective equipment (PPE) should be used, relating to producing decorative metal roofing and weathering details, and the types, purpose and limitations of each type.
- 3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

**Learning outcome**

The learner will:

4. select the required quantity and quality of resources for the methods of work to produce decorative metal roofing and weathering details.

**Assessment criteria**

The learner can:

- 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:  
hard metal, lead, casting sand, pressings, moulds, fixings, fittings hand and/or powered tools and equipment.
- 4.2 select resources associated with own work in relation to materials, components, fixings, tools and equipment.
- 4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
- 4.4 outline potential hazards associated with the resources and method of work.
- 4.5 describe how to calculate quantity, length, area and wastage associated with the method/procedure to produce decorative metal roofing and weathering details.

**Learning outcome**

The learner will:

5. minimise the risk of damage to the work and surrounding area when producing decorative metal roofing and weathering details.

**Assessment criteria**

The learner can:

- 5.1 protect the work and its surrounding area from damage.
- 5.2 minimise damage and maintain a clean work space.
- 5.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
- 5.4 dispose of waste in accordance with legislation.
- 5.5 state why the disposal of waste should be carried out in relation to the work.

<b>Learning outcome</b>
The learner will: 6. complete the work within the allocated time when producing decorative metal roofing and weathering details.
<b>Assessment criteria</b>
The learner can: 6.1 demonstrate completion of the work within the allocated time. 6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> <li>• types of progress charts, timetables and estimated times</li> <li>• organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Learning outcome</b>
The learner will: 7. comply with the given contract information to produce decorative metal roofing and weathering details to the required specification.
<b>Assessment criteria</b>
The learner can: 7.1 demonstrate the following work skills when producing decorative metal roofing and weathering details: <ul style="list-style-type: none"> <li>• measuring</li> <li>• marking out</li> <li>• casting</li> <li>• pressing</li> <li>• embossing</li> <li>• fitting</li> <li>• finishing</li> <li>• positioning</li> <li>• securing</li> <li>• jointing</li> </ul> 7.2 produce decorative hard metal and/or lead to contractor's working instructions for ornamental features. 7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> <li>• produce decorative hard metal and/or lead scrolls, rope effects, lettering and ornamental features by casting, embossing and pressing</li> <li>• use hand tools, power tools and equipment</li> <li>• work at height</li> <li>• use access equipment.</li> </ul> 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 producing decorative metal roofing and weathering details.
- 7.6 describe how to maintain the tools and equipment used when producing decorative metal roofing and weathering details.

# **Unit 331      Producing decorative metal roofing and weathering details in the workplace**

## Supporting information

### **Guidance**

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

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

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

Workplace evidence of skills cannot be simulated.

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

- hard metals
- lead

## Unit 608

# Moving, handling and storing resources in the workplace

<b>UAN:</b>	F/503/1171
<b>Level:</b>	2
<b>Credit value:</b>	5
<b>GLH:</b>	17
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with the skills and knowledge required to:</p> <ul style="list-style-type: none"><li>• interpret information</li><li>• adopt safe and healthy working practices</li><li>• select aids or equipment to move, handle or store occupational resources</li><li>• move, handle and store occupational resources to maintain useful condition.</li></ul>

<b>Learning outcome</b>
The learner will: 1. comply with given information when moving, handling and/or storing resources
<b>Assessment criteria</b>
The learner can: 1.1 interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation 1.2 interpret the given information relating to the use and storage of lifting aids and equipment 1.3 describe the different types of technical, product and regulatory information, their source and how they are interpreted 1.4 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented 1.5 describe how to obtain information relating to using and storing lifting aids and equipment.

<b>Learning outcome</b>
The learner will: 2. know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources
<b>Assessment criteria</b>
The learner can: 2.1 describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> <li>• in the workplace</li> <li>• in confined space</li> <li>• below ground level</li> <li>• at height, with tools and equipment</li> <li>• with materials and substances</li> <li>• with movement/storage of materials</li> <li>• by manual handling and mechanical lifting</li> </ul> 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative 2.3 explain what the accident reporting procedures are and who is responsible for making the reports 2.4 state the appropriate types of fire extinguishers relevant to the work 2.5 describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance.

<b>Learning outcome</b>
The learner will: 3. maintain safe working practices when moving, handling and/or storing resources
<b>Assessment criteria</b>
The learner can: 3.1 use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when moving, handling and/or storing resources 3.2 use lifting aids safely as appropriate to the work 3.3 protect the environment in accordance with safe working practices as appropriate to the work 3.4 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling and/or storing resources, and the types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: <ul style="list-style-type: none"> <li>• collective protective measures</li> <li>• personal protective equipment (PPE)</li> </ul>

	<ul style="list-style-type: none"> <li>• respiratory protective equipment (RPE)</li> <li>• local exhaust ventilation (LEV)</li> </ul>
3.5	describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions
3.6	state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards

<b>Learning outcome</b>	
The learner will:	
4.	select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources
<b>Assessment criteria</b>	
The learner can:	
4.1	select the relevant resources to be moved, handled and/or stored, associated with own work
4.2	describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to: <ul style="list-style-type: none"> <li>• lifting and handling aids</li> <li>• container(s)</li> <li>• fixing, holding and securing systems</li> </ul>
4.3	describe how the resources should be handled and how any problems associated with the resources are reported
4.4	explain why the organisational procedures have been developed and how they are used for the selection of required resources
4.5	describe any potential hazards associated with the resources and methods of work

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 5.1 protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures
- 5.2 dispose of waste and packaging in accordance with legislation
- 5.3 maintain a clean work space when moving, handling or storing resources
- 5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions
- 5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 6.1 demonstrate completion of the work within the allocated time
- 6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:
  - progress charts, timetables and estimated times
  - organisational procedures for reporting circumstances which will affect the work programme.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 7.1 demonstrate the following work skills when moving, handling and/or storing occupational resources:
  - moving, positioning, storing, securing and/or using lifting aids and kinetic lifting techniques
- 7.2 move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following:
  - sheet material
  - loose material
  - bagged or wrapped material
  - fragile material
  - tools and equipment
  - components
  - liquids
- 7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources
- 7.4 describe the needs of other occupations when moving, handling and/or storing resources.

# **Unit 608      Moving, handling and storing resources in the workplace**

## Supporting information

### **Guidance**

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

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

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

Workplace evidence of skills cannot be simulated.

## Unit 673      Preparing resources for hard and soft metal roofing and weathering in the workplace

<b>UAN:</b>	A/600/8479
<b>Level:</b>	2
<b>Credit value:</b>	14
<b>GLH:</b>	47
<b>Aim:</b>	<p>This unit aims to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• interpreting information</li> <li>• adopting safe and healthy working practices</li> <li>• selecting materials, components and equipment</li> <li>• preparing hard and soft metal roofing and weathering ready for installation</li> </ul>

<b>Learning outcome</b>
<p>The learner will:</p> <ol style="list-style-type: none"> <li>1. interpret the given information relating to the work and resources when preparing resources for hard and soft metal roofing and weathering.</li> </ol>
<b>Assessment criteria</b>
<p>The learner can:</p> <ol style="list-style-type: none"> <li>1.1 interpret and extract information from drawings, specifications, schedules and manufacturers' information.</li> <li>1.2 comply with information and/or instructions derived from risk assessments and method statement.</li> <li>1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.</li> <li>1.4 describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> <li>• drawings</li> <li>• specification</li> <li>• schedules</li> </ul> </li> </ol>

- manufacturers' information
- regulations governing buildings.

### **Learning outcome**

The learner will:

2. know how to comply with relevant legislation and official guidance when preparing resources for hard and soft metal roofing and weathering.

### **Assessment criteria**

The learner can:

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

### **Learning outcome**

The learner will:

3. maintain safe working practices when preparing resources for hard and soft metal roofing and weathering.

### **Assessment criteria**

The learner can:

- 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 types, purpose and limitations of each type.
- 3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

**Learning outcome**

The learner will:

4. select the required quantity and quality of resources for the methods of work to prepare resources for hard and soft metal roofing and weathering.

**Assessment criteria**

The learner can:

- 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
  - hard metal
  - lead
  - hand and/or powered tools and equipment.
- 4.2 select resources associated with own work in relation to materials, components, fixings, tools and equipment.
- 4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
- 4.4 outline potential hazards associated with the resources and method of work.
- 4.5 describe how to calculate quantity, length, area and wastage associated with the method/procedure to prepare resources for hard and soft metal roofing and weathering.

**Learning outcome**

The learner will:

5. minimise the risk of damage to the work and surrounding area when preparing resources for hard and soft metal roofing and weathering.

**Assessment criteria**

The learner can:

- 5.1 protect the work and its surrounding area from damage.
- 5.2 minimise damage and maintain a clean work space.
- 5.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
- 5.4 dispose of waste in accordance with legislation.
- 5.5 state why the disposal of waste should be carried out in relation to the work.

<b>Learning outcome</b>
The learner will: 6. complete the work within the allocated time when preparing resources for hard and soft metal roofing and weathering.
<b>Assessment criteria</b>
The learner can: 6.1 demonstrate completion of the work within the allocated time. 6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> <li>• types of progress charts, timetables and estimated times</li> <li>• organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Learning outcome</b>
The learner will: 7. comply with the given contract information to prepare resources for hard and soft metal roofing and weathering to the required specification.
<b>Assessment criteria</b>
The learner can: 7.1 demonstrate the following work skills when preparing resources for hard and soft metal roofing and weathering: <ul style="list-style-type: none"> <li>• measuring</li> <li>• marking out</li> <li>• cutting and profiling</li> </ul> 7.2 prepare metal roofing and weathering to contractor's working instructions for: <ul style="list-style-type: none"> <li>• hard metals</li> </ul> or <ul style="list-style-type: none"> <li>• lead</li> </ul> 7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> <li>• prepare hard metal (cutting to length and profiling edges)</li> <li>• prepare lead (cutting to length and shape)</li> <li>• use hand tools, power tools and equipment</li> <li>• work at height</li> <li>• use access equipment</li> </ul> 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**

## Supporting information

### **Guidance**

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

- the Additional Requirements for Qualifications using the title NVQ in RQF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Regulated Qualification Framework (RQF) title and SVQs..

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing resources for hard and soft metal roofing and weathering to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

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

- hard metals
- lead

# Unit 674      Preparing roof structures for thatching in the workplace

<b>UAN:</b>	D/600/8037
<b>Level:</b>	2
<b>Credit value:</b>	18
<b>GLH:</b>	60
<b>Aim:</b>	<p>This unit aims to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• interpreting information</li> <li>• adopting safe and healthy working practices</li> <li>• selecting materials and equipment</li> <li>• preparing and applying one- and two-coat plaster to internal backgrounds.</li> </ul>

<b>Learning outcome</b>
<p>The learner will:</p> <ol style="list-style-type: none"> <li>1. interpret the given information relating to the work and resources when preparing roof structures for thatching.</li> </ol>
<b>Assessment criteria</b>
<p>The learner can:</p> <ol style="list-style-type: none"> <li>1.1 interpret and extract information from drawings, specifications, schedules and manufacturers' information</li> <li>1.2 comply with information and/or instructions derived from risk assessments and method statement</li> <li>1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented</li> <li>1.4 describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> <li>• drawings</li> <li>• specifications</li> <li>• schedules</li> <li>• manufacturers' information</li> <li>• regulations governing buildings.</li> </ul> </li> </ol>

<b>Learning outcome</b>
The learner will: 2. know how to comply with relevant legislation and official guidance when preparing roof structures for thatching.
<b>Assessment criteria</b>
The learner can: 2.1 describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> <li>• in the workplace</li> <li>• at height</li> <li>• with tools and equipment</li> <li>• with materials and substances</li> <li>• with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative 2.3 state what the accident reporting procedures are and who is responsible for making reports 2.4 state the types of fire extinguishers available when preparing roof structures for thatching and describe how and when they are used.

<b>Learning outcome</b>
The learner will: 3. maintain safe working practices when preparing roof structures for thatching.
<b>Assessment criteria</b>
The learner can: 3.1 use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when 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 types, purpose and limitations of each type. 3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards. 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.

<b>Learning outcome</b>
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<p>The learner will:</p> <p>4. select the required quantity and quality of resources for the methods of work to prepare roof structures for thatching.</p>
<p><b>Assessment criteria</b></p>
<p>The learner can:</p> <p>4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> <li>• timber, fixings, cleaning agents and timber treatments</li> <li>• hand and/or powered tools and equipment.</li> </ul> <p>4.2 select resources associated with own work in relation to materials, components, fixings, tools and equipment.</p> <p>4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.</p> <p>4.4 outline potential hazards associated with the resources and method of work.</p> <p>4.5 describe how to calculate quantity, length, area and wastage associated with the method/procedure to prepare roof structures for thatching.</p>

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

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

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

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 7.1 demonstrate the following work skills when preparing roof structures for thatching:
  - measuring
  - marking out
  - removing
  - repairing
- 7.2 prepare thatching to given working instructions by:
  - removing existing thatch (full and/or partial)
  - reinforcing and making good roof structure
  - cleaning and treating roof structure
- 7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
  - remove existing thatch (full or partial)
  - reinforce and make good roof structure
  - clean and treat roof structure
  - use hand tools, power tools and equipment
  - use access 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 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**

### Supporting information

#### **Guidance**

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

- the Additional Requirements for Qualifications using the title NVQ in RQF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Regulated Qualification Framework (RQF) title and SVQs..

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing roof structures for thatching to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated except for assessment criteria 3.4.

## Unit 678

## Preparing thatching materials in the workplace

<b>UAN:</b>	T/600/8044
<b>Level:</b>	2
<b>Credit value:</b>	16
<b>GLH:</b>	53
<b>Aim:</b>	<p>This unit aims to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting materials, components and equipment</li><li>• preparing thatching materials ready for use</li></ul>

### Learning outcome

The learner will:

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

### Assessment criteria

The learner can:

- 1.1 interpret and extract information from drawings, specifications, schedules and manufacturers' information.
- 1.2 comply with information and/or instructions derived from risk assessments and method statement.
- 1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
- 1.4 describe different types of information, their source and how they are interpreted in relation to:
  - drawings
  - specifications
  - schedules
  - manufacturers' information
  - regulations governing buildings.

### Learning outcome

<p>The learner will:</p> <p>2. know how to comply with relevant legislation and official guidance when preparing thatching materials.</p>
<p><b>Assessment criteria</b></p>
<p>The learner can:</p> <p>2.1 describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> <li>• in the workplace</li> <li>• at height</li> <li>• with tools and equipment</li> <li>• with materials and substances</li> <li>• with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> <p>2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.</p> <p>2.3 state what the accident reporting procedures are and who is responsible for making reports.</p> <p>2.4 state the types of fire extinguishers available when preparing thatching materials and describe how and when they are used.</p>

<p><b>Learning outcome</b></p>
<p>The learner will:</p> <p>3. maintain safe working practices when preparing thatching materials.</p>
<p><b>Assessment criteria</b></p>
<p>The learner can:</p> <p>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.</p> <p>3.2 explain why and when personal protective equipment (PPE) should be used, relating to preparing thatching materials, and the types, purpose and limitations of each type.</p> <p>3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.</p> <p>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.</p>

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
  - straw
  - reed
  - grass
  - coppice materials
  - heather
  - marram
  - bent
  - bracken
  - rush
  - flax
  - turf
  - hand and/or powered tools and equipment.
- 4.2 select resources associated with own work in relation to materials, components, fixings, tools and equipment.
- 4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
- 4.4 outline potential hazards associated with the resources and method of work.
- 4.5 describe how to calculate quantity, length, area and wastage associated with the method/procedure to prepare thatching materials.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 5.1 protect the work and its surrounding area from damage.
- 5.2 minimise damage and maintain a clean work space.
- 5.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
- 5.4 dispose of waste in accordance with legislation.
- 5.5 state why the disposal of waste should be carried out in relation to the work.

<b>Learning outcome</b>
The learner will: 6. complete the work within the allocated time when preparing thatching materials.
<b>Assessment criteria</b>
The learner can: 6.1 demonstrate completion of the work within the allocated time. 6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> <li>• types of progress charts, timetables and estimated times</li> <li>• organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Learning outcome</b>
The learner will: 7. comply with the given contract information to prepare thatching materials to the required specification.
<b>Assessment criteria</b>
The learner can: 7.1 demonstrate the following work skills when preparing thatching materials: <ul style="list-style-type: none"> <li>• measuring</li> <li>• bedding</li> <li>• damping</li> <li>• butting</li> <li>• bundling</li> <li>• wealming</li> <li>• splitting</li> <li>• twisting</li> </ul> 7.2 prepare thatching materials, to given working instructions for at least one of the following: <ul style="list-style-type: none"> <li>• long straw</li> <li>• combed wheat reed</li> <li>• water reed</li> <li>• sedge grass</li> <li>• coppice materials</li> <li>• heather</li> <li>• marram</li> <li>• bent</li> <li>• bracken</li> <li>• rush</li> <li>• flax</li> <li>• turf or other specialist local materials.</li> </ul> 7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify

them, to:

- prepare for use: long straw, combed wheat reed, water reed, sedge grass, coppice materials, heather, marram, bent, bracken, rush, flax and turf
- gather/harvest thatching material
- use access equipment
- 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

## Supporting information

### Guidance

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

- the Additional Requirements for Qualifications using the title NVQ in RQF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Regulated Qualification Framework (RQF) title and SVQs..

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of preparing thatching materials to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated except for assessment criteria 3.4.

This unit must be assessed against at least one of the following endorsements:

- Long straw
- Combed wheat reed
- Water reed
- Sedge grass
- Coppice materials
- Heather
- Marram
- Bent
- Bracken

- Rush
- Flax
- Turf
- Other specialist local materials

## Unit 690

# Repairing and maintaining metal roofing and weathering in the workplace

<b>UAN:</b>	T/600/8481
<b>Level:</b>	2
<b>Credit value:</b>	15
<b>GLH:</b>	50
<b>Aim:</b>	<p>This unit aims to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting materials, components and equipment</li><li>• preparing hard and soft metal to repair and maintain horizontal, vertical and inclined roofing and weathering surfaces</li></ul>

<b>Learning outcome</b>
The learner will: 1. interpret the given information relating to the work and resources when repairing and maintaining metal roofing and weathering.
<b>Assessment criteria</b>
The learner can: 1.1 interpret and extract information from drawings, specifications, schedules and manufacturers' information. 1.2 comply with information and/or instructions derived from risk assessments and method statement. 1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented. 1.4 describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"><li>• drawings</li></ul>

- specifications
- schedules
- manufacturers' information
- regulations governing buildings.

### **Learning outcome**

The learner will:

2. know how to comply with relevant legislation and official guidance when repairing and maintaining metal roofing and weathering.

### **Assessment criteria**

The learner can:

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

### **Learning outcome**

The learner will:

3. maintain safe working practices when repairing and maintaining metal roofing and weathering.

### **Assessment criteria**

The learner can:

- 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 repairing and maintaining metal roofing and weathering.
- 3.2 explain why and when personal protective equipment (PPE) should be used, relating to repairing and maintaining metal roofing and weathering, and the types, purpose and limitations of each type.
- 3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

### **Learning outcome**

<p>The learner will:</p> <p>4. select the required quantity and quality of resources for the methods of work to repair and maintain metal roofing and weathering.</p>
<p><b>Assessment criteria</b></p>
<p>The learner can:</p> <p>4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> <li>• hard metal</li> <li>• lead</li> <li>• fixings</li> <li>• finishings</li> <li>• ancillary items</li> <li>• hand and/or powered tools and equipment.</li> </ul> <p>4.2 select resources associated with own work in relation to materials, components, fixings, tools and equipment.</p> <p>4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.</p> <p>4.4 outline potential hazards associated with the resources and method of work.</p> <p>4.5 describe how to calculate quantity, length, area and wastage associated with the method/procedure to repair and maintain metal roofing and weathering.</p>

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

**Learning outcome**

The learner will:

6. complete the work within the allocated time when repairing and maintaining metal roofing and weathering.

**Assessment criteria**

The learner can:

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

**Learning outcome**

The learner will:

7. comply with the given contract information and the required specification to repair and maintain metal roofing and weathering.

**Assessment criteria**

The learner can:

- 7.1 demonstrate the following work skills when repairing and maintaining metal roofing and weathering:
  - measuring
  - marking out
  - removing
  - cutting
  - welting or dressing
  - positioning
  - securing
  - jointing
- 7.2 repair and maintain metal roofing and weathering to contractor's working instructions by:
  - removing and replacing defective coverings/components
  - installing hard metal or lead
  - cleaning roofing or weathering
  - removing blockages to ensure free drainage
- 7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
  - remove, replace and repair hard metal or lead to horizontal, vertical and inclined surfaces
  - visually inspect surfaces
  - remove blockages for free drainage
  - use hand tools, power tools and equipment

- work at height
  - 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 repairing and maintaining metal roofing and weathering
- 7.6 describe how to maintain the tools and equipment used when repairing and maintaining metal roofing and weathering.

# **Unit 690      Repairing and maintaining metal roofing and weathering in the workplace**

## Supporting information

### **Guidance**

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

- the Additional Requirements for Qualifications using the title NVQ in RQF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Regulated Qualification Framework (RQF) title and SVQs..

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of repairing and maintaining metal roofing and weathering to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

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

- hard metals
- lead

## Unit 706

# Stripping and reclaiming pitched roof coverings in the workplace

<b>UAN:</b>	R/600/8410
<b>Level:</b>	2
<b>Credit value:</b>	15
<b>GLH:</b>	50
<b>Aim:</b>	<p>This unit aims to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting materials, components and equipment</li><li>• removing and/or reclaiming existing roof coverings for immediate and/or future use and disposing of unsuitable materials</li><li>• preparing surfaces for re-roofing</li></ul>

### Learning outcome

The learner will:

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

### Assessment criteria

The learner can:

- 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:
  - contractor's working instructions

- manufacturers' information
- regulations governing buildings.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

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

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 3.1 use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity and/or handle asbestos materials and/or ancillary products in accordance with legislation and organisational requirements when stripping and reclaiming pitched roof coverings.
- 3.2 explain why and when personal protective equipment (PPE) should be used, relating to stripping and reclaiming pitched roof coverings, and the types, purpose and limitations of each type.
- 3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
  - hand tools
  - ancillary equipment
- 4.2 select resources associated with own work in relation to tools and equipment.
- 4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
- 4.4 outline potential hazards associated with the resources and method of work.
- 4.5 describe how to calculate quantity associated with the method/procedure to strip and reclaim pitched roof coverings.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 5.1 protect the work and its surrounding area from damage.
- 5.2 minimise damage and maintain a clean work space.
- 5.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
- 5.4 dispose of waste in accordance with legislation.
- 5.5 state why the disposal of waste should be carried out in relation to the work.
- 5.6 consult with clients regarding the protection of property and grounds.

<b>Learning outcome</b>
The learner will: 6. complete the work within the allocated time when stripping and reclaiming pitched roof coverings.
<b>Assessment criteria</b>
The learner can: 6.1 demonstrate completion of the work within the allocated time. 6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> <li>• types of progress charts, timetables and estimated times</li> <li>• organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Learning outcome</b>
The learner will: 7. comply with the given contract information to strip and reclaim pitched roof coverings to the required specification.
<b>Assessment criteria</b>
The learner can: 7.1 demonstrate the following work skills when stripping and reclaiming pitched roof coverings: <ul style="list-style-type: none"> <li>• removing</li> <li>• reclaiming</li> <li>• de-nailing</li> <li>• cleaning</li> </ul> 7.2 remove, reclaim and/or dispose of materials from standard and/or non-standard/complex roof formations to contractor's working instructions: <ul style="list-style-type: none"> <li>• weatherings</li> <li>• ancillary components</li> </ul> plus any two from the following: <ul style="list-style-type: none"> <li>• natural slates</li> <li>• plain tiles</li> <li>• single-lap tiles (variable gauge)</li> <li>• single-lap tiles (fixed gauge)</li> <li>• stone slates</li> <li>• concrete slates</li> <li>• double-lap artificial slates (fibre/asbestos cement)</li> <li>• single-lap artificial slates</li> <li>• shingles</li> </ul> 7.3 prepare surface and materials in accordance with contractor's working instructions ready for re-roofing. 7.4 describe how to apply safe work practices, follow procedures,

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

- remove existing roof coverings
- reclaim reusable tiles and natural slates, shingles, stone and weathering appropriate to the covering
- assess the suitability of materials to be reclaimed
- determine sizes of imperial and metric slates
- handle asbestos and/or ancillary materials
- stack/store materials for reuse
- use hand tools and equipment
- work at height
- use access equipment.

7.5 safely use and store reclaimed materials, hand tools and ancillary equipment.

7.6 state the needs of other occupations and how to communicate within a team when stripping and reclaiming pitched roof coverings.

7.7 describe how to maintain the tools and equipment used when stripping and reclaiming pitched roof coverings.

# **Unit 706      Stripping and reclaiming pitched roof coverings in the workplace**

## Supporting information

### **Guidance**

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

- the Additional Requirements for Qualifications using the title NVQ in RQF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Regulated Qualification Framework (RQF) title and SVQs..

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of stripping and reclaiming pitched roof coverings to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

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

- remove and reclaim
- remove and dispose

# Unit 707 Thatching roof structures in the workplace

<b>UAN:</b>	F/600/8046
<b>Level:</b>	2
<b>Credit value:</b>	38
<b>GLH:</b>	127
<b>Aim:</b>	<p>This unit aims to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none"> <li>• interpreting information</li> <li>• adopting safe and healthy working practices</li> <li>• selecting materials, components and equipment</li> <li>• thatching the main coatwork and forming eaves, gables and ridge work</li> </ul>

<b>Learning outcome</b>
<p>The learner will:</p> <ol style="list-style-type: none"> <li>1. interpret the given information relating to the work and resources when thatching roof structures.</li> </ol>
<b>Assessment criteria</b>
<p>The learner can:</p> <ol style="list-style-type: none"> <li>1.1 interpret and extract information from drawings, specifications, schedules and manufacturers' information.</li> <li>1.2 comply with information and/or instructions derived from risk assessments and method statement.</li> <li>1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.</li> <li>1.4 describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> <li>• drawings</li> <li>• specifications</li> <li>• schedules</li> <li>• manufacturers' information regulations governing buildings.</li> </ul> </li> </ol>

<b>Learning outcome</b>
The learner will: 2. know how to comply with relevant legislation and official guidance when thatching roof structures.
<b>Assessment criteria</b>
The learner can: 2.1 describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> <li>• in the workplace</li> <li>• at height</li> <li>• with tools and equipment</li> <li>• with materials and substances</li> <li>• with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative. 2.3 state what the accident reporting procedures are and who is responsible for making reports. 2.4 state the types of fire extinguishers available when thatching roof structures and describe how and when they are used.

<b>Learning outcome</b>
The learner will: 3. maintain safe working practices when thatching roof structures.
<b>Assessment criteria</b>
The learner can: 3.1 use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when thatching roof structures. 3.2 explain why and when personal protective equipment (PPE) should be used, relating to thatching roof structures, and the types, purpose and limitations of each type. 3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards. 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.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
  - straw
  - reed
  - sedge grass
  - coppice materials
  - heather
  - marram
  - bent
  - bracken
  - rush
  - flax
  - turf netting
  - lead
  - mortar
  - fixings
  - ancillary items
  - hand and/or powered tools and equipment.
- 4.2 select resources associated with own work in relation to materials, components, fixings, tools and equipment.
- 4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
- 4.4 outline potential hazards associated with the resources and method of work.
- 4.5 describe how to calculate quantity, length, area and wastage associated with the method/procedure to thatch roof structures.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 5.1 protect the work and its surrounding area from damage.
- 5.2 minimise damage and maintain a clean work space.
- 5.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
- 5.4 dispose of waste in accordance with legislation.
- 5.5 state why the disposal of waste should be carried out in relation to the work.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

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

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 7.1 demonstrate the following work skills when thatching roof structures:
  - measuring
  - marking out
  - fitting
  - finishing
  - positioning
  - securing
- 7.2 thatch roof structures to given working instructions to provide a surface to prevent the penetration of water, by:
  - 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
  - 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:
  - thatch roofs with: long straw, combed wheat reed, water reed, sedge grass, coppice materials, heather, marram, bent, bracken, rush, flax, turf
  - use thatching materials to: form main casework, eaves, gables and ridge work
  - form joins with other roofing materials and abutments
  - use access equipment
  - 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 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

## Supporting information

### Guidance

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

- the Additional Requirements for Qualifications using the title NVQ in RQF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Regulated Qualification Framework (RQF) title and SVQs..

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of thatching roof structures to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated except for assessment criteria 3.4.

This unit must be assessed against at least one of the following endorsements:

- Long straw
- Combed wheat reed
- Water reed
- Sedge grass
- Coppice materials
- Heather
- Marram
- Bent
- Bracken

- Rush
- Flax
- Turf
- Other specialist local materials

## Unit 709

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

<b>UAN:</b>	M/600/8303
<b>Level:</b>	2
<b>Credit value:</b>	17
<b>GLH:</b>	57
<b>Aim:</b>	<p>This unit aims to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting materials, components and equipment</li><li>• preparing and utilising provision of fall protection systems</li></ul>

<b>Learning outcome</b>
<p>The learner will:</p> <ol style="list-style-type: none"><li>1. interpret the given information relating to the work and resources when utilising provision of fall protection systems and/or equipment.</li></ol>
<b>Assessment criteria</b>
<p>The learner can:</p> <ol style="list-style-type: none"><li>1.1 interpret and extract information from plans, drawings, specifications, method statements, risk assessments, schedules and manufacturers' information.</li><li>1.2 comply with information and/or instructions derived from risk assessments and method statement.</li><li>1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.</li><li>1.4 describe different types of information, their source and how they are interpreted in relation to:<ul style="list-style-type: none"><li>• drawings</li></ul></li></ol>

- specifications
- method statements
- risk assessments
- schedules
- manufacturers' information
- regulations
- official guidance associated with the provision of fall protection systems.

### **Learning outcome**

The learner will:

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

### **Assessment criteria**

The learner can:

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

<b>Learning outcome</b>
The learner will: 3. avoid risk by maintaining safe working practices when utilising provision of fall protection systems and/or equipment.
<b>Assessment criteria</b>
The learner can: 3.1 use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when utilising provision of fall protection systems and/or equipment. 3.2 explain why, when and how personal protective equipment (PPE) should be used, relating to utilising provision of fall protection systems and/or equipment, and the types, purpose and limitations of each type. 3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

<b>Learning outcome</b>
The learner will: 4. select the required quantity and quality of resources for the methods of work to utilise provision of fall protection systems and/or equipment.
<b>Assessment criteria</b>
The learner can: 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> <li>• collective protective equipment</li> <li>• full body harness</li> <li>• lanyard with and without shock absorber</li> <li>• associated hooks, rings and buckles</li> <li>• tools and equipment.</li> </ul> 4.2 select resources associated with own work in relation to materials and components, tools and equipment. 4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used. 4.4 outline potential hazards associated with the resources and method of work. 4.5 describe how to calculate quantity associated with the method/procedure to utilise provision of fall protection systems.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

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

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

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

**Learning outcome**

The learner will:

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

### **Assessment criteria**

The learner can:

- 7.1 demonstrate the following work skills when utilising provision of fall protection systems and/or equipment:
  - wearing
  - attaching
  - setting out
  - positioning
  - securing
  - checking
  - removing
- 7.2 employ and utilise fall protection systems and/or equipment to given working instructions, using recognised anchor points for two of the following:
  - scaffold/rigging
  - secured steelwork structures
  - wire and rope systems
  - permanently installed anchorage points
  - temporary anchorage points
  - track systems
  - proprietary systems.
- 7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
  - locate and position fall protection systems
  - wear safety harnesses, attach and secure to fall protection system's equipment
  - identify the differences between, fall arrest, restraint and access systems and harnesses
  - identify the differences between shock absorbent and restraining lanyards
  - visually inspect the fall protection system and equipment for security, safety and operational movement
  - identify the thorough examination and test criteria for fall protection equipment (inertia reels, eyebolts and anchor points)
  - apply hierarchy of control measures for working at height
  - detach and remove fall protection attire and equipment
  - comply with a rescue plan
  - use hand tools
  - use access equipment.
- 7.4 safely use and store materials, hand tools, and fall protection systems and equipment.
- 7.5 state the needs of other occupations and how to

communicate within a team when utilising provision for fall protection systems.

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

# **Unit 709      Utilising provision of fall protection systems and/or equipment in the workplace**

## Supporting information

### **Guidance**

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

- the Additional Requirements for Qualifications using the title NVQ in RQF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Regulated Qualification Framework (RQF) title and SVQs..

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of utilising provision of fall protection systems and/or equipment to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against own occupational area of work and two of the following endorsements:

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

## Unit 713

# Producing external solid render finishes in the workplace

<b>UAN:</b>	D/600/7695
<b>Level:</b>	2
<b>Credit value:</b>	22
<b>GLH:</b>	73
<b>Aim:</b>	<p>This unit aims to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting materials and equipment</li><li>• preparing materials and applying render to external backgrounds</li></ul>

<b>Learning outcome</b>
The learner will: 1. interpret the given information relating to the work and resources when producing external solid render finishes.
<b>Assessment criteria</b>
The learner can: 1.1 interpret and extract information from drawings, specifications, schedules and manufacturers' information. 1.2 comply with information and/or instructions derived from risk assessments and method statement 1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented 1.4 describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"><li>• drawings</li><li>• specifications</li><li>• schedules</li><li>• manufacturers' information</li><li>• regulations governing buildings.</li></ul>

**Learning outcome**

The learner will:

2. know how to comply with relevant legislation and official guidance when producing external solid render finishes.

**Assessment criteria**

The learner can:

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

**Learning outcome**

The learner will:

3. maintain safe working practices when producing external solid render finishes.

**Assessment criteria**

The learner can:

- 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 producing external solid render finishes.
- 3.2 explain why and when personal protective equipment (PPE) should be used, relating to producing external solid render finishes, and the types, purpose and limitations of each type.
- 3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

**Learning outcome**

The learner will:

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

**Assessment criteria**

The learner can:

- 4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
  - renders, sands, limes, cement and additives
  - bellcasts and beads
  - expanded metal lath (EML)
  - hand and/or powered tools and equipment.
- 4.2 select resources associated with own work in relation to materials, tools and equipment.
- 4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.
- 4.4 outline potential hazards associated with the resources and method of work.
- 4.5 describe how to calculate quantity, length, area and wastage associated with the method/procedure to produce external solid render finishes.

**Learning outcome**

The learner will:

5. minimise the risk of damage to the work and surrounding area when producing external solid render finishes.

**Assessment criteria**

The learner can:

- 5.1 protect the work and its surrounding area from damage.
- 5.2 minimise damage and maintain a clean work space.
- 5.3 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
- 5.4 dispose of waste in accordance with legislation.
- 5.5 state why the disposal of waste should be carried out in relation to the work.

**Learning outcome**

The learner will:

6. complete the work within the allocated time when producing external solid render finishes.

**Assessment criteria**

The learner can:

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

**Learning outcome**

The learner will:

7. comply with the given contract information to produce external solid render finishes to the required specification.

**Assessment criteria**

The learner can:

- 7.1 demonstrate the following work skills when
  - measuring
  - marking out
  - mixing
  - applying
  - finishing.
- 7.2 prepare materials and apply render to external backgrounds to contractor's working instructions for:
  - brick and/or block and/or concrete surfaces
  - bellcasts
  - internal and external angles
  - reveals
  - walls
  - installation of expanded metal lath (EML).
- 7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
  - prepare backgrounds
  - apply and finish multiple coat render to external walls
  - form internal and external angles, reveals, expansion joints and bellcasts
  - position and secure expanded metal lath (EML)
  - mix rendering
  - work at height
  - 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 producing external solid render finishes.
- 7.6 describe how to maintain the tools and equipment used when producing external solid render finishes.

# Unit 713      Producing external solid render finishes in the workplace

## Supporting information

### Guidance

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

- the Additional Requirements for Qualifications using the title NVQ in RQF
- the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Regulated Qualification Framework (RQF) title and SVQs..

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of producing external solid render finishes to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated except for the following item from assessment criteria 7.2:

- installation of expanded metal lath (EML).



## Appendix 1 Sources of general information

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

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

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

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

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

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

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

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

- **Walled Garden:** how to register and certificate learners on line
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for GOLA/e-volve assessments.

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# Useful contacts

<b>UK learners</b> <b>General qualification information</b>	<b>T: +44 (0)844 543 0033</b> <b>E: learnersupport@cityandguilds.com</b>
<b>International learners</b> General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: <b>intcgs@cityandguilds.com</b>
<b>Centres</b> 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: <b>centresupport@cityandguilds.com</b>
<b>Single subject qualifications</b> 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: <b>singlesubjects@cityandguilds.com</b>
<b>International awards</b> 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: <b>intops@cityandguilds.com</b>
<b>Walled Garden</b> 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: <b>walledgarden@cityandguilds.com</b>
<b>Employer</b> Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: <b>business@cityandguilds.com</b>
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## About City & Guilds

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

## City & Guilds Group

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

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