

Level 2 NVQ Diploma in Trowel Occupations (Construction) (6570-02)

May 2019 (Version 4.1)

Candidate Logbook

Qualification at a glance

Subject area	Trowel Occupations (Construction)
City & Guilds number	6570
Age group approved	16-18, 19+
Assessment types	Portfolio of evidence
Support materials	Centre Handbook and Candidate Logbook
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	City & Guilds qualification number	Ofqual accreditation number
Level 2 NVQ Diploma in Trowel Occupations (Construction)	6570-02	600/7857/1

Version and date	Change detail	Section
V2 July 2013	Reference to being observed in the workplace on several occasions has been deleted	Final page of each unit
V3.0 May 2014	Optional unit 611(H/503/9506) replaced by Unit 834 (R/504/6774). Optional unit 711(A/503/9544) replaced by Unit 835 (Y/504/6775).	Unit List Tracking Document
V4.0 Sept 2018	CITB incremental changes, refs to Credits removed and TQT added	Units Tracking document
V4.1 May 2019	Unit 700, LO7 change	109

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1 About your Candidate Logbook/Work-Based Evidence Record

Contact details

Candidate name

Candidate address

Centre name

Centre number

Programme start date

City & Guilds registration number

Date of registration with City & Guilds

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

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

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

Your Assessor(s)

**Internal Quality
Assurer (IQA)**

**External Quality
Assurer (EQA)**

Introduction to the logbook

This logbook will help you complete the units in **Level 2 NVQ Diploma in Construction and Civil Engineering Operations Construction) (6574)**. It contains forms you can use to record your evidence of what you have done.

There are 8 pathways within the Diploma. You should discuss and agree with your assessor /tutor which pathway and which units you are going to work towards. This Logbook contains all the units only for the Diploma. You can delete the records for the units that you are not going to work towards.

About City & Guilds

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

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

2 About your approved centre

Types of approved centres

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

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

Centre responsibilities

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

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

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

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

Assessment roles

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

The Assessor

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

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

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

The Internal Quality Assurer (IQA)

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

The Work-Based Recorder/Expert Witness

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

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

3 About candidates

Candidate role and responsibilities

Your responsibilities as a City & Guilds candidate are to:

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

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

Learner registration number

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

Moving to a new centre

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

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

4 Qualification assessment

Before you start your qualification

Initial assessment

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

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

Skill scan

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

The assessment process

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

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

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

Evidence can include:

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

Assessment requirements

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

Types of evidence

SO = Site Observation

OQ = Oral Question

WQ = Written Question and Answer

WT = Witness Testimony

PS = Photographic Supplementary

PD = Professional Discussion

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

The assessor/tutor

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

The Internal Quality Assurer (IQA)

The IQA maintains the quality of assessment within the centre.

The External Quality Assurer (EQA)

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

5 Using your logbook

Recording forms

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

Candidate job profile

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

Skill scan/initial assessment

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

Tracking document

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

On-site assessment plan/feedback

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

On-site observation report

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

Professional discussion supplementary evidence sheet

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

Oral questioning supplementary evidence sheet

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

Photographic supplementary evidence

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

Work-based recorder/expert witness details

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

Assessor's/work-based recorder's continuation sheet

Additional space for your assessor/work-based recorder to make notes with regard to the on-site assessment plan/feedback/observation)

Signature sheet

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

Units

These record where the evidence you produce meets the requirements of the unit. You should give each piece of evidence an evidence reference number. The units contained in each pathway are listed below.

A copy of each form is included in Section 6, please photocopy these forms as many times as required to complete your evidence log.

To achieve the **Level 2 NVQ Diploma in Trowel Occupations (Construction) (6570-02)**, you must complete all the mandatory units and at **least one** of the optional units.

Unit No.	UAN	Unit level	Unit title	TQT	GLH
Mandatory units					
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	20	7
218	J/503/1169	2	Conforming to productive working practices in the workplace	30	10
233	A/503/9463	2	Erecting masonry structures in the workplace	270	90
608	F/503/1171	2	Moving, handling and storing resources in the workplace	50	17
700	Y/503/9471	2	Setting out masonry structures in the workplace	220	73
Optional units					
232	T/503/9476	2	Erecting masonry cladding in the workplace	240	80
236	H/503/9490	2	Erecting thin joint masonry structures in the workplace	230	77
299	K/503/9538	2	Maintaining slate and tile roofing in the workplace	140	47
672	D/600/7695	2	Applying solid render to background surfaces and producing finishes in the workplace	270	73
674	R/600/7693	2	Producing internal solid plastering finishes in the workplace	230	73
689	L/503/9550	3	Repairing and maintaining masonry structures in the workplace	220	73
834	R/504/6774	2	Placing and finishing non-specialist concrete in the workplace	210	70
835	Y/504/6775	2	Installing drainage in the workplace	190	63

6 Recording forms

This section contains all the forms that you need to complete your evidence log, please photocopy these forms as many times as required.

Candidate job profile

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

Name:

Place of work:

Assessor:

**Outline of job
role:**

**Previous roles and
responsibilities
relevant to the
qualification:**

Previous relevant qualification(s)/training

Qualification/training	Where achieved	Date	Grade

Skill scan/initial assessment – mandatory units

Level 2 NVQ Diploma in Trowel Occupations (Construction) (6570-02)

Candidate name:

Mandatory units – all pathways

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

Unit	Duties	Examples	Training Required
233	Erecting masonry structures in the workplace		
	Interpret the given information relating to the work and resources when erecting masonry structures		
	Know how to comply with relevant legislation and official guidance when erecting masonry structures		
	Maintain safe and healthy working practices when erecting masonry structures		
	Select the required quantity and quality of resources for the methods of work to erect masonry structures		
	Minimise the risk of damage to the work and surrounding area when erecting masonry structures		
	Complete the work within the allocated time when erecting masonry structures		
	Comply with the given contract information to erect masonry structures to the required specification		
608	Moving, handling and storing resources in the workplace		
	Comply with given information when moving, handling and/or storing resources		
	Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources		
	Maintain safe working practices when moving, handling and/or storing resources		
	Select the required quantity and quality of resources for the methods of work to		

Unit	Duties	Examples	Training Required
	<p>move, handle and/or store occupational resources</p> <p>Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources</p>		
	<p>Complete the work within the allocated time when moving, handling and/or storing resources</p> <p>Comply with the given occupational resource information to move, handle and/or store resources to the required guidance</p>		
700	<p>Setting out masonry structures in the workplace</p> <p>Interpret the given information relating to the work and resources when setting out masonry structures</p>		
	<p>Know how to comply with relevant legislation and official guidance when setting out masonry structures</p> <p>Maintain safe and healthy working practices when setting out masonry structures</p>		
	<p>Select the required quantity and quality of resources for the methods of work to set out masonry structures</p> <p>Minimise the risk of damage to the work and surrounding area when setting out masonry structures</p>		
	<p>Complete the work within the allocated time when setting out masonry structures</p> <p>Comply with the given contract information to set out masonry structures to the required specification</p>		

Tracking document

To achieve the **Level 2 NVQ Diploma in Trowel Occupations (Construction) (6570-02)**, you must complete all the mandatory units and at least one of the optional units.

City & Guilds unit no.	Unit title	Unit level	Achieved Yes/No	Date
Mandatory				
101	Conforming to general health, safety and welfare in the workplace	1		
218	Conforming to productive working practices in the workplace	2		
233	Erecting masonry structures in the workplace	2		
608	Moving, handling and storing resources in the workplace	2		
700	Setting out masonry structures in the workplace	2		
232	Erecting masonry cladding in the workplace	2		
236	Erecting thin joint masonry structures in the workplace	2		
299	Maintaining slate and tile roofing in the workplace	2		
672	Applying solid render to background surfaces and producing finishes in the workplace.	2		
674	Producing internal solid plastering finishes in the workplace	2		
689	Repairing and maintaining masonry structures in the workplace	3		
834	Placing and finishing non-specialist concrete in the workplace	2		
835	Installing drainage in the workplace	2		

On-site assessment plan/feedback

Portfolio evidence reference:		
Candidate name:		Date:
Candidate prepared for assessment Yes/No	Candidate requires support Yes/No	
Candidate briefed on appeals procedure Yes/No	Support required Yes/No	
Assessment location/address and postcode:		
Type of work to be carried out:		
Assessor feedback (use continuation sheet if required):		
Forward planning:		
Candidate signature:		Date:
Assessor's name:	Assessor's signature:	Date:
IQA's name:	IQA's signature:	Date:

On-site observation report

Portfolio evidence reference:		
Candidate name:		Date:
Candidate prepared for assessment Yes/No	Candidate requires support Yes/No	
Candidate briefed on appeals procedure Yes/No	Support required Yes/No	
Assessment location/address and postcode:		
Unit/LO/AC reference	Assessor observation (use continuation sheet if required):	
Candidate signature:		Date:
Assessor's name:	Assessor's signature:	Date:
IQA's name:	IQA's signature:	Date:

Professional discussion supplementary evidence sheet

Unit number:		Portfolio evidence reference:			
Candidate name:					Date:
Completed by (please tick)	Candidate		Work-based recorder		Witness
Unit/LO/AC reference	Written evidence:				
Candidate signature:					Date:
Assessor's/Work-based recorder's name:					Date:
Assessor's/Work-based recorder's signature:					Date:
IQA's name:			IQA's signature:		Date:

Oral questioning supplementary evidence sheet

Unit number:		Portfolio evidence reference:	
Candidate name:		Date:	
Assessor's question(s)		Candidate's answer(s)	
Candidate signature:		Date:	
Assessor's name:		Date:	
Assessor's signature:		Date:	
IQA's name:	IQA's signature:	Date:	

Photographic supplementary evidence sheet

Unit number:	Portfolio evidence reference:	
Candidate name:	Date:	
Brief description of task being carried out in the photograph (to be completed by the candidate):		
Insert image in this box		
Candidate signature:	Date:	
Assessor's name:	Date:	
Assessor's signature:	Date:	
IQA's name:	IQA's signature:	Date:

Work-based recorder/expert witness details

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

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

Work-based recorder name:	
Work-based recorder signature:	Date:

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

Work-based recorder name:	
Work-based recorder signature:	Date:

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

Work-based recorder name:	
Work-based recorder signature:	Date:

**Assessor's/work-based recorder's continuation sheet
(on-site assessment plan/feedback/observation)**

Unit number:		Portfolio evidence reference:
Candidate signature:		Date:
Assessor's/Work-based recorder's name:		Date:
Assessor's/Work-based recorder's signature:		Date:
IQA's name:	IQA's signature:	Date:

Unit 101

Conforming to general health, safety and welfare in the workplace

Level 1

Unit aim

To raise awareness of relevant current statutory requirements and official guidance and responsibilities – to self and others – relating to workplace health, safety and welfare, personal behaviour and security in the workplace.

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony

PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Comply with all workplace health, safety and welfare legislation requirements.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
1.1	comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area												
1.2	use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements												
1.3	comply with 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:												
	a.	collective protective measures											
	b.	personal protective equipment (PPE)											
	c.	respiratory protective equipment (RPE)											
	d.	local exhaust ventilation (LEV)											
1.5	state how the health and safety control equipment relevant to the work should be used in accordance with the given instructions												
1.6	state which types of 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.												

2. Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
2.1	report any hazards created by changing circumstances within the workplace in accordance with organisational procedures												
2.2	list typical hazards associated with the work environment and occupational area in relation to 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.												

3. Comply with organisational policies and procedures to contribute to health, safety and welfare.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
3.1	interpret and comply with given instructions to maintain safe systems of work and quality working practices												
3.2	contribute to discussions by offering/providing feedback relating to health, safety and welfare												
3.3	contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures												
3.4	safely store health and safety control equipment in accordance with given instructions												
3.5	dispose of waste and/or consumable items in accordance with legislation												
3.6	state the organisational policies and procedures for health, safety and welfare, in relation to:												
	a. dealing with accidents and emergencies associated with the work and environment												

b. methods of receiving or sourcing information							
c. reporting							
d. stopping work							
e. evacuation							
f. fire risks and safe exit procedures							
g. consultation and feedback							
3.7 state the appropriate types of fire extinguishers relevant to the work							
3.8 state how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.							

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

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

Unit 101

Conforming to general health, safety and welfare in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 218 Conforming to productive working practices in the workplace

Level 2

Unit aim:

To raise awareness of productive communication with line management, colleagues and customers

To provide the learner with the necessary skills and knowledge to:

- interpret information
- plan and carry out productive work practices
- work with others or as an individual

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony

PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

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

2. Follow organisational procedures to plan the sequence of work.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 interpret relevant information from organisational procedures in order to plan the sequence of work							
2.2 plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively							
2.3 describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to:							
a. using resources for own and other's work requirements							
b. allocating appropriate work to employees							
c. organising the work sequence							
d. reducing carbon emissions							

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

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

c. operative and line management							
d. own and other occupations							

4.4 describe why it is important to work effectively with:							
a. line management							
b. colleagues							
c. customers							
4.5 describe how working relationships could have an effect on productive working							
4.6 describe how to apply principles of equality and diversity when communicating and working with others.							

Unit 218

Conforming to productive working practices in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 232 Erecting masonry cladding in the workplace

Level 2

Unit aim:

To provide the learner with the necessary skills and knowledge to:

- interpret information
- adopt safe and healthy working practices
- select materials, components and equipment
- prepare and erect brickwork and blockwork and/or local material to pre-erected structures

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony

PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when erecting masonry cladding.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
1.1	interpret and extract relevant information from:												
	a. drawings												
	b. risk assessments												
	c. method statements												
	d. specifications												
	e. schedules												
	f. manufacturers' information												
1.2	comply with information and/or instructions derived from risk assessments and method statements												
1.3	describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented												
1.4	describe different types of information, their source and how they are interpreted in relation to:												
	a. drawings												
	b. specifications risk assessments												
	c. method statements												
	d. schedules												
	e. manufacturers' information												
	f. regulations governing buildings.												

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

3. Maintain safe and healthy working practices when erecting masonry cladding.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when erecting masonry cladding							

3.2	comply with information relating to specific risks to health when erecting masonry cladding							
3.3	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to erecting masonry cladding, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
	a. collective protective measures							
	b. Personal Protective Equipment (PPE)							
	c. Respiratory Protective Equipment (RPE)							
	d. Local Exhaust Ventilation (LEV)							
3.4	describe how the relevant health and safety control equipment should be used in accordance with the given instructions							
3.5	describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards.							

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

4.2	describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
	a. bricks							
	b. blocks							
	c. mortars							
	d. frames							
	e. insulation							
	f. damp-proof barriers							
	g. lintels							
	h. fixings							
	i. ties							
	j. 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 erect masonry cladding.							

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

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

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

7. Comply with the given contract information to erect masonry cladding to the required specification.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
7.1	demonstrate the following work skills when erecting masonry cladding:							
	a. measuring							
	b. marking out							
	c. laying							
	d. positioning							
	e. securing							
7.2	erect brick and block and/or local material cladding to given working instructions, including the formation of door and window openings and joint finishes, for one of the following structures:							
	a. pre-erected timber frame							
	b. pre-erected concrete							
	c. pre-erected steel							
	d. existing							
7.3	safely use:							
	a. materials							
	b. hand tools							
	c. portable power tools							
	d. ancillary equipment							
	e. safely store the materials, tools and equipment used when erecting masonry cladding							

7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. erect brick, traditional and thin joint blocks cladding to pre-erected timber frame, concrete, steel and existing structures							
b. clad structures using local materials							
c. lay bricks, blocks (traditional and thin joint)							
d. form joint finishes							
e. form openings for doors and windows							
f. prop and support structures							
g. complete and remove temporary structures							
h. position damp-proof barriers							
i. mix mortar							
j. use hand tools, power tools and equipment							
k. work with plant and machinery							
l. work at height							
m. use access equipment							
7.5 describe the needs of other occupations and how to effectively communicate within a team when erecting masonry cladding							
7.6 describe how to maintain the tools and equipment used when erecting masonry cladding.							

Unit 232

Erecting masonry cladding in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 233 Erecting masonry structures in the workplace

Level 2

Unit aim:

To provide the learner with the necessary skills and knowledge to:

- interpret information
- adopt safe and healthy working practices
- select materials, components and equipment
- prepare and erect brickwork and blockwork and/or structures of local materials and styles

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony

PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when erecting masonry structures.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
1.1	interpret and extract relevant information from:												
	a. drawings												
	b. risk assessments												
	c. method statements												
	d. specifications												
	e. schedules												
	f. manufactures' information												
1.2	comply with information and/or instructions derived from risk assessments and method statements												
1.3	describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented												
1.4	describe different types of information, their source and how they are interpreted in relation to:												
	a. drawings												
	b. specifications												
	c. risk assessments												
	d. method statements												
	e. schedules												
	f. manufacturers' information												
	g. regulations governing buildings.												

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

3. Maintain safe and healthy working practices when erecting masonry structures.												
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD
3.1 use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when erecting masonry structures												

3.2	comply with information relating to specific risks to health when erecting masonry structures							
3.3	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to erecting masonry structures, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
	a. collective protective measures							
	b. Personal Protective Equipment (PPE)							
	c. Respiratory Protective Equipment (RPE)							
	d. Local Exhaust Ventilation (LEV)							
3.4	describe how the relevant health and safety control equipment should be used in accordance with the given instructions							
3.5	describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards							

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

4.2	describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
	a. bricks							
	b. blocks							
	c. mortars							
	d. frames							
	e. insulation							
	f. damp-proof barriers							
	g. lintels							
	h. fixings							
	i. ties							
	j. 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 erect masonry structures.							

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

5.3 dispose of waste in accordance with current legislation

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

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

7. Comply with the given contract information to erect masonry structures to the required specification.												
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when erecting masonry structures:												
a. measuring												
b. marking out												
c. laying												
d. positioning												
e. securing												
7.2 erect masonry in brick and block and/or local materials to given working instructions for the following:												
a. cavity wall structures												
b. blockwork structures												
c. solid wall structures												
d. door and window openings												
e. joint finishes												
7.3 safely use:												
a. materials												
b. hand tools												
c. portable power tools												
d. ancillary equipment												
7.4 safely store the materials, tools and equipment used when erecting masonry structures												

7.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:						
	a. erect cavity walling and solid walling using brick and block and local materials						
	b. erect walling of the local style						
	c. lay blocks (traditional and thin joint)						
	d. determine brick and block bonds						
	e. form joint finishes						
	f. form openings for doors and windows						
	g. prop and support structures						
	h. complete and remove temporary works						
	i. position insulation materials						
	j. position damp-proof barriers, cavity trays and weep holes						
	k. position wall ties						
	l. mix mortar						
	m. use hand tools, power tools and equipment						
	n. work with plant and machinery						
	o. work at height						
	p. use access equipment						
7.6	describe the needs of other occupations and how to effectively communicate within a team when erecting masonry structures						
7.7	describe how to maintain the tools and equipment used when erecting masonry structures.						

Unit 233

Erecting masonry structures in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 236 Erecting thin joint masonry structures in the workplace

Level 2

Unit aim:

To provide the learner with the necessary skills and knowledge to:

- interpret information
- adopt safe and healthy working practices
- select materials, components and equipment
- prepare and erect thin joint block masonry structures

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony

PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when erecting thin joint masonry structures.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
1.1	interpret and extract relevant information from:												
	a. drawings												
	b. risk assessments												
	c. method statements												
	d. specifications												
	e. schedules												
	f. manufacturers' information												
1.2	comply with information and/or instructions derived from risk assessments and method statements												
1.3	describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented												
1.4	describe different types of information, their source and how they are interpreted in relation to:												
	a. drawings												
	b. risk assessments												
	c. method statements												
	d. specifications												
	e. schedules												
	f. manufactures' information												
	g. regulations governing buildings.												

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

3. Maintain safe and healthy working practices when erecting thin joint masonry structures.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
3.1	use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when erecting thin joint masonry structures												
3.2	comply with information relating to specific risks to health when erecting thin joint masonry structures												
3.3	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to erecting thin joint masonry structures, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:												
	a. collective protective measures												
	b. Personal Protective Equipment (PPE)												
	c. Respiratory Protective Equipment (RPE)												
	d. Local Exhaust Ventilation (LEV)												
3.4	describe how the relevant health and safety control equipment should be used in accordance with the given instructions												
3.5	describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:												
	a. fires												
	b. spillages												
	c. injuries												
	d. other task-related hazards												

4. Select the required quantity and quality of resources for the methods of work to erect thin joint masonry structures.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	select resources associated with own work in relation to:							
	a. materials							
	b. components and fixings							
	c. tools and equipment							
4.2	describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
	a. blocks							
	b. joining compounds							
	c. frames							
	d. insulation							
	e. damp-proof barriers							
	f. lintels							
	g. fixings							
	h. ties							
	i. hand and/or powered tools and equipment							
4.3	describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4	explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5	describe any potential hazards associated with the resources and methods of work							
4.6	describe how to calculate quantity, length, area and wastage associated with the method/procedure to erect thin joint masonry structures.							

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

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

7. Comply with the given contract information to erect thin joint masonry structures to the required specification.												
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when erecting thin joint masonry structures:												
a. measuring												
b. marking out												
c. cutting												
d. preparing												
e. laying												
f. positioning												
g. securing												
7.2 erect thin joint masonry block structures to given working instructions for three of the following:												
a. cavity wall structures												
b. solid wall structures												
c. form door and window openings												
7.3 mix jointing compounds												
a. safely use:												
b. materials												
c. hand tools												
d. portable power tools												
e. ancillary equipment												
7.4 safely store the materials, tools and equipment used when erecting thin joint masonry structures												

7.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:						
	a. erect cavity walling and solid walling using thin joint blocks						
	b. determine thin joint block bonds						
	c. level bed (course one)						
	d. form openings for doors and windows						
	e. position damp-proof barriers						
	f. position and fix ties						
	g. mix jointing compound						
	h. work with plant and machinery						
	i. use hand tools, power tools and equipment						
	j. work at height						
	k. use access equipment						
7.6	describe the needs of other occupations and how to effectively communicate within a team when erecting thin joint masonry structures						
7.7	describe how to maintain the tools and equipment used when erecting thin joint masonry structures.						

Unit 236

Erecting thin joint masonry structures in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 299 Maintaining slate and tile roofing in the workplace

Level 2

Unit aim:

To provide the learner with the necessary skills and knowledge to:

- interpret information
- adopt safe and healthy working practices
- select materials, components and equipment
- prepare and carry out repair of specified areas of slate and tiled roofs

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony

PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when maintaining slate and tile roofing.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
1.1	interpret and extract relevant information from:							
	a. drawings							
	b. risk assessments							
	c. method statements							
	d. specifications							
	e. schedules							
	f. manufacturers' information							
1.2	comply with information and/or instructions derived from risk assessments and method statements							
1.3	describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.							
1.4	describe different types of information, their source and how they are interpreted in relation to:							
	a. drawings							
	b. risk assessments							
	c. method statements							
	d. specifications							
	e. schedules							
	f. manufacturers' information							
	g. regulations governing buildings.							

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

3. Maintain safe and healthy working practices when maintaining slate and tile roofing.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and 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:							
	a. collective protective measures							
	b. Personal Protective Equipment (PPE)							
	c. Respiratory Protective Equipment (RPE)							
	d. Local Exhaust Ventilation (LEV)							
3.4	describe how the relevant health and safety control equipment should be used in accordance with the given instructions							
3.5	describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards.							

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

4.2	describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:						
	a. slates						
	b. tiles						
	c. battens						
	d. underlays						
	e. sand						
	f. cement						
	g. limes						
	h. vents						
	i. lead						
	j. additives						
	k. guttering						
	l. downpipes						
	m. fixings						
	n. hand and/or powered tools and equipment						
4.3	describe how the resources should be used correctly and how problems associated with the resources are reported						
4.4	explain why the organisational procedures have been developed and how they are used for the selection of required resources						
4.5	describe any potential hazards associated with the resources and methods of work						
4.6	describe how to calculate quantity, length, area and wastage associated with the method/procedure to maintain slate and tile roofing.						

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

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

7. Comply with the given contract information to maintain slate and tile roofing to the required specification.												
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when maintaining slate and tile roofing:												
a. measuring												
b. marking out												
c. removing												
d. fitting												
e. positioning												
f. securing												
7.2 repair specified roof areas to given working instructions for four of the following:												
a. slate roofs (local material and style)												
b. tiled roofs (local material and style)												
c. flashings												
d. roof ventilation												
e. rainwater goods												
7.3 safely use:												
a. materials												
b. hand tools												
c. portable power tools												
d. ancillary equipment												
7.4 safely store the materials, tools and equipment used when maintaining slate and tile roofing												

7.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:						
	a. remove existing battens, underlays, slates and tiles						
	b. replace new battens and underlays						
	c. remove, replace and treat lead work/flashings (patianation oil)						
	d. re-point						
	e. position and secure roof ventilation						
	f. remove and replace guttering and downpipes						
	g. mix mortar						
	h. work with plant and machinery						
	i. use hand tools, power tools and equipment						
	j. work at height						
	k. use access equipment						
7.6	describe the needs of other occupations and how to effectively communicate within a team when maintaining slate and tile roofing						
7.7	describe how to maintain the tools and equipment used when maintaining slate and tile roofing.						

Unit 299

Maintaining slate and tile roofing in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 6o8 **Moving, handling and storing resources in the workplace**

Level 2

Unit aim:

To provide the learner with the necessary skills and knowledge to:

- interpret information
- adopt safe and healthy working practices
- select aids or equipment to move, handle or store occupational resources
- moving, handling and storing occupational resources to maintain useful condition

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony

PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

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

2. Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe your responsibilities under current legislation and official guidance whilst working:							
	a. in the workplace							
	b. in confined spaces							
	c. below ground level							
	d. at height							
	e. with tools and equipment							
	f. with materials and substances							
	g. with movement/ storage of materials							
	h. by manual handling and mechanical lifting							

2.2	describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
	a. site							
	b. workplace							
	c. company							
	d. operative							
2.3	explain what the accident reporting procedures are and who is responsible for making the reports							
2.4	state the appropriate types of fire extinguishers relevant to the work							
2.5	describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance.							

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

	c. Respiratory Protective Equipment (RPE)						
	d. Local Exhaust Ventilation (LEV)						
3.5	describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions						
3.6	state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:						
	a. fires						
	b. spillages						
	c. injuries						
	d. other task-related hazards						

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

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

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

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

f. components							
g. liquids							
7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources							
7.4 describe the needs of other occupations when moving, handling and/or storing resources.							

Unit 6o8

Moving, handling and storing resources in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 672 **Applying solid render to background surfaces and producing finishes in the workplace**

Level 2

Unit aim:

To provide the learner with the necessary skills and knowledge to:

- interpret information
- adopt safe and healthy working practices
- select materials and equipment
- preparing materials and applying render to external backgrounds

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony

PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when applying solid render to background surfaces and producing finishes.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:								
a. drawings								
b. specifications								
c. schedules								
d. method statement								
e. risk assessments								
f. manufacturers' information								
1.2 comply with information and/or instructions derived from risk assessments and method statements								
1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented								
1.4 describe different types of information, their source and how they are interpreted in relation to:								
a. drawings								
b. specifications								
c. schedules								
d. manufacturers' information								
e. current regulations governing buildings.								

2. Know how to comply with relevant legislation and official guidance when applying solid render to background surfaces and producing finishes.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe your responsibilities under current legislation and official guidance whilst working:							
	a. in the workplace							
	b. below ground level							
	c. in confined spaces							
	d. at height							
	e. with tools and equipment							
	f. with materials and substances							
	g. with movement/storage of materials							
	h. by manual handling and mechanical lifting							
2.2	describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
	a. site							
	b. workplace							
	c. company							
	d. operative							
2.3	explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe working practices when applying solid render to background surfaces and producing finishes.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when applying solid render to background surfaces and producing finishes.							
3.2	demonstrate compliance with given information and relevant legislation when applying solid render to background surfaces and producing finishes in relation to the following:							
	a. safe use of access equipment/working platforms							
	b. safe use, storage and handling of materials, tools and equipment							
	c. specific risks to health							
3.3	explain why and when health and safety control equipment should be used, relating to applying solid render to background surfaces and producing finishes and the types, purpose and limitations of each type, the work situation and general work environment in relation to:							
	a. collective protective measures							
	b. personal protective equipment (PPE)							
	c. respiratory protective equipment (RPE)							
	d. local exhaust ventilation (LEV)							
3.4	describe how the relevant health and safety control equipment should be used in accordance with given working instructions.							

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

4. Select the required quantity and quality of resources for the methods of work to apply solid render to background surfaces and produce finishes.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 select resources associated with own work in relation to materials, tools and equipment.							
4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
a. render, sand, lime, cement and additives							
b. bellcasts and beads							
c. expanded metal lath (EML)							
d. dash, rough-cast (harling, wet dash), proprietary pre-cast finish, synthetic and non-synthetic renders							
e. reinforcement, stress patches, sealants, fixings and fittings							
f. hand tools, portable powered tools and ancillary equipment							
4.3 describe how the resources should be used correctly and how the 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 apply external solid render to background surfaces and produce finishes.							

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

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

7. Comply with the given contract information to apply solid render to background surfaces and produce finishes to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when:							
a. measuring							
b. marking out							
c. mixing							
d. applying							
e. finishing							
7.2 use and maintain hand tools, portable power tools and ancillary equipment							

7.3	apply base coats, reinforcing mesh and stress patches							
7.4	prepare background surfaces, mix and apply solid render to bellcasts, internal and external angles, walls, reveals and soffits and to one of the following background surfaces to given working instructions:							
	a. brick							
	b. block							
	c. concrete							
	d. rubble stone masonry							
	e. external insulation							
	f. expanded metal lath (EML)							
7.5	produce a plain-faced finish coat to external walls and/or external insulation plus one of the following finishes to working instructions:							
	a. dash							
	b. rough-cast (harling, wet dash)							
	c. synthetic and non-synthetic renders							
	d. proprietary pre-cast							

7.6 describe how to apply safe, and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. carry out pre-installation checks to include structural integrity, dampness, vents, services (gas, electric, water, media cables)							
b. mix render to the required strength for background surfaces and supporting fixtures							
c. prepare backgrounds surfaces							
d. recognise the procedures to check flues and combustion air ventilation							
e. understand the implications of existing guarantees and warranties							
f. apply base coats, reinforcing mesh and stress patches							
g. apply multiple coat renders to external walls							
h. form internal and external angles, reveals, expansion joints and bellcasts							
i. position, secure and apply renders to expanded metal lath (EML)							
j. apply, dash, plain faced coat, rough-cast (harling, wet-dash), synthetic and non-synthetic renders, proprietary pre-cast finishes and sealants to external surfaces and external insulation including door and window reveals							

	k. complete post installation checks: compliance with specifications, resistance to water penetration, anchorage/fixing, vents, services (gas, electric, water, media cables)						
	l. recognise and determine when specialist skills and knowledge are required and report accordingly						
	m. understand specific requirements for structures of special interest, traditional build (pre 1919) and historical significance						
	n. use hand tools, portable power tools and ancillary equipment						
	o. work at height						
	p. use access equipment/working platforms						
7.7	describe the needs of other occupations and how to effectively communicate within a team when applying solid render to background surfaces and producing finishes						
7.8	describe how to maintain the tools and equipment used when applying solid render to background surfaces and producing finishes						

Unit 672

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

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	

Date:	
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Unit 674
Level 2

Producing internal solid plastering finishes in the workplace

Unit aim:

To provide the learner with the necessary skills and knowledge to:

- interpret information
- adopt safe and healthy working practices
- select materials and equipment
- prepare and apply one- and two-coat plaster to internal backgrounds.

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony

PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when producing internal solid plastering finishes.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
1.1	interpret and extract information from:							
	a. drawings							
	b. specifications							
	c. schedules							
	d. manufacturers' information							
1.2	comply with information and/or instructions derived from risk assessments and method statement							
1.3	state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4	describe different types of information, their source and how they are interpreted in relation to:							
	a. drawings							
	b. specifications							
	c. schedules							
	d. manufacturers' information							
	e. regulations governing buildings.							

2. Know how to comply with relevant legislation and official guidance when producing internal solid plastering finishes.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe your responsibilities under current legislation and official guidance whilst working:							
	a. in the workplace							
	b. below ground level							
	c. at height							

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

3. Maintain safe working practices when producing internal solid plastering finishes.							
You must be able to:							
	*PER	SO	OQ	WQ	WT	PS	PD
3.1	use personal protective equipment (PPE) and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when producing internal solid plastering finishes						
3.2	explain why and when personal protective equipment (PPE) should be used, relating to producing internal solid plastering 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:						
	a. fires						
	b. spillages						
	c. injuries						

d. other task-related hazards.							
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4. Select the required quantity and quality of resources for the methods of work to produce internal solid plastering finishes.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:							
	a. undercoat and finishing plasters, sands, limes, cement and additives							
	b. beads and trims, scrim and tapes							
	c. manufactured boards and expanded metal lath (EML)							
	d. hand and/or powered tools and equipment							
	e. select resources associated with own work in relation to materials, tools and equipment							
4.2	state:							
	a. how the resources should be used correctly							
	b. how problems associated with the resources are reported							
	c. how the organisational procedures are used							
4.3	outline potential hazards associated with the resources and method of work							
4.4	describe how to calculate quantity, length, area and wastage associated with the method/procedure to produce internal solid plastering finishes.							

5. Minimise the risk of damage to the work and surrounding area when producing internal solid plastering finishes.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	protect the work and its surrounding area from damage							
5.2	minimise damage and maintain a clean work space							

5.3	describe how to protect work from damage and the purpose of protection in relation to:							
	a. general workplace activities							
	b. other occupations							
	c. adverse weather conditions							
5.4	dispose of waste in accordance with legislation							
5.5	state why the disposal of waste should be carried out in relation to the work.							

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

7. Comply with the given contract information to produce internal solid plastering finishes to the required specification.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
7.1	demonstrate the following work skills when producing internal solid plastering finishes:							
	a. measuring							
	b. marking out							
	c. preparing							
	d. mixing							
	e. applying							

	f. finishing							
7.2	prepare materials and apply internal plasterwork to contractor's working instructions:							
	a. one-coat work (finishing plasters)							
	b. two-coat work							
	c. internal and external angle							
	d. reveals, cills and soffits (door and/or windows)							
	e. expanded metal lath (EML) strips							
7.3	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. prepare backgrounds							
	b. install expanded metal lath (EML)							
	c. apply and finish one- and two-coat plasterwork to internal solid backgrounds, EML and manufactured board walls and ceilings							
	d. form internal and external angles, reveals and expansion joints							
	e. mix plaster							
	f. work at height							
	g. use hand tools, power tools and equipment							
7.4	safely use and store:							
	a. hand tools							
	b. portable power tools							
	c. ancillary equipment							
7.5	state the needs of other occupations and how to communicate within a team when producing internal solid plastering finishes							
7.6	describe how to maintain the tools and equipment used when producing internal solid plastering finishes.							

Unit 674

Producing internal solid plastering finishes in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	

Date:

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Unit 689

Repairing and maintaining masonry structures in the workplace

Level 3

Unit aim:

To provide the learner with the necessary skills and knowledge to:

- interpret information
- adopt safe and healthy working practices
- select materials, components and equipment
- repair and maintain existing brick and/or block and/or structures of local materials and styles

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony

PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when repairing and maintaining masonry structures.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
1.1	interpret and extract relevant information from:							
	a. drawings							
	b. risk assessments							
	c. method statements							
	d. specifications							
	e. schedules							
	f. manufacturers' information							
1.2	comply with information and/or instructions derived from risk assessments and method statements							
1.3	describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4	describe different types of information, their source and how they are interpreted in relation to:							
	a. drawings							
	b. risk assessments							
	c. method statements							
	d. specifications							
	e. schedules							
	f. manufactures' information							
	g. regulations governing buildings.							

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

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

4. Select the required quantity and quality of resources for the methods of work to repair and maintain masonry structures.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	select resources associated with own work in relation to:							
	a. materials							
	b. components and fixings							
	c. tools and equipment							
4.2	describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
	a. bricks							
	b. blocks							
	c. natural stones							
	d. mortars							
	e. sand							
	f. lime							
	g. additives							
	h. frames							
	i. insulation							
	j. damp-proof barriers							
	k. lintels							
	l. fixings and ties							
	m. 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 repair and maintain masonry structures.						

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

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

7. Comply with the given contract information to repair and maintain masonry structures to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when repairing and maintaining masonry structures:							
a. measuring							
b. marking out							
c. removing							
d. laying							
e. positioning							
f. securing							

7.2	repair and maintain existing brick, and/or block masonry and/or local style structures to given working instructions for three of the following:							
	a. match existing materials							
	b. continue existing bonding							
	c. match existing quality of structure							
	d. form openings							
	e. prop existing walls and floors							
	f. form internal and external angles							
7.3	safely use:							
	a. materials							
	b. hand tools							
	c. portable power tools							
	d. ancillary equipment							
7.4	safely store the materials, tools and equipment used when repairing and maintaining masonry structures.							
7.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. repair and maintain existing masonry structures in brick, traditional and thin joint blocks or local materials and styles							
	b. form joint finishes							
	c. form openings							
	d. prop existing walls and floors							
	e. form internal and external angles							
	f. dress surfaces							

g. form finishes							
h. mortar mix ratios (volume, gauge boxes and colour)							
i. work with plant and machinery							
j. use hand tools, power tools and equipment							
k. work at height							
l. use access equipment							
7.6 describe the needs of other occupations and how to effectively communicate within a team when repairing and maintaining masonry structures							
7.7 describe how to maintain the tools and equipment used when repairing and maintaining masonry structures.							

Unit 68g

Repairing and maintaining masonry structures in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 700

Setting out masonry structures in the workplace

Level 2

Unit aim:

To provide the learner with the necessary skills and knowledge to:

- interpret information
- adopt safe and healthy working practices
- select materials, components and equipment
- set out brickwork and blockwork and/or structures of local materials and styles

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony

PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when setting out masonry structures.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
1.1	interpret and extract relevant information from:							
	a. drawings							
	b. risk assessments							
	c. method statements							
	d. specifications							
	e. schedules							
	f. manufacturers' information							
1.2	comply with information and/or instructions derived from risk assessments and method statements							
1.3	describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4	describe different types of information, their source and how they are interpreted in relation to:							
	a. drawings							
	b. specifications							
	c. risk assessments							
	d. method statements							
	e. schedules							
	f. manufacturers' information							
	g. regulations governing buildings							

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

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

4. Select the required quantity and quality of resources for the methods of work to set out masonry structures.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	select resources associated with own work in relation to:							
	a. hand tools							
	b. materials							
	c. components and fixings							
	d. setting out equipment							
4.2	describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
	a. levels							
	b. lines							
	c. profiles							
	d. tape measures							
	e. pegs							
	f. squares and fixings							
	g. hand tools and setting out 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 distances, length, levels and diagonals, quantity and area associated with the method/procedure to set out masonry structures.							

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

6. Complete the work within the allocated time when setting out masonry structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							

b. organisational procedures for reporting circumstances which will affect the work programme.							
7. Comply with given contract information in setting out masonry structures in the workplace							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when placing and finishing non-specialist concrete:							
a. measuring							
b. marking out							
c. laying							
d. compacting							
e. finishing							
f. positioning							
g. securing							
7.2 set out regular shaped structures to given working instructions in one of the following:							
a. brick							
b. block							
c. local materials							
7.3 safely use:							
a. materials							
b. hand tools							
c. setting out equipment							

7.4	safely store the materials, tools and equipment used when setting out masonry structures						
7.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:						
	a. set out brick, traditional and thin joint blocks and structures of local materials on level and sloping ground						
	b. construct corner profiles						
	c. plumb from ranging lines						
	d. transfer levels (spirit level, straight-edge, water levels and laser level)						
	e. use hand tools and setting out equipment						
7.6	describe the needs of other occupations and how to effectively communicate within a team when setting out masonry structures						
7.7	describe how to maintain the tools and equipment used when setting out masonry structures.						

Unit 700

Setting out masonry structures in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 834

Placing and finishing non-specialist concrete in the workplace

Level 2

Unit aim:

To provide the learner with the necessary skills and knowledge to:

- interpret information
- adopt safe and healthy working practices
- select materials, components and equipment
- prepare, lay, compact and finish concrete slabs, footings or bases.

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT – Witness testimony

PS – Product supplementary

PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when placing and finishing non-specialist concrete.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
1.1	interpret and extract relevant information from:							
	a. drawings							
	b. risk assessments							
	c. method statements							
	d. schedules							
	e. manufacturers' information							
1.2	comply with information and/or instructions derived from risk assessments and method statements							
1.3	describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4	describe different types of information, their source and how they are interpreted in relation to:							
	a. drawings							
	b. risk assessments							
	c. method statements							
	d. specifications							
	e. schedules							
	f. manufacturers' information							
	g. current regulations associated with placing and finishing non-specialists concrete.							

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

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

4. Select the required quantity and quality of resources for the methods of work to place and finish non-specialist concrete.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	select resources associated with own work in relation to:							
	a. materials							
	b. components and fixings							
	c. tools and equipment							
4.2	describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
	a. concrete							
	b. fabric reinforcement							
	c. timber							
	d. plywood							
	e. proprietary slab edgings and fixings							
	f. hand 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 place and finish non-specialist concrete.							

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

6. Complete the work within the allocated time when placing and finishing non-specialist concrete.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate completion of the work within the allocated time							
6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							

b. organisational procedures for reporting circumstances which will affect the work programme.							
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7. Comply with the given contract information to place and finish non-specialist concrete to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when placing and finishing non-specialist concrete:							
a. measuring							
b. marking out							
c. laying							
d. compacting							
e. finishing							
f. positioning							
g. securing							
7.2 lay and finish concrete to given working instructions for three of the following:							
a. concrete slabs/bases (footing, oversites or paths)							
b. form slab edging							
c. position reinforcement							
d. form surface finish (tamped, floated, brushed and trowelled)							
7.3 safely use:							
a. materials							
b. hand tools							
c. ancillary equipment							

7.4	safely store the materials, tools and equipment used when placing and finishing non-specialist concrete							
7.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. handle, transport and test concrete							
	b. transport, lay, compact, cure and protect concrete with tamped, floated, brushed and trowelled finishes							
	c. cure and protect							
	d. place fabric reinforcement							
	e. concrete mix ratios (volume and gauge boxes)							
	f. place concrete into formwork and shuttering							
	g. form slab edging							
	h. work with plant and machinery							
	i. use hand tools and ancillary equipment							
7.6	describe the needs of other occupations and how to effectively communicate within a team when placing and finishing non-specialist concrete							
7.7	describe how to maintain the tools and equipment used when placing and finishing non-specialist concrete.							

Unit 834

Placing and finishing non-specialists concrete in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 835

Installing drainage in the workplace

Level: 2

Unit aim:

To provide the learner with the necessary skills and knowledge to:

- interpret information
- adopt safe and healthy working practices
- select materials, components and equipment
- prepare for, install and test new and/or replacement drainage.

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony

PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing drainage.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
1.1	interpret and extract relevant information from:							
	a. drawings							
	b. risk assessments							
	c. method statements							
	d. specifications							
	e. schedules							
	f. manufacturers' information							
1.2	comply with information and/or instructions derived from risk assessments and method statements							
1.3	describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4	describe different types of information, their source and how they are interpreted in relation to:							
	a. drawings							
	b. risk assessments							
	c. method statements							
	d. specifications							
	e. schedules							
	f. manufacturers' information							
	g. regulations governing the installation and construction of drainage systems.							

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

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

4. Select the required quantity and quality of resources for the methods of work to install drainage.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	select resources associated with own work in relation to:							
	a. materials							
	b. components and fixings							
	c. tools and equipment							
4.2	describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
	a. pipes, fittings and ancillary components							
	b. pre-cast (metal, concrete, clay or plastic) components							
	c. bricks, blocks and sandbags							
	d. granular materials, aggregates, cement, concrete, mortars and sand							
	e. sealant materials (adhesives, compounds, solvents)							
	f. hand and/or powered tools and equipment							
4.3	describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4	explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5	describe any potential hazards associated with the resources and methods of work							
4.6	describe how to calculate quantity, length, area and wastage associated with the method/procedure to install drainage.							

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

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

b. organisational procedures for reporting circumstances which will affect the work programme.							
7. Comply with the given contract information to install drainage to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when installing drainage:							
a. measuring							
b. marking out							
c. laying							
d. positioning							
e. fitting							
f. levelling							
g. plumbing							
h. aligning							
i. securing							
j. testing							
7.2 install and test new and/or replacement, foul and/or surface water drainage for two of the following to given working instructions:							
a. pipework (e.g. clay, concrete, metal, or plastic)							
b. inspection chambers (e.g. brick, concrete, metal or plastic)							
c. surface water systems (e.g. cells, culverts, high capacity, linear, balancing ponds, interceptors, recycling equipment, soak-a-ways, sustainable urban drainage systems)							
d. foul water systems (e.g. cess pools, septic tanks, reed beds, treatment plants)							

7.3	safely use:							
	a. materials							
	b. hand tools							
	c. portable power tools							
	d. ancillary equipment							
7.4	safely store the materials, tools and equipment used when installing drainage							
7.5	describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. excavate trenches and provide trench support							
	b. confirm ground conditions, site and excavations are suitable for the drainage installation work							
	c. prepare bedding for pipework							
	d. determine levels and gradients							
	e. identify the differences between surface and foul water drainage							
	f. lay, position, level, plumb, align, fit, fix and secure new and replacement drainage systems							
	g. construct structures of a drainage system (storm alleviation, culverts, inspection chambers, lateral drains, overflows, sumps, filter drains, sustainable urban drainage systems)							

7.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. assemble pre-cast components (metal, concrete, clay and plastic) of a drainage system structure (inspection chambers, street iron work)							
b. connect and seal new systems to existing systems							
c. conduct smoke, water, ball, air mandrel and close circuit television tests on drainage systems							
d. work with plant and machinery							
e. use hand tools, power tools and equipment							
f. work at height and below ground level							
g. use access equipment							
7.7 describe the needs of other occupations and how to effectively communicate within a team when installing drainage							
7.8 describe how to maintain the tools and equipment used when installing drainage.							

Unit 835

Installing drainage in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Appendix 1 Relationships to other qualifications

Links to other qualifications

Centres are responsible for checking the different requirements of all qualifications they are delivering and ensuring that candidates meet requirements of all units/qualifications.

Literacy, language, numeracy and ICT skills development

This qualification can develop skills that can be used in the following qualifications:

- Functional Skills (England) – see www.cityandguilds.com/functionalskills
- Essential Skills (Northern Ireland) – see www.nidirect.gov.uk/articles/essential-skills
- Essential Skills Wales – see www.walesessentialskills.com

Appendix 2 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.

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 candidates
- 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:

- 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 candidates 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 candidates on line
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

Centre Guide – Delivering International Qualifications 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.

Specifically, the document includes sections on:

- The centre and qualification approval process and forms
- Assessment, verification and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Frequently asked questions.

Appendix 3 Useful contacts

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

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

City & Guilds Group

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

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