

Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services (Construction) - Construction Operations (6574)

November 2015 Version 3.0

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

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Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services (Construction) - Construction Operations (6574)



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

Qualification title	City & Guilds qualification number	Qualification Accreditation Number (QAN)
Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) - Construction Operations– Modular Pavement	6574-11	601/7983/1
Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) - Construction Operations– Laying Kerbs and Channels	6574-12	601/7983/1
Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) - Construction Operations – General Building Operations	6574-13	601/7983/1
Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) - Construction Operations – Drainage	6574-14	601/7983/1
Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) - Construction Operations – Structural Concreting	6574-15	601/7983/1
Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) - Construction Operations – Non-structural Concreting	6574-16	601/7983/1
Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) - Construction Operations – General Construction	6574-17	601/7983/1
Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) - Construction Operations – Excavation and Reinstatement	6574-18	601/7983/1

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Version and date	Change detail	Section
V2 July 2013	Reference to being observed in the workplace on several occasions has been deleted	Final page of each unit
V2.1 November 2014	Unit 294 – assessment outcomes and criteria added	Section 5, Units
V3.0 November 2015	Updated title Updated QANs Replaced units 608, 611, 633, 648, 660, 672 and 679, 701, 705 and 721 with 368, 612, 316, 331, 366, 352, 370, 362 and 711 Added units 102, 225 and 358 Phone numbers deleted	p.3 5.2 Units 5.3 Skill scan 5.4 Tracking document Units Last pages

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1 About your Candidate Logbook/Work-Based Evidence Record



1.1 Contact details

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

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

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

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

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

1.2 Introduction to the logbook

This logbook will help you complete the units in **Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services - Construction 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 the **12 mandatory units** only. The optional units can be found in a zip file on the City & Guilds Website.

About City & Guilds

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

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

2 About your approved centre

Types of approved centres

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

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

Centre responsibilities

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

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

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

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

Assessment roles

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

The Assessor

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

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

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

The Internal Quality Assurer (IQA)

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

The Work-Based Recorder/Expert Witness

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

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

3 About candidates

Candidate role and responsibilities

Your responsibilities as a City & Guilds candidate are to:

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

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

Learner registration number

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

Moving to a new centre

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

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

4 Qualification assessment

4.1 Before you start your qualification

Initial assessment

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

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

Skill scan

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

4.2 The assessment process

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

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

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

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

Assessment requirements

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

Types of evidence

SO = Site Observation

OQ = Oral Question

WQ = Written Question & Answer

WT = Witness Testimony

PS = Photographic Supplementary

PD = Professional Discussion

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

The assessor/tutor

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

The Internal Quality Assurer (IQA)

The IQA maintains the quality of assessment within the centre.

The Qualification Consultant (QC)

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

5 Using your logbook

Recording forms

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

Candidate job profile

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

Skill scan/Initial assessment

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

Overall unit sign-off

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

On-site assessment plan/feedback

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

On-site observation report

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

Professional discussion supplementary evidence sheet

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

Oral questioning supplementary evidence sheet

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

Photographic supplementary evidence

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

Work-based recorder details

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

Assessor briefing and report continuation sheet

Additional space for your assessor to make notes

Signature sheet

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

Units

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

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

5.1 Candidate job profile



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

Candidate name:	
Place of work:	
Assessor:	

Outline of job role:

Previous roles & responsibilities relevant to the qualification:

Previous qualification and training relevant to the qualification

Qualification/Training	Where achieved	Date achieved	Grade

5.2 Units

To achieve the **Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) – Construction Operations – Modular Pavement (6574-11)**, you must achieve **41** credits in total. **26** credits must come from the mandatory units plus a minimum of **10** credits from Optional group A and a minimum of **5** credits from Optional group B.

Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services (Construction) – Construction Operations – Modular Pavement

Unit accreditation number	City & Guilds unit no.	Unit title	Credit value	GLH
Mandatory				
A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2	7
J/503/1169	218	Conforming to productive working practices in the workplace	3	10
J/503/9627	294	Laying modular pavement in the workplace	14	47
J/506/4673	370	Setting out secondary dimensional work control in the workplace	7	23
Optional A				
T/503/9560	239	Establishing work area protection and safety in the workplace	10	33
K/503/9622	698	Segregating the area for highways works in the workplace	12	40
Optional B				
K/503/9457	102	Preparing and mixing concrete and mortars in the workplace	8	27
D/600/8281	224	Erecting and dismantling access/working platforms in the workplace	8	27
Y/600/8165	225	Placing and compacting concrete in the workplace	13	43
M/503/9623	284	Installing street ironwork in the workplace	9	30
J/506/4642	316	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16	53
R/506/4661	331	Preparing and operating ride-on rollers to compact materials in the workplace	16	53
F/506/4669	352	Preparing for, and arranging and securing plant or machinery for transportation in the workplace	16	53
A/506/4668	358	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace	12	40
R/506/3929	362	Slinging and hand signalling the movement of suspended loads in the workplace	10	33
F/506/4672	366	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace	7	23
F/503/1171	368	Moving, handling and storing resources in the workplace	5	17
K/503/9636	681	Providing temporary excavation support in the workplace	15	50

H/503/9442	682	Reinstating excavation and highway surfaces in the workplace	12	40
A/600/8157	730	Reinstating ground condition in the workplace	12	40

To achieve the **Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) – Construction Operations – Laying Kerbs and Channels (6574-12)** you must achieve **41** credits in total. **26** credits must come from the mandatory units plus a minimum of **10** credits from Optional group A and a minimum of **5** credits from Optional group B.

Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services (Construction) – Construction Operations – Laying Kerbs and Channels

Unit accreditation number	City & Guilds unit no.	Unit title	Credit value	GLH
Mandatory				
A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2	7
J/503/1169	218	Conforming to productive working practices in the workplace	3	10
J/506/4673	370	Setting out secondary dimensional work control in the workplace	7	23
D/503/9634	733	Laying kerbs and channels in the workplace	14	47
Optional A				
T/503/9560	239	Establishing work area protection and safety in the workplace	10	33
K/503/9622	698	Segregating the area for highways works in the workplace	12	40
Optional B				
K/503/9457	102	Preparing and mixing concrete and mortars in the workplace	8	27
D/600/8281	224	Erecting and dismantling access/working platforms in the workplace	8	27
Y/600/8165	225	Placing and compacting concrete in the workplace	13	43
M/503/9623	284	Installing street ironwork in the workplace	9	30
J/506/4642	316	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16	53
R/506/4661	331	Preparing and operating ride-on rollers to compact materials in the workplace	16	53
F/506/4669	352	Preparing for, and arranging and securing plant or machinery for transportation in the workplace	16	53
A/506/4668	358	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace	12	40

R/506/3929	362	Slinging and hand signalling the movement of suspended loads in the workplace	10	33
F/506/4672	366	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace	7	23
F/503/1171	368	Moving, handling and storing resources in the workplace	5	17
K/503/9636	681	Providing temporary excavation support in the workplace	15	50
H/503/9442	682	Reinstating excavation and highway surfaces in the workplace	12	40
A/600/8157	730	Reinstating ground condition in the workplace	12	40

To achieve the **Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) – Construction Operations – General Building Operations (6574-13)**, you must achieve **50** credits in total. **40** credits must come from the mandatory units plus a minimum of **10** credits from the optional units. Learners may achieve further credits from the Elective group. However any credits achieved from the Elective group **will not** count towards the qualification.

Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services (Construction) – Construction Operations – General Building Operations

Unit accreditation number	City & Guilds unit no.	Unit title	Credit value	GLH
Mandatory				
A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2	7
J/503/1169	218	Conforming to productive working practices in the workplace	3	10
J/503/9627	294	Laying modular pavement in the workplace	14	47
J/506/4673	370	Setting out secondary dimensional work control in the workplace	7	23
D/503/9634	733	Laying kerbs and channels in the workplace	14	47
Optional				
T/503/9560	239	Establishing work area protection and safety in the workplace	10	33
K/503/9622	698	Segregating the area for highways works in the workplace	12	40
Elective				
D/600/8281	224	Erecting and dismantling access/working platforms in the workplace	8	27
M/503/9623	284	Installing street ironwork in the workplace	9	30
J/506/4642	316	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16	53

R/506/4661	331	Preparing and operating ride-on rollers to compact materials in the workplace	16	53
F/506/4669	352	Preparing for, and arranging and securing plant or machinery for transportation in the workplace	16	53
A/506/4668	358	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace	12	40
R/506/3929	362	Slinging and hand signalling the movement of suspended loads in the workplace	10	33
F/506/4672	366	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace	7	23
F/503/1171	368	Moving, handling and storing resources in the workplace	5	17
K/503/9636	681	Providing temporary excavation support in the workplace	15	50
H/503/9442	682	Reinstating excavation and highway surfaces in the workplace	12	40
A/600/8157	730	Reinstating ground condition in the workplace	12	40

To achieve the **Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) – Construction Operations – Drainage (6574-14)**, you must achieve **46** credits in total. **31** credits must come from the mandatory units plus a minimum of **10** credits from Optional group A and a minimum of **5** credits from Optional group B.

Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services (Construction) – Construction Operations – Drainage

Unit accreditation number	City & Guilds unit no.	Unit title	Credit value	GLH
Mandatory				
A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2	7
J/503/1169	218	Conforming to productive working practices in the workplace	3	10
J/506/4673	370	Setting out secondary dimensional work control in the workplace	7	23
Y/504/6775	711	Installing drainage in the workplace	19	63
Optional A				
T/503/9560	239	Establishing work area protection and safety in the workplace	10	33
K/503/9622	698	Segregating the area for highways works in the workplace	12	40
Optional B				
K/503/9457	102	Preparing and mixing concrete and mortars in the workplace	8	27

D/600/8281	224	Erecting and dismantling access/working platforms in the workplace	8	27
Y/600/8165	225	Placing and compacting concrete in the workplace	13	43
M/503/9623	284	Installing street ironwork in the workplace	9	30
J/506/4642	316	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16	53
R/506/4661	331	Preparing and operating ride-on rollers to compact materials in the workplace	16	53
F/506/4669	352	Preparing for, and arranging and securing plant or machinery for transportation in the workplace	16	53
A/506/4668	358	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace	12	40
R/506/3929	362	Slinging and hand signalling the movement of suspended loads in the workplace	10	33
F/506/4672	366	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace	7	23
F/503/1171	368	Moving, handling and storing resources in the workplace	5	17
K/503/9636	681	Providing temporary excavation support in the workplace	15	50
H/503/9442	682	Reinstating excavation and highway surfaces in the workplace	12	40
A/600/8157	730	Reinstating ground condition in the workplace	12	40

To achieve the **Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) – Construction Operations – Structural Concreting (6574-15)**, you must achieve **55** credits in total. **40** credits must come from the mandatory units plus a minimum of **10** credits from Optional group A and a minimum of **5** credits from Optional group B.

Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services (Construction) – Construction Operations – Structural Concreting

Unit accreditation number	City & Guilds unit no.	Unit title	Credit value	GLH
Mandatory				
A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2	7
J/503/1169	218	Conforming to productive working practices in the workplace	3	10
M/503/9637	731	Pouring concrete to form structures in the workplace	18	60
R/503/9663	732	Erecting and striking proprietary formwork in the workplace	17	57
Optional A				
T/503/9560	239	Establishing work area protection and safety in the workplace	10	33
K/503/9622	698	Segregating the area for highways works in the workplace	12	40
Optional B				

K/503/9457	102	Preparing and mixing concrete and mortars in the workplace	8	27
D/600/8281	224	Erecting and dismantling access/working platforms in the workplace	8	27
Y/600/8165	225	Placing and compacting concrete in the workplace	13	43
M/503/9623	284	Installing street ironwork in the workplace	9	30
J/506/4642	316	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16	53
R/506/4661	331	Preparing and operating ride-on rollers to compact materials in the workplace	16	53
F/506/4669	352	Preparing for, and arranging and securing plant or machinery for transportation in the workplace	16	53
A/506/4668	358	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace	12	40
R/506/3929	362	Slinging and hand signalling the movement of suspended loads in the workplace	10	33
F/506/4672	366	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace	7	23
F/503/1171	368	Moving, handling and storing resources in the workplace	5	17
K/503/9636	681	Providing temporary excavation support in the workplace	15	50
H/503/9442	682	Reinstating excavation and highway surfaces in the workplace	12	40
A/600/8157	730	Reinstating ground condition in the workplace	12	40

To achieve the **Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) – Construction Operations – Non-structural Concreting (6574-16)**, you must achieve **59** credits in total. **44** credits must come from the mandatory units plus a minimum of **10** credits from Optional group A and a minimum of **5** credits from Optional group B.

Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services (Construction) – Construction Operations – Non-structural Concreting

Unit accreditation number	City & Guilds unit no.	Unit title	Credit value	GLH
Mandatory				
A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2	7
J/503/1169	218	Conforming to productive working practices in the workplace	3	10
R/504/6774	612	Placing and finishing non-specialist concrete in the workplace	21	70
M/503/9637	731	Pouring concrete to form structures in the workplace	18	60

Optional A

T/503/9560	239	Establishing work area protection and safety in the workplace	10	33
K/503/9622	698	Segregating the area for highways works in the workplace	12	40
Optional B				
K/503/9457	102	Preparing and mixing concrete and mortars in the workplace	8	27
D/600/8281	224	Erecting and dismantling access/working platforms in the workplace	8	27
Y/600/8165	225	Placing and compacting concrete in the workplace	13	43
M/503/9623	284	Installing street ironwork in the workplace	9	30
J/506/4642	316	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16	53
R/506/4661	331	Preparing and operating ride-on rollers to compact materials in the workplace	16	53
F/506/4669	352	Preparing for, and arranging and securing plant or machinery for transportation in the workplace	16	53
A/506/4668	358	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace	12	40
R/506/3929	362	Slinging and hand signalling the movement of suspended loads in the workplace	10	33
F/506/4672	366	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace	7	23
F/503/1171	368	Moving, handling and storing resources in the workplace	5	17
K/503/9636	681	Providing temporary excavation support in the workplace	15	50
H/503/9442	682	Reinstating excavation and highway surfaces in the workplace	12	40
A/600/8157	730	Reinstating ground condition in the workplace	12	40

To achieve the **Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) – Construction Operations – General Construction (6574-17)**, you must achieve **46** credits in total. **10** credits must come from the mandatory units plus a minimum of **10** credits from Optional group A, a minimum of **19** credits from Optional group B and a minimum **7** credits from Optional group C.

Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services (Construction) – Construction Operations – General Construction

Unit accreditation number	City & Guilds unit no.	Unit title	Credit value	GLH
Mandatory				
A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2	7
J/503/1169	218	Conforming to productive working practices in the workplace	3	10

F/503/1171	368	Moving, handling and storing resources in the workplace	5	17
Optional A				
T/503/9560	239	Establishing work area protection and safety in the workplace	10	33
K/503/9622	698	Segregating the area for highways works in the workplace	12	40
Optional B				
R/504/6774	612	Placing and finishing non-specialist concrete in the workplace	21	70
Y/504/6775	711	Installing drainage in the workplace	19	63
Optional C				
K/503/9457	102	Preparing and mixing concrete and mortars in the workplace	8	27
D/600/8281	224	Erecting and dismantling access/working platforms in the workplace	8	27
Y/600/8165	225	Placing and compacting concrete in the workplace	13	43
M/503/9623	284	Installing street ironwork in the workplace	9	30
J/506/4642	316	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16	53
R/506/4661	331	Preparing and operating ride-on rollers to compact materials in the workplace	16	53
F/506/4669	352	Preparing for, and arranging and securing plant or machinery for transportation in the workplace	16	53
A/506/4668	358	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace	12	40
R/506/3929	362	Slinging and hand signalling the movement of suspended loads in the workplace	10	33
F/506/4672	366	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace	7	23
K/503/9636	681	Providing temporary excavation support in the workplace	15	50
H/503/9442	682	Reinstating excavation and highway surfaces in the workplace	12	40
A/600/8157	730	Reinstating ground condition in the workplace	12	40

To achieve the **Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) – Construction Operations – Excavation and Reinstatement (6574-18)**, you must achieve **54** credits in total. **27** credits must come from the mandatory units plus a minimum of **10** credits from Optional group A, a minimum of **12** credits from Optional group B and a minimum **5** credits from Optional group C.

Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services (Construction) – Construction Operations – Excavation and Reinstatement

Unit accreditation number	City & Guilds unit no.	Unit title	Credit value	GLH
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Mandatory

A/503/1170	101	Conforming to general health, safety and welfare in the workplace	2	7
J/503/1169	218	Conforming to productive working practices in the workplace	3	10
Y/503/9650	240	Excavating holes and trenches - manual digging in the workplace	10	33
A/503/9639	297	Locating and protecting utilities apparatus and sub-structures in the workplace	12	40

Optional A

T/503/9560	239	Establishing work area protection and safety in the workplace	10	33
K/503/9622	698	Segregating the area for highways works in the workplace	12	40

Optional B

H/503/9442	682	Reinstating excavation and highway surfaces in the workplace	12	40
A/600/8157	730	Reinstating ground condition in the workplace	12	40

Optional C

K/503/9457	102	Preparing and mixing concrete and mortars in the workplace	8	27
D/600/8281	224	Erecting and dismantling access/working platforms in the workplace	8	27
Y/600/8165	225	Placing and compacting concrete in the workplace	13	43
M/503/9623	284	Installing street ironwork in the workplace	9	30
J/506/4642	316	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16	53
R/506/4661	331	Preparing and operating ride-on rollers to compact materials in the workplace	16	53
F/506/4669	352	Preparing for, and arranging and securing plant or machinery for transportation in the workplace	16	53
A/506/4668	358	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace	12	40
R/506/3929	362	Slinging and hand signalling the movement of suspended loads in the workplace	10	33
F/506/4672	366	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace	7	23
F/503/1171	368	Moving, handling and storing resources in the workplace	5	17
K/503/9636	681	Providing temporary excavation support in the workplace	15	50

5.3 Skill scan/initial assessment – Mandatory units



Qualification title: **Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services (Construction) – Construction Operations (6574)** Qual no: **6574**

Candidate name: _____

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

240	Excavating holes and trenches - manual digging in the workplace		
	Interpret the given information relating to the work and resources when excavating holes and trenches by manual digging.		
	Know how to comply with relevant legislation and official guidance when excavating holes and trenches by manual digging.		
	Maintain safe and healthy working practices when excavating holes and trenches by manual digging.		
	Select the required quantity and quality of resources for the methods of work to excavate holes and trenches by manual digging.		
	Minimise the risk of damage to the work and surrounding area when excavating holes and trenches by manual digging.		
	Complete the work within the allocated time when excavating holes and trenches by manual digging.		
	Comply with the given contract information to excavate holes and trenches by manual digging to the required specification.		
294	Laying modular pavement in the workplace		
	Interpret the given information relating to the work and resources when laying modular pavement.		
	Know how to comply with relevant legislation and official guidance when laying modular pavement.		
	Maintain safe and healthy working practices when laying modular pavement.		
	Select the required quantity and quality of resources for the methods of work to lay modular pavement.		
	Minimise the risk of damage to the work and surrounding area when laying modular pavement.		
	Complete the work within the allocated time when laying modular pavement.		
	Comply with the given contract information to lay modular pavement to the required specification.		

297	Locating and protecting utilities apparatus and sub-structures in the workplace		
	Interpret the given information relating to the work and resources when locating and protecting utilities apparatus and sub-structures.		
	Know how to comply with relevant legislation and official guidance when locating and protecting utilities apparatus and sub-structures.		
	Maintain safe and healthy working practices when locating and protecting utilities apparatus and sub-structures.		
	Select the required quantity and quality of resources for the methods of work to locate and protect utilities apparatus and sub-structures.		
	Minimise the risk of damage to the work and surrounding area when locating and protecting utilities apparatus and sub-structures.		
	Complete the work within the allocated time when locating and protecting utilities apparatus and sub-structures.		
	Comply with the given contract information to locate and protect utilities apparatus and sub-structures to the required specification.		
368	Moving, handling and storing resources in the workplace		
	Comply with given information when moving, handling and/or storing resources.		
	Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.		
	Maintain safe working practices when moving, handling and/or storing resources.		
	Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources.		
	Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.		

	Complete the work within the allocated time when moving, handling and/or storing resources.		
	Comply with the given occupational resource information to move, handle and/or store resources to the required guidance.		
370	Setting out secondary dimensional work control in the workplace		
	Interpret the given information relating to setting out dimensional control of the work.		
	Know how to comply with relevant legislation and official guidance to set out dimensional control of the work.		
	Maintain safe and healthy working practices when setting out dimensional control of the work.		
	Select the required quantity and quality of resources to set out dimensional control of the work.		
	Minimise the risk of damage to the work and surrounding area when setting out dimensional control of the work.		
	Complete the work within the allocated time when setting out dimensional control of the work.		
	Comply with the given contract information to set out dimensional control of the work to the required specification.		
612	Placing and finishing non-specialist concrete in the workplace		
	Interpret the given information relating to the work and resources when placing and finishing non-specialist concrete.		
	Know how to comply with relevant legislation and official guidance when placing and finishing non-specialist concrete.		
	Maintain safe and healthy working practices when placing and finishing non-specialist concrete.		
	Select the required quantity and quality of resources for the methods of work to place and finish non-specialist concrete.		

	Minimise the risk of damage to the work and surrounding area when placing and finishing non-specialist concrete.		
	Complete the work within the allocated time when placing and finishing non-specialist concrete.		
	Comply with the given contract information to place and finish non-specialist concrete to the required specification.		
711	Installing drainage in the workplace		
	Interpret the given information relating to the work and resources when installing drainage.		
	Know how to comply with relevant legislation and official guidance when installing drainage.		
	Maintain safe and healthy working practices when installing drainage.		
	Select the required quantity and quality of resources for the methods of work to install drainage.		
	Minimise the risk of damage to the work and surrounding area when installing drainage.		
	Complete the work within the allocated time when installing drainage.		
	Comply with the given contract information to install drainage to the required specification.		
731	Pouring concrete to form structures in the workplace		
	Interpret the given information relating to the work and resources when pouring concrete to form structures.		
	Know how to comply with relevant legislation and official guidance when pouring concrete to form structures.		
	Maintain safe and healthy working practices when pouring concrete to form structures.		
	Select the required quantity and quality of resources for the methods of work to pour concrete to form structures.		

	Minimise the risk of damage to the work and surrounding area when pouring concrete to form structures.		
	Complete the work within the allocated time when pouring concrete to form structures.		
	Comply with the given contract information to pour concrete to form structures to the required specification.		
732	Erecting and striking proprietary formwork in the workplace		
	Interpret the given information relating to the work and resources when erecting and striking proprietary formwork.		
	Know how to comply with relevant legislation and official guidance when erecting and striking proprietary formwork.		
	Maintain safe and healthy working practices when erecting and striking proprietary formwork.		
	Select the required quantity and quality of resources for the methods of work to erect and strike proprietary formwork.		
	Minimise the risk of damage to the work and surrounding area when erecting and striking proprietary formwork.		
	Complete the work within the allocated time when erecting and striking proprietary formwork.		
	Comply with the given contract information to erect and strike proprietary formwork to the required specification.		
733	Laying kerbs and channels in the workplace		
	Interpret the given information relating to the work and resources when laying kerbs and channels.		
	Know how to comply with relevant legislation and official guidance when laying kerbs and channels.		
	Maintain safe and healthy working practices when laying kerbs and channels.		

Select the required quantity and quality of resources for the methods of work to lay kerbs and channels.		
Minimise the risk of damage to the work and surrounding area when laying kerbs and channels.		
Complete the work within the allocated time when laying kerbs and channels.		
Comply with the given contract information to lay kerbs and channels to the required specification.		

5.4 Tracking Document

To achieve the **Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) – Construction Operations – Modular Pavement (6574-11)**, you must achieve **41** credits in total. **26** credits must come from the mandatory units plus a minimum of **10** credits from Optional group A and a minimum of **5** credits from Optional group B.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
294	2	Laying modular pavement in the workplace	14		
370	2	Setting out secondary dimensional work control in the workplace	7		
Optional A					
239	2	Establishing work area protection and safety in the workplace	10		
698	2	Segregating the area for highways works in the workplace	12		
Optional B					
102	1	Preparing and mixing concrete and mortars in the workplace	8		
224	2	Erecting and dismantling access/working platforms in the workplace	8		
225	2	Placing and compacting concrete in the workplace	13		
284	2	Installing street ironwork in the workplace	9		
316	2	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16		
331	2	Preparing and operating ride-on rollers to compact materials in the workplace	16		
352	2	Preparing for, and arranging and securing plant or machinery for transportation in the workplace	16		
358	2	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace	12		
362	2	Slinging and hand signalling the movement of suspended loads in the workplace	10		
366	2	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace	7		
368	2	Moving, handling and storing resources in the workplace	5		

681	2	Providing temporary excavation support in the workplace	15		
682	2	Reinstating excavation and highway surfaces in the workplace	12		
730	2	Reinstating ground condition in the workplace	12		

To achieve the **Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) – Construction Operations – Laying Kerbs and Channels (6574-12)** you must achieve **41** credits in total. **26** credits must come from the mandatory units plus a minimum of **10** credits from Optional group A and a minimum of **5** credits from Optional group B.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
370	2	Setting out secondary dimensional work control in the workplace	7		
733	2	Laying kerbs and channels in the workplace	14		
Optional A					
239	2	Establishing work area protection and safety in the workplace	10		
698	2	Segregating the area for highways works in the workplace	12		
Optional B					
102	1	Preparing and mixing concrete and mortars in the workplace	8		
224	2	Erecting and dismantling access/working platforms in the workplace	8		
225	2	Placing and compacting concrete in the workplace	13		
284	2	Installing street ironwork in the workplace	9		
316	2	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16		
331	2	Preparing and operating ride-on rollers to compact materials in the workplace	16		
352	2	Preparing for, and arranging and securing plant or machinery for transportation in the workplace	16		
358	2	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace	12		

362	2	Slinging and hand signalling the movement of suspended loads in the workplace	10		
366	2	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace	7		
368	2	Moving, handling and storing resources in the workplace	5		
681	2	Providing temporary excavation support in the workplace	15		
682	2	Reinstating excavation and highway surfaces in the workplace	12		
730	2	Reinstating ground condition in the workplace	12		

To achieve the **Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) – Construction Operations – General Building Operations (6574-13)**, you must achieve **50** credits in total. **40** credits must come from the mandatory units plus a minimum of **10** credits from the optional units. Learners may achieve further credits from the Elective group. However any credits achieved from the Elective group **will not** count towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
294	2	Laying modular pavement in the workplace	14		
370	2	Setting out secondary dimensional work control in the workplace	7		
733	2	Laying kerbs and channels in the workplace	14		
Optional units					
239	2	Establishing work area protection and safety in the workplace	10		
698	2	Segregating the area for highways works in the workplace	12		
Elective units					
224	2	Erecting and dismantling access/working platforms in the workplace	8		

284	2	Installing street ironwork in the workplace	9		
316	2	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16		
331	2	Preparing and operating ride-on rollers to compact materials in the workplace	16		
352	2	Preparing for, and arranging and securing plant or machinery for transportation in the workplace	16		
358	2	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace	12		
362	2	Slinging and hand signalling the movement of suspended loads in the workplace	10		
366	2	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace	7		
368	2	Moving, handling and storing resources in the workplace	5		
681	2	Providing temporary excavation support in the workplace	15		
682	2	Reinstating excavation and highway surfaces in the workplace	12		
730	2	Reinstating ground condition in the workplace	12		

To achieve the **Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) – Construction Operations – Drainage (6574-14)**, you must achieve **46** credits in total. **31** credits must come from the mandatory units plus a minimum of **10** credits from Optional group A and a minimum of **5** credits from Optional group B.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
370	2	Setting out secondary dimensional work control in the workplace	7		
711	2	Installing drainage in the workplace	19		
Optional A					
239	2	Establishing work area protection and safety in the workplace	10		
698	2	Segregating the area for highways works in the workplace	12		

Optional B					
102	1	Preparing and mixing concrete and mortars in the workplace	8		
224	2	Erecting and dismantling access/working platforms in the workplace	8		
225	2	Placing and compacting concrete in the workplace	13		
284	2	Installing street ironwork in the workplace	9		
316	2	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16		
331	2	Preparing and operating ride-on rollers to compact materials in the workplace	16		
352	2	Preparing for, and arranging and securing plant or machinery for transportation in the workplace	16		
358	2	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace	12		
362	2	Slinging and hand signalling the movement of suspended loads in the workplace	10		
366	2	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace	7		
368	2	Moving, handling and storing resources in the workplace	5		
681	2	Providing temporary excavation support in the workplace	15		
682	2	Reinstating excavation and highway surfaces in the workplace	12		
730	2	Reinstating ground condition in the workplace	12		

To achieve the **Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) – Construction Operations – Structural Concreting (6574-15)**, you must achieve **55** credits in total. **40** credits must come from the mandatory units plus a minimum of **10** credits from Optional group A and a minimum of **5** credits from Optional group B.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
731	2	Pouring concrete to form structures in the workplace	18		

732	2	Erecting and striking proprietary formwork in the workplace	17		
Optional A					
239	2	Establishing work area protection and safety in the workplace	10		
698	2	Segregating the area for highways works in the workplace	12		
Optional B					
102	1	Preparing and mixing concrete and mortars in the workplace	8		
224	2	Erecting and dismantling access/working platforms in the workplace	8		
225	2	Placing and compacting concrete in the workplace	13		
284	2	Installing street ironwork in the workplace	9		
316	2	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16		
331	2	Preparing and operating ride-on rollers to compact materials in the workplace	16		
352	2	Preparing for, and arranging and securing plant or machinery for transportation in the workplace	16		
358	2	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace	12		
362	2	Slinging and hand signalling the movement of suspended loads in the workplace	10		
366	2	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace	7		
368	2	Moving, handling and storing resources in the workplace	5		
681	2	Providing temporary excavation support in the workplace	15		
682	2	Reinstating excavation and highway surfaces in the workplace	12		
730	2	Reinstating ground condition in the workplace	12		

To achieve the **Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) – Construction Operations – Non-structural Concreting (6574-16)**, you must achieve **59** credits in total. **44** credits must come from the mandatory units plus a minimum of **10** credits from Optional group A and a minimum of **5** credits from Optional group B.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
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Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
612	2	Placing and finishing non-specialist concrete in the workplace	21		
731	2	Pouring concrete to form structures in the workplace	18		
Optional A					
239	2	Establishing work area protection and safety in the workplace	10		
698	2	Segregating the area for highways works in the workplace	12		
Optional B					
102	1	Preparing and mixing concrete and mortars in the workplace	8		
224	2	Erecting and dismantling access/working platforms in the workplace	8		
225	2	Placing and compacting concrete in the workplace	13		
284	2	Installing street ironwork in the workplace	9		
316	2	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16		
331	2	Preparing and operating ride-on rollers to compact materials in the workplace	16		
352	2	Preparing for, and arranging and securing plant or machinery for transportation in the workplace	16		
358	2	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace	12		
362	2	Slinging and hand signalling the movement of suspended loads in the workplace	10		
366	2	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace	7		
368	2	Moving, handling and storing resources in the workplace	5		
681	2	Providing temporary excavation support in the workplace	15		
682	2	Reinstating excavation and highway surfaces in the workplace	12		
730	2	Reinstating ground condition in the workplace	12		

To achieve the **Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) – Construction Operations – General Construction (6574-17)**, you must achieve **46** credits in total. **10** credits must come from the mandatory units plus a minimum of **10** credits from Optional group A, a minimum of **19** credits from Optional group B and a minimum **7** credits from Optional group C.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
368	2	Moving, handling and storing resources in the workplace	5		
Optional A					
239	2	Establishing work area protection and safety in the workplace	10		
698	2	Segregating the area for highways works in the workplace	12		
Optional B					
612	2	Placing and finishing non-specialist concrete in the workplace	21		
711	2	Installing drainage in the workplace	19		
Optional C					
102	1	Preparing and mixing concrete and mortars in the workplace	8		
224	2	Erecting and dismantling access/working platforms in the workplace	8		
225	2	Placing and compacting concrete in the workplace	13		
284	2	Installing street ironwork in the workplace	9		
316	2	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16		
331	2	Preparing and operating ride-on rollers to compact materials in the workplace	16		
352	2	Preparing for, and arranging and securing plant or machinery for transportation in the workplace	16		
358	2	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace	12		
362	2	Slinging and hand signalling the movement of suspended loads in the workplace	10		
366	2	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace	7		

681	2	Providing temporary excavation support in the workplace	15		
682	2	Reinstating excavation and highway surfaces in the workplace	12		
730	2	Reinstating ground condition in the workplace	12		

To achieve the **Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) – Construction Operations – Excavation and Reinstatement (6574-18)**, you must achieve **54** credits in total. **27** credits must come from the mandatory units plus a minimum of **10** credits from Optional group A, a minimum of **12** credits from Optional group B and a minimum **5** credits from Optional group C.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
240	2	Excavating holes and trenches - manual digging in the workplace	10		
297	2	Locating and protecting utilities apparatus and sub-structures in the workplace	12		
Optional A					
239	2	Establishing work area protection and safety in the workplace	10		
698	2	Segregating the area for highways works in the workplace	12		
Optional B					
682	2	Reinstating excavation and highway surfaces in the workplace	12		
730	2	Reinstating ground condition in the workplace	12		
Optional C					
102	1	Preparing and mixing concrete and mortars in the workplace	8		
224	2	Erecting and dismantling access/working platforms in the workplace	8		
225	2	Placing and compacting concrete in the workplace	13		
284	2	Installing street ironwork in the workplace	9		
316	2	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace	16		
331	2	Preparing and operating ride-on rollers to compact materials in the workplace	16		

352	2	Preparing for, and arranging and securing plant or machinery for transportation in the workplace	16		
358	2	Preparing to and directing and guiding the movement of vehicles, plant or machinery in the workplace	12		
362	2	Slinging and hand signalling the movement of suspended loads in the workplace	10		
366	2	Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace	7		
368	2	Moving, handling and storing resources in the workplace	5		
681	2	Providing temporary excavation support in the workplace	15		

5.5 On site assessment plan/feedback



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

Assessment location/address and postcode:

Type of work to be carried out:

Assessor feedback:
(Use Assessor continuation sheet if required)

Forward Planning:

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

5.6 On site observation report



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

Assessment location/address and postcode:

Learning outcome reference

Assessor observation:
(Use Assessor continuation sheet if required)

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

5.7 Professional discussion supplementary evidence sheet



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

Completed by: (please tick)

Candidate:

Work-based Recorder

Witness

Learning outcome reference

Written evidence:

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

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

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

Assessor question:	Candidate answer:

Assessor feedback:

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

5.9 Photographic supplementary evidence



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

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

(Attach photo in this box)

Where the photograph was taken:

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

5.10 Work-based recorder/expert witness details



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

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

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

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

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

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

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

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



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

5.12 Signature Sheet



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

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

Unit 101
2 credits

Conforming to general health, safety and welfare in the workplace

Level: 1
UAN: A/503/1170

Unit aim:
This unit is about awareness of relevant current statutory requirements and official guidance, responsibilities, to self and others, relating to workplace health, safety and welfare, personal behaviour and security in the workplace.

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

Assessment criteria that are practical activities are highlighted in bold.

1. Comply with all workplace health, safety and welfare legislation requirements.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area							
1.2 use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements							
1.3 comply with:							
a. statutory requirements							
b. safety notices and warning notices displayed within the workplace and/or on equipment							

1.4	state why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to:							
	a. collective protective measures							
	b. Personal Protective Equipment (PPE)							
	c. Respiratory Protective Equipment (RPE)							
	d. Local Exhaust Ventilation (LEV)							
1.5	state how the health and safety control equipment relevant to the work should be used in accordance with the given instructions							
1.6	state which types of:							
	a. health, safety and welfare legislation							
	b. notices and warning signs are relevant to the occupational area and associated equipment							
1.7	state why:							
	a. health, safety and welfare legislation							
	b. notices and warning signs are relevant to the occupational area and associated equipment							
1.8	state how to comply with control measures that have been identified by risk assessments and safe systems of work.							

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

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

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

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

Unit 101 Declaration

Conforming to general health, safety and welfare in the workplace

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 218
3 credits

Conforming to productive working practices in the workplace

Level: 2
UAN: J/503/1169

Unit aim:

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

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

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

Assessment criteria that are practical activities are highlighted in bold.

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

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

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

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

Unit 218

Conforming to productive working practices in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 240

Excavating holes and trenches - manual digging in the workplace

10 credits

Level: 2

UAN: Y/503/9650

Unit aim:

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

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- carrying out the excavation of holes and trenches

*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 excavating holes and trenches by manual digging.							
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. schedules							
	d. risk assessments							
	e. method statements							
	f. manufacturers' information							
	g. statutory and regulatory Codes of Practice for excavations							
	h. support of the excavations.							

2. Know how to comply with relevant legislation and official guidance when excavating holes and trenches by manual digging.								
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. with tools and equipment							
	d. with materials and substances							
	e. with movement/storage of materials							
	f. 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 excavating holes and trenches by manual digging.							
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 excavating holes and trenches by manual digging							
3.2 comply with information relating to specific risks to health when excavating holes and trenches by manual digging							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to excavating holes and trenches by manual digging 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 excavate holes and trenches by manual digging.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 select resources associated with own work in relation to materials and components, and tools and equipment							
4.2 describe the characteristics, quality, uses, sustainability limitations and defects associated with the resources in relation to:							
a. digging equipment for the excavation of holes and trenches							
b. hand and/or powered tools and ancillary equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to excavate holes and trenches by manual digging.							

5. Minimise the risk of damage to the work and surrounding area when excavating holes and trenches by manual digging.							
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 excavating holes and trenches by manual digging.							
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 excavate holes and trenches by manual digging to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when excavating holes and trenches by manual digging:							
a. measuring							
b. marking out							
c. excavating							
d. securing							
7.2 excavate holes and trenches in highway location and/or construction site to given working instructions							
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 excavating holes and trenches by manual digging							
7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. identify and confirm the type of surface and sub-surface composition							
b. remove ironwork, modular components							
c. excavate ground structures manually							
d. guide excavating machine to excavate ground structures							
e. avoid damage to service apparatus and sub-structures							
f. identify and store excavated and reusable materials							
g. position, secure and remove excavation supports							

h. provide for access and egress							
i. work with plant and machinery							
j. use hand tools, power tools and equipment							
7.6 describe the needs of other occupations and how to effectively communicate within a team when excavating holes and trenches by manual digging							
7.7 describe how to maintain the tools and equipment used when excavating holes and trenches by manual digging.							

Unit 240

Excavating holes and trenches - manual digging 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 294 Laying modular pavement in the workplace

14 credits

Level: 2

UAN: J/503/9627

Unit aim:

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

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- carrying out the laying of modular pavement 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. Interpret the given information relating to the work and resources when laying modular pavement.														
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. schedules							
	d. risk assessments							
	e. method statements							
	f. manufacturers' information							
	g. regulations governing the laying of modular pavement.							

2. Know how to comply with relevant legislation and official guidance when laying modular pavement.								
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. with tools and equipment							
	d. with materials and substances							
	e. with movement/storage of materials							
	f. 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 laying modular pavement.														
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 laying modular pavement.													
3.2	comply with information relating to specific risks to health when laying modular pavement.													
3.3	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to laying modular pavement, 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 lay modular pavement.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 select resources associated with own work in relation to materials and components, and tools and equipment							
4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
a. sand, graded granular material, lean mix concrete							
b. blocks, stone setts, bricks, flags, natural stone							
c. hand and/or powered tools and equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to lay modular pavement.							

5. Minimise the risk of damage to the work and surrounding area when laying modular pavement.							
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 laying modular pavement.							
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 lay modular pavement to the required specification.												
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when laying modular pavement:												
a. measuring												
b. marking out												
c. cutting												
d. laying												
e. levelling												
f. aligning												
g. compacting												
h. finishing												
7.2 lay modular pavement manually and/or by machine to given working instructions, for one of the following:												
a. block paving												
b. brick paving												
c. stone/concrete setts												
d. natural stone rough cut (riven/cropped)												
e. natural stone uniformly cut (sawn in dimension)												
f. flags												
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 laying modular pavement						
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. confirm the type of block, brick, sett, flag and natural stone modular pavement						
	b. set out the area and prepare ground and foundation for modular pavement construction						
	c. confirm substrate matches given specification						
	d. mark and cut modular paving						
	e. lay modular block, brick, sett, flag and natural stone pavements manually and/or by machine						
	f. lay modular block, brick, sett, flag and natural stone pavement, domestic and/or commercial to the required design/pattern, levels and stability						
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. monitor work against specification(s)						
	b. identify the differences between rigid (bound) and flexible (unbound) paving						
	c. install kerbs, channels, edgings and drainage						
	d. lift modular paving for removal maintenance and repair						
	e. maintain and repair modular paving to match existing design functions						
	f. use hand tools, power tools and equipment						
7.7	describe the needs of other occupations and how to effectively communicate within a team when laying modular pavement						
7.8	describe how to maintain the tools and equipment used when laying modular pavement.						

Unit 294 Laying modular pavement 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 297

Locating and protecting utilities apparatus and sub-structures in the workplace

12 credits

Level: 2

UAN: A/503/9639

Unit aim:

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

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- identifying, locating and protecting Utilities apparatus and sub-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 locating and protecting utilities apparatus and sub-structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. risk assessments							
c. method statements							
d. specifications							
e. schedules							
f. survey information							
g. manufacturers' information							

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

2. Know how to comply with relevant legislation and official guidance when locating and protecting utilities apparatus and sub-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							
2.4	describe:							
	a. the types of fire extinguishers available when locating and protecting utilities apparatus and sub-structures							
	b. how they are used							
	c. when they are used.							

3. Maintain safe and healthy working practices when locating and protecting utilities apparatus and sub-structures.								
You must be able to:		*PER	SO	O D	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 locating and protecting utilities apparatus and sub-structures							
3.2	comply with information relating to specific risks to health when locating and protecting utilities apparatus and sub-structures							
3.3	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to locating and protecting utilities apparatus and sub-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	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. damage to utilities apparatus and sub-structures							
	e. other task-related hazards							
3.6	demonstrate the safe use of a fire extinguisher relevant to a typical fire associated with locating and protecting utilities apparatus and sub-structures as relevant to the operations.							

4. Select the required quantity and quality of resources for the methods of work to locate and protect utilities apparatus and sub-structures.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
4.1	select resources associated with own work in relation to materials and components, tools and equipment, and electronic location instruments													
4.2	describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:													
	a. electronic instruments													
	b. marking and protection materials													
	c. hand and/or powered tools and equipment													
	d. ancillary equipment													
4.3	describe how the resources should be used correctly and how problems associated with the resources are reported													
4.4	explain why the organisational procedures have been developed and how they are used for the selection of required resources													
4.5	describe any potential hazards associated with the resources and methods of work.													

5. Minimise the risk of damage to the work and surrounding area when locating and protecting utilities apparatus and sub-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 and official guidance.													

6. Complete the work within the allocated time when locating and protecting utilities apparatus and sub-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 locate and protect utilities apparatus and sub-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 locating and protecting utilities apparatus and sub-structures:													
a. measuring													
b. locating													
c. marking out													
d. positioning													
e. protecting													
f. securing													
7.2 locate and protect sub-surface and/or overhead utilities apparatus to given working instructions, relating to:													
a. gas													
b. fuel													
c. electric													
d. communications													
e. water and sewage													
7.3 safely use:													
a. materials													
b. hand tools													
c. portable power tools													
d. ancillary equipment													
e. electronic instruments													
7.4 safely store the materials, tools and equipment used when locating and protecting utilities apparatus and sub-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. ensure electronic equipment is calibrated						
	b. identify utilities apparatus and sub-structures by electronic location, trial holes and visual						
	c. confirm the type of service (gas, fuel, electric, communication, water, sewage)						
	d. confirm structures (foundations, manholes, inspection chambers, joint/junction boxes)						
	e. confirm any natural environment (tree roots, natural watercourse)						
	f. mark the location of the service apparatus and sub-structures						
	g. provide for the recognition and protection of the service apparatus, sub-structure, and the natural environment during operational activities						
	h. use hand tools, power tools and equipment						
	i. work at height						
7.6	describe the needs of other occupations and how to effectively communicate within a team when locating and protecting utilities apparatus and sub-structures						
7.7	describe how to maintain the tools and equipment used when locating and protecting utilities apparatus and sub-structures.						

Unit 297

Locating and protecting utilities apparatus and sub-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 368
5 credits

Moving, handling and storing resources in the workplace

Level: 2
UAN: F/503/1171

Unit aim:

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

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

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

Assessment criteria that are practical activities are highlighted in bold.

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

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

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

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

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

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

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

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

Unit 608

Moving, handling and storing resources in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 370
7 credits

Setting out secondary dimensional work control in the workplace

Level: 2

UAN: J/506/4673

Unit aim:

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

- interpreting information
 - adopting safe and healthy working practices
 - selecting setting out equipment and ancillary resources
- preparing and setting out secondary dimensional control of the work.

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

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to setting out dimensional control of the work.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1 interpret and extract relevant information from:														
a. drawings														
b. specifications														
c. schedules														
d. method statements														
e. risk assessments														
f. manufacturers' information														
g. reference points														
1.2 comply with information and/or instructions derived from risk assessments and method statements														

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

2. Know how to comply with relevant legislation and official guidance to set out dimensional control of the work.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:							
a. in the workplace							
b. below ground level							
c. in confined spaces							
d. at height							
e. with tools and equipment							
f. with materials and substances							
g. with movement/storage of materials							
h. by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. personal belongings							

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

3. Maintain safe and healthy working practices when setting out dimensional control of the work.							
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 during setting out dimensional control of the work							
3.2 demonstrate compliance with given information and relevant legislation when setting out dimensional control of the work in relation to two or more of the following:							
a. safe use of access equipment/working platforms							
b. safe handling of materials							
c. safe use and storage of materials, tools and equipment							
d. specific risks to health							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to setting out dimensional control of the work, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
a. collective protective measures							
b. Personal Protective Equipment (PPE)							
c. Respiratory Protective Equipment (RPE)							
d. Local Exhaust Ventilation (LEV)							
3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions							
3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
a. fires							

b. spillages							
c. injuries							
d. other task-related hazards.							

4. Select the required quantity and quality of resources to set out dimensional control of the work.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 select resources associated with the work in relation to:							
a. measuring tools and instruments							
b. marking materials/components							
c. tools and equipment							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects							
associated with the resources, and how they should be used correctly, relating to:							
a. measuring tools and instruments							
b. marking equipment							
c. level and alignment tools							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and method of work							
4.6 describe how to identify quantity of resources associated with the method/procedure to set out for secondary dimensional work control.							

5. Minimise the risk of damage to the work and surrounding area when setting out dimensional control of the work.														
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	prevent damage and maintain a clean work space													
5.3	dispose of waste in accordance with legislation													
5.4	describe how to protect work from damage and the purpose of protection in relation to:													
	a. general workplace activities													
	b. other occupations													
	c. adverse weather conditions													
5.5	explain why the disposal of waste should be carried out safely in accordance with:													
	a. environmental responsibilities													
	b. organisational procedures													
	c. manufacturers' information													
	d. statutory regulations													
	e. official guidance.													

6. Complete the work within the allocated time when setting out dimensional control of the work.														
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 describe 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 set out dimensional control of the work to the required specification.													
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when setting out dimensional control of the work:													
a. transferring													
b. transposing													
c. levelling													
d. measuring													
e. marking													
f. positioning													
g. fixing													
h. securing													
7.2 use and maintain:													
a. hand tools													
b. measuring and marking equipment													
7.3 setting out secondary dimensional control for the work to given working instructions for three or more of the following:													
a. line													
b. level													
c. depth													
d. area													
e. height													
f. angle													
7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:													
a. measure and set out secondary dimensional control for the work													

b. measure, align and level to dimensional control requirements							
c. transfer and set out line, angles and levels to dimensional control requirements							
d. recognise and determine when specific skills and knowledge are required and report accordingly							
e. use hand tools and measuring and marking equipment							
f. work at height							
g. use access equipment							
7.5 describe how to calculate:							
a. height							
b. depth							
c. angle							
d. length							
e. area							
associated with the method/procedures to set out secondary dimensional work control							
7.6 describe the needs of other occupations and how to effectively communicate within a team when setting out dimensional control of the work							
7.7 describe how to maintain the:							
a. hand tools							
b. measuring							
c. marking and ancillary							
d. equipment							
used to set out dimensional control of the work.							

Unit 370

Setting out secondary dimensional work control 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 612 Placing and finishing non-specialist concrete in the workplace

21 credits

Level: 2
UAN: R/504/6774

Unit aim:

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

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing, laying, compacting and finishing 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. 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. current regulations							
	associated with placing and finishing non-specialist 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:							
	a. tools							
	b. equipment							
	c. personal belongings							
	In relation to:							

a. site							
b. workplace							
c. company							
d. operative							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when 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 measure							
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:							
a. quantity							
b. length							
c. area							
d. 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.							

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 612

Placing and finishing non-specialist 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 711 Installing drainage in the workplace

19 credits

Level: 2

UAN: Y/504/6775

Unit aim:

This unit aims to provide you 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 their 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							
i. by mechanical lifting							
2.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. personal belongings							
In relation to:							
a. site							

b. workplace							
c. company							
d. operative							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							
3. Maintain safe and healthy working practices when installing 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														
d. 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:														
a. quantity														
b. length														
c. area														
d. 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. leveling														
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 (eg clay, concrete, metal, or plastic)														
b. inspection chambers (eg brick, concrete, metal or plastic)														
c. surface water systems (eg cells, culverts, high capacity, linear, balancing ponds, interceptors, recycling equipment, soak-a-ways, sustainable urban drainage systems)														
d. foul water systems (eg 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 711 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:	

Unit 731 Pouring concrete to form structures in the workplace

18 credits

Level: 2

UAN: M/503/9637

Unit aim:

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

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing for and placing structural concrete

*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 pouring concrete to form 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. schedules							
	d. risk assessments							
	e. method statements							
	f. manufacturers' information							
	g. regulations governing construction works.							

2. Know how to comply with relevant legislation and official guidance when pouring concrete to form structures.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe their 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 pouring concrete to form structures.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1	use health and safety control equipment and access equipment/working platforms safely to carry out the activity in accordance with current legislation and organisational requirements when pouring concrete to form structures													
3.2	comply with information relating to specific risks to health when pouring concrete to form structures													
3.3	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to pouring concrete to form 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 pour concrete to form 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. ready-mix concrete materials							
b. slump test equipment, skips, poker vibrator, tampers, floats and trowels							
c. hand and/or powered tools and equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to pour concrete to form structures							

5. Minimise the risk of damage to the work and surrounding area when pouring concrete to form 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 pouring concrete to form 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 pour concrete to form 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 pouring concrete to form structures:													
a. measuring													
b. positioning													
c. placing													
d. spreading													
e. vibrating													
f. compacting													
g. finishing													
7.2 place, compact and finish structural concrete in horizontal and vertical formwork to given working instructions relating to two of the following placements:													
a. chute													
b. elephant's trunk													
c. skip													
d. pump													
e. mono-rail													
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 pouring concrete to form 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. assess and confirm suitability of concrete and area for placement							
	b. place concrete by chute, elephant's trunk, overhead skip, pumping							
	c. pour to correct levels and coverage of steel reinforcement							
	d. work with and around plant and machinery							
	e. support consistency testing							
	f. vibrate, compact, finish and cure the structural concrete							
	g. use hand tools, power tools and equipment							
	h. work at height							
	i. use access equipment							
7.6	describe the needs of other occupations and how to effectively communicate within a team when pouring concrete to form structures							
7.7	describe how to maintain the tools and equipment used when pouring concrete to form structures.							

Unit 731

Pouring concrete to form 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 732
17 credits

Erecting and striking proprietary formwork in the workplace

Level: 2
UAN: R/503/9663

Unit aim:

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

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- erecting and striking formwork

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

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when erecting and striking proprietary formwork.														
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' and suppliers 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. risk assessments							
	e. method statements							
	f. manufacturers' and suppliers information.							

2. Know how to comply with relevant legislation and official guidance when erecting and striking proprietary formwork.								
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 erecting and striking proprietary formwork.														
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 and striking proprietary formwork													
3.2	comply with information relating to specific risks to health when erecting and striking proprietary formwork													
3.3	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to erecting and striking proprietary formwork, 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 and strike proprietary formwork.														
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. proprietary formwork and associated items														
b. tie systems														
c. prop systems														
d. protective coatings														
e. fixtures and fittings														
f. access equipment														
g. hand and/or powered tools and equipment														
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported														
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources														
4.5 describe any potential hazards associated with the resources and methods of work														
4.6 describe how to calculate:														
a. quantity														
b. length														
c. area														
d. wastage associated with the method/procedure to erect and strike proprietary formwork.														

5. Minimise the risk of damage to the work and surrounding area when erecting and striking proprietary formwork.														
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 and striking proprietary formwork.														
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 and strike proprietary formwork to the required specification.													
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when erecting and striking proprietary formwork:													
a. measuring													
b. marking out													
c. aligning													
d. positioning													
e. leveling													
f. plumbing													
g. securing													
h. removing													
i. storing													
7.2 erect and strike proprietary formwork to given working instructions													
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 and striking proprietary formwork													
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 and strike proprietary formwork for walls, columns, beams, soffits, channels, ground slabs and bases													
b. attach and remove safe lifting provision													

c. position, secure and remove prop and tie systems							
d. apply release agents							
e. move, clean, stack and store proprietary forms							
f. work with plant and machinery							
g. use hand tools, power tools and equipment							
h. work at height							
i. use access equipment							
7.6 describe the needs of other occupations and how to effectively communicate within a team when erecting and striking proprietary formwork							
7.7 describe how to maintain the tools and equipment used when erecting and striking proprietary formwork.							

Unit 732

Erecting and striking proprietary formwork 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 733

Laying kerbs and channels in the workplace

14 credits

Level: 2

UAN: D/503/9634

Unit aim:

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

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing for and laying kerbs and channels

*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 laying kerbs and channels.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
a. drawings							
b. risk assessment							
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. schedules							
	d. risk assessments							
	e. method statements							
	f. manufacturers' information							
	g. regulations for laying kerbs and channels.							

2. Know how to comply with relevant legislation and official guidance when laying kerbs and channels.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe their responsibilities regarding potential accidents and health hazards whilst working:							
	a. in the workplace							
	b. below ground level							
	c. with tools and equipment							
	d. with materials and substances							
	e. with movement/storage of materials							
	f. 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 laying kerbs and channels.														
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 laying kerbs and channels													
3.2	comply with information relating to specific risks to health when laying kerbs and channels													
3.3	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to laying kerbs and channels, 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 lay kerbs and channels.														
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 and components														
b. tools and equipment														
4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:														
a. sand, cement, aggregates, additives														
b. kerbs and channels														
c. hand and/or powered tools and ancillary equipment														
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported														
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources														
4.5 describe any potential hazards associated with the resources and methods of work														
4.6 describe how to calculate:														
a. quantity														
b. length														
c. area														
d. wastage associated with the method/procedure to lay kerbs and channels.														

5. Minimise the risk of damage to the work and surrounding area when laying kerbs and channels.														
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 laying kerbs and channels.														
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 lay kerbs and channels to the required specification.							
You must be able to:							
	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when laying kerbs and channels:							
a. measuring							
b. marking out							
c. cutting							
d. positioning							
e. leveling							
f. aligning							
g. compacting							
h. finishing							
7.2 lay kerbs and/or channels to given working instructions							
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 laying kerbs and channels							
7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. identify different types of kerbs or channels							
b. set out the area and prepare ground and foundation for laying kerbs or channels							
c. lay and align kerbs or channels to the required specifications							
d. mark and cut kerbs and channels							
e. monitor work against specification							
f. use hand tools, power tools and equipment							

7.6 describe the needs of other occupations and how to effectively communicate within a team when laying kerbs and channels							
7.7 describe how to maintain the tools and equipment used when laying kerbs and channels.							

Unit 733

Laying kerbs and channels in the workplace

Declaration

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

Candidate name:	
Candidate signature:	
Date:	

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

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

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

Health and Safety

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

Equal Opportunities

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

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

Access to assessment

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

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

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

Complaints and appeals

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

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

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

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

City & Guilds
Believe you can



www.cityandguilds.com

Useful contacts

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

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

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

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