

# **Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) (6574)**

**October 2018 (Version 1.0)**

**Candidate Logbook**

## Qualification at a glance

|                                       |   |
|---------------------------------------|---|
| <b>Subject area</b>                   | Construction  |
| <b>City &amp; Guilds number</b>       | 6574  |
| <b>Age group approved</b>             | 16-18, 19+  |
| <b>Entry requirements</b>             | None  |
| <b>Assessment types</b>               | Portfolio of evidence                                     |
| <b>Approvals</b>                      | Qualification approval                                    |
| <b>Support materials</b>              | Centre Handbook and Candidate Logbook                     |
| <b>Registration and certification</b> | Consult the Walled Garden/Online Catalogue for last dates |

| Title and level   | GLH | TQT | City & Guilds qualification number | Ofqual accreditation number |
|---|-----|-----|------------------------------------|-----------------------------|
| City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Modular Pavement Construction | 228 | 430 | 6574-21                            | 603/3657/2                  |
| City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Laying Kerbs and Channels     | 242 | 430 | 6574-22                            | 603/3657/2                  |
| City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Construction Operations       | 242 | 400 | 6574-23                            | 603/3657/2                  |
| City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Drainage Construction         | 355 | 570 | 6574-24                            | 603/3657/2                  |
| City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Structural Concreting         | 242 | 400 | 6574-25                            | 603/3657/2                  |
| City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Non-structural Concreting     | 309 | 580 | 6574-26                            | 603/3657/2                  |
| City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Excavation and Reinstatement  | 328 | 570 | 6574-27                            | 603/3657/2                  |
| City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Excavation                    | 275 | 440 | 6574-28                            | 603/3657/2                  |

| Version and date | Change detail   | Section |
|------------------|---|---------|
| v1 October 2018  | Logbook created based on current CITB units (2017 v6) |         |

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# 1 About your Candidate Logbook/Work-Based Evidence Record

## Contact details

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**Candidate name**

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**Candidate address**

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**Centre name**

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**Centre number**

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**Programme start date**

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**City & Guilds registration number**

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**Date of registration with City & Guilds**

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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.

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**Your Assessor(s)**

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**Internal Quality Assurer (IQA)**

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**External Quality Assurer (EQA)**

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## **Introduction to the logbook**

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

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

## **About City & Guilds**

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

Information about City & Guilds and our qualifications is available on our website [www.cityandguilds.com](http://www.cityandguilds.com).



## 2 About your approved centre

### Types of approved centres

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

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

### Centre responsibilities

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

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

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

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

### Assessment roles

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

#### The Assessor

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

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

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

#### The Internal Quality Assurer (IQA)

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



### **The Work-Based Recorder/Expert Witness**

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

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

## 3 About candidates

### Candidate role and responsibilities

Your responsibilities as a City & Guilds candidate are to:

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

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

### Learner registration number

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

### Moving to a new centre

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

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

## 4 Qualification assessment

### Before you start your qualification

#### Initial assessment

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

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

#### Skill scan

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

## The assessment process

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

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

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

Evidence can include:

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

### Assessment requirements

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

### Types of evidence

SO = Site Observation

OQ = Oral Question

WQ = Written Question and Answer

WT = Witness Testimony

PS = Photographic Supplementary

PD = Professional Discussion

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

**The assessor/tutor**

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

**The Internal Quality Assurer (IQA)**

The IQA maintains the quality of assessment within the centre.

**The External Quality Assurer (EQA)**

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

## 5 Using your logbook

### Recording forms

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

#### **Candidate job profile**

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

#### **Skill scan/initial assessment**

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

#### **Tracking document**

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

#### **On-site assessment plan/feedback**

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

#### **On-site observation report**

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

#### **Professional discussion supplementary evidence sheet**

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

#### **Oral questioning supplementary evidence sheet**

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

#### **Photographic supplementary evidence**

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

#### **Work-based recorder/expert witness details**

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



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

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

## **Signature sheet**

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

## **Units**

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

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

## **Units**

The City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) has eight pathways:

- City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Modular Pavement Construction
- City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Laying Kerbs and Channels
- City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Construction Operations
- City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Drainage Construction
- City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Structural Concreting
- City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Non-structural Concreting
- City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Excavation and Reinstatement
- City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Excavation

To achieve the **City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations – Modular Pavement Construction (6574-21)** learners must complete six mandatory units.

| <b>City &amp; Guilds unit no.</b> | <b>Unit title</b>   | <b>Unit level</b> |
|-----------------------------------|---|-------------------|
| <b>Mandatory</b>                  |   |                   |
| 103                               | Conforming to general health, safety and welfare in the workplace   | 1                 |
| 219                               | Conforming to productive working practices in the workplace   | 2                 |
| 295                               | Laying modular pavement in the workplace  | 2                 |
| 367                               | Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace | 2                 |
| 371                               | Setting out secondary dimensional work control in the workplace   | 2                 |
| 738                               | Installing, maintaining and removing work area protection and safety equipment in the workplace           | 2                 |

To achieve the **City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations – Laying Kerbs and Channels (6574-22)** learners must complete six mandatory units.

| <b>City &amp; Guilds unit no.</b> | <b>Unit title</b>   | <b>Unit level</b> |
|-----------------------------------|---|-------------------|
| <b>Mandatory</b>                  |   |                   |
| 103                               | Conforming to general health, safety and welfare in the workplace   | 1                 |
| 219                               | Conforming to productive working practices in the workplace   | 2                 |
| 367                               | Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace | 2                 |
| 371                               | Setting out secondary dimensional work control in the workplace   | 2                 |
| 737                               | Laying preformed kerbs and channels in the workplace  | 2                 |
| 738                               | Installing, maintaining and removing work area protection and safety equipment in the workplace           | 2                 |

To achieve the **City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations – Construction Operations (6574-23)** learners must complete four mandatory units plus two optional units (one from Optional A and one from Optional B). Please note: Unit 735 can only be selected from Optional A or Optional B.

| <b>City &amp; Guilds unit no.</b> | <b>Unit title</b>  | <b>Unit level</b> |
|-----------------------------------|--|-------------------|
| <b>Mandatory</b>                  |  |                   |
| 103                               | Conforming to general health, safety and welfare in the workplace  | 1                 |
| 219                               | Conforming to productive working practices in the workplace  | 2                 |
| 369                               | Moving, handling and storing resources in the workplace  | 2                 |
| 738                               | Installing, maintaining and removing work area protection and safety equipment in the workplace                | 2                 |
| <b>Optional A</b>                 |  |                   |
| 712                               | Installing drainage in the workplace   | 2                 |
| 735                               | Pouring concrete to form structures in the workplace   | 2                 |
| <b>Optional B</b>                 |  |                   |
| 104                               | Preparing and mixing concrete and mortars in the workplace   | 1                 |
| 226                               | Erecting and dismantling access/working platforms in the workplace   | 2                 |
| 317                               | Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace | 2                 |
| 332                               | Preparing and operating ride-on rollers to compact materials in the workplace                                  | 2                 |
| 363                               | Slinging and hand signalling the movement of suspended loads in the workplace                                  | 2                 |
| 367                               | Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace      | 2                 |
| 734                               | Reinstating ground condition in the workplace  | 2                 |
| 735                               | Pouring concrete to form structures in the workplace   | 2                 |
| 740                               | Identifying and marking the location of utilities apparatus and sub-structures in the workplace                | 2                 |
| 741                               | Controlling, directing and guiding the operation of plant or machinery in the workplace                        | 2                 |
| 742                               | Locating and excavating to expose buried utility services in the workplace                                     | 2                 |
| 743                               | Cutting, drilling and shaping construction related materials in the workplace                                  | 1                 |
| 744                               | Laying, placing or applying construction related materials in the workplace                                    | 1                 |
| 745                               | Preparing and mixing construction related materials in the workplace   | 1                 |

|     |  |   |
|-----|--|---|
| 746 | Installing, maintaining and removing temporary excavation support in the workplace               | 2 |
| 747 | Installing, constructing, maintaining, dismantling and removing temporary works in the workplace | 2 |

To achieve the **City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations – Drainage Construction (6574-24)** learners must complete six mandatory units.

| <b>City &amp; Guilds unit no.</b> | <b>Unit title</b>   | <b>Unit level</b> |
|-----------------------------------|---|-------------------|
| <b>Mandatory</b>                  |   |                   |
| 103                               | Conforming to general health, safety and welfare in the workplace                               | 1                 |
| 219                               | Conforming to productive working practices in the workplace                                     | 2                 |
| 371                               | Setting out secondary dimensional work control in the workplace                                 | 2                 |
| 712                               | Installing drainage in the workplace  | 2                 |
| 738                               | Installing, maintaining and removing work area protection and safety equipment in the workplace | 2                 |
| 746                               | Installing, maintaining and removing temporary excavation support in the workplace              | 2                 |

To achieve the **City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations – Structural Concreting (6574-25)** learners must complete five mandatory units plus one optional unit.

| <b>City &amp; Guilds unit no.</b> | <b>Unit title</b>  | <b>Unit level</b> |
|-----------------------------------|--|-------------------|
| <b>Mandatory</b>                  |  |                   |
| 103                               | Conforming to general health, safety and welfare in the workplace  | 1                 |
| 219                               | Conforming to productive working practices in the workplace  | 2                 |
| 367                               | Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace      | 2                 |
| 735                               | Pouring concrete to form structures in the workplace   | 2                 |
| 738                               | Installing, maintaining and removing work area protection and safety equipment in the workplace                | 2                 |
| <b>Optional</b>                   |  |                   |
| 104                               | Preparing and mixing concrete and mortars in the workplace   | 1                 |
| 226                               | Erecting and dismantling access/working platforms in the workplace   | 2                 |
| 317                               | Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace | 2                 |
| 332                               | Preparing and operating ride-on rollers to compact materials in the workplace                                  | 2                 |
| 363                               | Slinging and hand signalling the movement of suspended loads in the workplace                                  | 2                 |
| 369                               | Moving, handling and storing resources in the workplace  | 2                 |
| 734                               | Reinstating ground condition in the workplace  | 2                 |
| 740                               | Identifying and marking the location of utilities apparatus and sub-structures in the workplace                | 2                 |
| 741                               | Controlling, directing and guiding the operation of plant or machinery in the workplace                        | 2                 |
| 742                               | Locating and excavating to expose buried utility services in the workplace                                     | 2                 |
| 743                               | Cutting, drilling and shaping construction related materials in the workplace                                  | 1                 |
| 744                               | Laying, placing or applying construction related materials in the workplace                                    | 1                 |
| 745                               | Preparing and mixing construction related materials in the workplace   | 1                 |
| 746                               | Installing, maintaining and removing temporary excavation support in the workplace                             | 2                 |

|     |  |   |
|-----|--|---|
| 747 | Installing, constructing, maintaining, dismantling and removing temporary works in the workplace | 2 |
|-----|--|---|

To achieve the **City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations – Non-structural Concrete (6574-26)** learners must complete five mandatory units plus one optional unit.

| <b>City &amp; Guilds unit no.</b> | <b>Unit title</b>  | <b>Unit level</b> |
|-----------------------------------|--|-------------------|
| <b>Mandatory</b>                  |  |                   |
| 103                               | Conforming to general health, safety and welfare in the workplace  | 1                 |
| 219                               | Conforming to productive working practices in the workplace  | 2                 |
| 613                               | Placing and finishing non-specialist concrete in the workplace   | 2                 |
| 736                               | Erecting and striking proprietary formwork in the workplace  | 2                 |
| 738                               | Installing, maintaining and removing work area protection and safety equipment in the workplace                | 2                 |
| <b>Optional</b>                   |  |                   |
| 104                               | Preparing and mixing concrete and mortars in the workplace   | 1                 |
| 226                               | Erecting and dismantling access/working platforms in the workplace   | 2                 |
| 317                               | Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace | 2                 |
| 332                               | Preparing and operating ride-on rollers to compact materials in the workplace                                  | 2                 |
| 363                               | Slinging and hand signalling the movement of suspended loads in the workplace                                  | 2                 |
| 367                               | Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace      | 2                 |
| 369                               | Moving, handling and storing resources in the workplace  | 2                 |
| 734                               | Reinstating ground condition in the workplace  | 2                 |
| 735                               | Pouring concrete to form structures in the workplace   | 2                 |
| 740                               | Identifying and marking the location of utilities apparatus and sub-structures in the workplace                | 2                 |
| 741                               | Controlling, directing and guiding the operation of plant or machinery in the workplace                        | 2                 |
| 742                               | Locating and excavating to expose buried utility services in the workplace                                     | 2                 |
| 743                               | Cutting, drilling and shaping construction related materials in the workplace                                  | 1                 |
| 744                               | Laying, placing or applying construction related materials in the workplace                                    | 1                 |
| 745                               | Preparing and mixing construction related materials in the workplace   | 1                 |

|     |  |   |
|-----|--|---|
| 746 | Installing, maintaining and removing temporary excavation support in the workplace               | 2 |
| 747 | Installing, constructing, maintaining, dismantling and removing temporary works in the workplace | 2 |

To achieve the **City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations – Excavation and Reinstatement (6574-27)** learners must complete five mandatory units plus two optional units.

| <b>City &amp; Guilds unit no.</b> | <b>Unit title</b>   | <b>Unit level</b> |
|-----------------------------------|---|-------------------|
| <b>Mandatory</b>                  |   |                   |
| 103                               | Conforming to general health, safety and welfare in the workplace   | 1                 |
| 219                               | Conforming to productive working practices in the workplace   | 2                 |
| 734                               | Reinstating ground condition in the workplace   | 2                 |
| 738                               | Installing, maintaining and removing work area protection and safety equipment in the workplace           | 2                 |
| 739                               | Forming and finishing excavations manually in the workplace   | 2                 |
| <b>Optional</b>                   |   |                   |
| 367                               | Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace | 2                 |
| 740                               | Identifying and marking the location of utilities apparatus and sub-structures in the workplace           | 2                 |
| 741                               | Controlling, directing and guiding the operation of plant or machinery in the workplace                   | 2                 |
| 742                               | Locating and excavating to expose buried utility services in the workplace                                | 2                 |



To achieve the **City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations – Excavation (6574-28)** learners must complete four mandatory units plus two optional units.

| <b>City &amp; Guilds unit no.</b> | <b>Unit title</b>   | <b>Unit level</b> |
|-----------------------------------|---|-------------------|
| <b>Mandatory</b>                  |   |                   |
| 103                               | Conforming to general health, safety and welfare in the workplace   | 1                 |
| 219                               | Conforming to productive working practices in the workplace   | 2                 |
| 738                               | Installing, maintaining and removing work area protection and safety equipment in the workplace           | 2                 |
| 739                               | Forming and finishing excavations manually in the workplace   | 2                 |
| <b>Optional</b>                   |   |                   |
| 367                               | Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace | 2                 |
| 740                               | Identifying and marking the location of utilities apparatus and sub-structures in the workplace           | 2                 |
| 741                               | Controlling, directing and guiding the operation of plant or machinery in the workplace                   | 2                 |
| 742                               | Locating and excavating to expose buried utility services in the workplace                                | 2                 |

## 6 Recording forms

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

## Candidate job profile

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

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**Name:**

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**Place of work:**

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**Assessor:**

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**Outline of job  
role:**

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

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### Previous relevant qualification(s)/training

| Qualification/training | Where achieved | Date | Grade |
|------------------------|----------------|------|-------|
|                        |                |      |       |

## Skill scan/initial assessment – mandatory units

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

Pathway:

Candidate name:

### Mandatory units – all pathways

| Unit       | Duties   | Examples | Training Required |
|------------|--|----------|-------------------|
| <b>103</b> | <b>Conforming to general health, safety and welfare in the workplace</b>   |          |                   |
|            | 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.  |          |                   |
| <b>219</b> | <b>Conforming to productive working practices in the workplace</b>   |          |                   |
|            | 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.  |          |                   |

| Unit       | Duties   | Examples | Training Required |
|------------|--|----------|-------------------|
|            | Maintain good working relationships when conforming to productive working practices.   |          |                   |
| <b>738</b> | <b>Installing, maintaining and removing work area protection and safety equipment in the workplace</b>   |          |                   |
|            | Interpret the given information relating to the work and resources when installing, maintaining and removing work area protection and safety equipment.  |          |                   |
|            | Know how to comply with relevant legislation and official guidance when establishing work area protection and safety.                                    |          |                   |
|            | Maintain safe and healthy working practices when installing, maintaining and removing work area protection and safety equipment.                         |          |                   |
|            | Select the required quantity and quality of resources for the methods of work to install, maintain and remove work area protection and safety equipment. |          |                   |
|            | Minimise the risk of damage to the work and surrounding area when installing, maintaining and removing work area protection and safety equipment.        |          |                   |
|            | Complete the work within the allocated time when installing, maintaining and removing work area protection and safety equipment.                         |          |                   |
|            | Comply with the given contract information to install, maintain and remove work area protection and safety equipment to the required specification.      |          |                   |

## Additional mandatory units – Pathway 1 (Modular Pavement Construction)

| Unit       | Duties  | Examples | Training Required |
|------------|---|----------|-------------------|
| <b>295</b> | <b>Laying modular pavement in the workplace</b>   |          |                   |
|            | 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.   |          |                   |
| <b>367</b> | <b>Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace</b>  |          |                   |
|            | Interpret the given information relating to the preparation and use of powered units, tools or pedestrian plant, machinery or equipment.                |          |                   |
|            | Know how to comply with relevant legislation and official guidance to prepare and use powered units, tools or pedestrian plant, machinery or equipment. |          |                   |

| Unit       | Duties   | Examples | Training Required |
|------------|--|----------|-------------------|
|            | Maintain safe and healthy working practices when preparing for and using powered units, tools or pedestrian plant, machinery or equipment.                 |          |                   |
|            | Select the required quantity and quality of resources to prepare for and sustain powered units, tools or pedestrian plant, machinery or equipment.         |          |                   |
|            | Minimise the risk of damage to the work and surrounding area when preparing to and using powered units, tools or pedestrian plant, machinery or equipment. |          |                   |
|            | Complete the work within the allocated time when preparing to and using powered units, tools or pedestrian plant, machinery or equipment.                  |          |                   |
|            | Comply with the given contract information to operate powered units, tools or pedestrian plant, machinery or equipment to the required specification.      |          |                   |
| <b>371</b> | <b>Setting out secondary dimensional work control in the workplace</b>   |          |                   |
|            | 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.   |          |                   |

| Unit | Duties  | Examples | Training Required |
|------|---|----------|-------------------|
|      | <p>Complete the work within the allocated time when setting out dimensional control of the work.</p>                        |          |                   |
|      | <p>Comply with the given contract information to set out dimensional control of the work to the required specification.</p> |          |                   |



## Additional mandatory units – Pathway 2 (Laying Kerbs and Channels)

| Unit       | Duties  | Examples | Training Required |
|------------|---|----------|-------------------|
| <b>737</b> | <b>Laying preformed kerbs and channels in the workplace</b>   |          |                   |
|            | Interpret the given information relating to the work and resources when laying preformed kerbs and channels.  |          |                   |
|            | Know how to comply with relevant legislation and official guidance when laying preformed kerbs and channels.  |          |                   |
|            | Maintain safe and healthy working practices when laying preformed kerbs and channels.   |          |                   |
|            | Select the required quantity and quality of resources for the methods of work to lay preformed kerbs and channels.                                      |          |                   |
|            | Minimise the risk of damage to the work and surrounding area when laying preformed kerbs and channels.  |          |                   |
| <b>367</b> | Complete the work within the allocated time when laying preformed kerbs and channels.   |          |                   |
|            | Comply with the given contract information to lay preformed kerbs and channels to the required specification.   |          |                   |
|            | <b>Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace</b>  |          |                   |
| <b>367</b> | Interpret the given information relating to the preparation and use of powered units, tools or pedestrian plant, machinery or equipment.                |          |                   |
|            | Know how to comply with relevant legislation and official guidance to prepare and use powered units, tools or pedestrian plant, machinery or equipment. |          |                   |

| Unit       | Duties   | Examples | Training Required |
|------------|--|----------|-------------------|
|            | Maintain safe and healthy working practices when preparing for and using powered units, tools or pedestrian plant, machinery or equipment.                 |          |                   |
|            | Select the required quantity and quality of resources to prepare for and sustain powered units, tools or pedestrian plant, machinery or equipment.         |          |                   |
|            | Minimise the risk of damage to the work and surrounding area when preparing to and using powered units, tools or pedestrian plant, machinery or equipment. |          |                   |
|            | Complete the work within the allocated time when preparing to and using powered units, tools or pedestrian plant, machinery or equipment.                  |          |                   |
|            | Comply with the given contract information to operate powered units, tools or pedestrian plant, machinery or equipment to the required specification.      |          |                   |
| <b>371</b> | <b>Setting out secondary dimensional work control in the workplace</b>   |          |                   |
|            | 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.   |          |                   |

| Unit | Duties  | Examples | Training Required |
|------|---|----------|-------------------|
|      | <p>Complete the work within the allocated time when setting out dimensional control of the work.</p>                        |          |                   |
|      | <p>Comply with the given contract information to set out dimensional control of the work to the required specification.</p> |          |                   |

## Additional mandatory unit – Pathway 3 (Construction Operations)

| Unit       | Duties   | Examples | Training Required |
|------------|--|----------|-------------------|
| <b>369</b> | <b>Moving, handling and storing resources in the workplace</b>   |          |                   |
|            | <p>Comply with given information when moving, handling and/or storing resources.</p> <p>Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.</p>                             |          |                   |
|            | <p>Maintain safe working practices when moving, handling and/or storing resources.</p> <p>Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources.</p>           |          |                   |
|            | <p>Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.</p> <p>Complete the work within the allocated time when moving, handling and/or storing resources.</p> |          |                   |
|            | <p>Comply with the given occupational resource information to move, handle and/or store resources to the required guidance.</p>  |          |                   |

## Additional mandatory units – Pathway 4 (Drainage Construction)

| Unit       | Duties  | Examples | Training Required |
|------------|---|----------|-------------------|
| <b>746</b> | <b>Installing, maintaining and removing temporary excavation support</b>  |          |                   |
|            | Interpret the given information relating to the work and resources when installing, maintaining and removing temporary excavation support.  |          |                   |
|            | Know how to comply with relevant legislation and official guidance when installing, maintaining and removing temporary excavation support.  |          |                   |
|            | Maintain safe and healthy working practices when installing, maintaining and removing temporary excavation support.                         |          |                   |
|            | Select the required quantity and quality of resources for the methods of work to install, maintain and remove temporary excavation support. |          |                   |
|            | Minimise the risk of damage to the work and surrounding area when installing, maintaining and removing temporary excavation support.        |          |                   |
|            | Complete the work within the allocated time when installing, maintaining and removing temporary excavation support.                         |          |                   |
|            | Comply with the given contract information to install, maintain and remove temporary excavation support to the required specification.      |          |                   |
| <b>371</b> | <b>Setting out secondary dimensional work control in the workplace</b>  |          |                   |
|            | Interpret the given information relating to setting out dimensional control of the work.  |          |                   |

| Unit       | Duties   | Examples | Training Required |
|------------|--|----------|-------------------|
|            | 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. |          |                   |
| <b>712</b> | <b>Installing drainage in the workplace</b>  |          |                   |
|            | 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.  |          |                   |

| Unit | Duties  | Examples | Training Required |
|------|---|----------|-------------------|
|      | Comply with the given contract information to install drainage to the required specification. |          |                   |

## Additional mandatory units – Pathway 5 (Structural Concreting)

| Unit       | Duties  | Examples | Training Required |
|------------|---|----------|-------------------|
| <b>735</b> | <b>Pouring concrete to form structures in the workplace</b>   |          |                   |
|            | 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.   |          |                   |
| <b>367</b> | <b>Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace</b>  |          |                   |
|            | Interpret the given information relating to the preparation and use of powered units, tools or pedestrian plant, machinery or equipment.                |          |                   |
|            | Know how to comply with relevant legislation and official guidance to prepare and use powered units, tools or pedestrian plant, machinery or equipment. |          |                   |



| Unit | Duties  | Examples | Training Required |
|------|---|----------|-------------------|
|      | <p>Maintain safe and healthy working practices when preparing for and using powered units, tools or pedestrian plant, machinery or equipment.</p>                 |          |                   |
|      | <p>Select the required quantity and quality of resources to prepare for and sustain powered units, tools or pedestrian plant, machinery or equipment.</p>         |          |                   |
|      | <p>Minimise the risk of damage to the work and surrounding area when preparing to and using powered units, tools or pedestrian plant, machinery or equipment.</p> |          |                   |
|      | <p>Complete the work within the allocated time when preparing to and using powered units, tools or pedestrian plant, machinery or equipment.</p>                  |          |                   |
|      | <p>Comply with the given contract information to operate powered units, tools or pedestrian plant, machinery or equipment to the required specification.</p>      |          |                   |

## Additional mandatory units – Pathway 6 (Non-structural Concreting)

| Unit       | Duties   | Examples | Training Required |
|------------|--|----------|-------------------|
| <b>613</b> | <b>Placing and finishing non-specialist concrete in the workplace</b>  |          |                   |
|            | 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.      |          |                   |
| <b>736</b> | <b>Erecting and striking proprietary formwork in the workplace</b>   |          |                   |
|            | 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.        |          |                   |

| Unit | Duties  | Examples | Training Required |
|------|---|----------|-------------------|
|      | 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.      |          |                   |

## Additional mandatory units – Pathway 7 (Excavation and Reinstatement)

| Unit       | Duties  | Examples | Training Required |
|------------|---|----------|-------------------|
| <b>734</b> | <b>Reinstating ground condition in the workplace</b>  |          |                   |
|            | Interpret the given information relating to the work and resources when reinstating ground condition.               |          |                   |
|            | Know how to comply with relevant legislation and official guidance when reinstating ground condition.               |          |                   |
|            | Maintain safe and healthy working practices when reinstating ground condition.                                      |          |                   |
|            | Select the required quantity and quality of resources for the methods of work to reinstate ground condition.        |          |                   |
|            | Minimise the risk of damage to the work and surrounding area when reinstating ground condition.                     |          |                   |
|            | Complete the work within the allocated time when reinstating ground condition.                                      |          |                   |
|            | Comply with the given contract information to reinstate ground condition to the required specification.             |          |                   |
| <b>739</b> | <b>Forming and finishing excavations manually in the workplace</b>  |          |                   |
|            | Interpret the given information relating to the work and resources when forming and finishing excavations manually. |          |                   |
|            | Know how to comply with relevant legislation and official guidance when forming and finishing excavations manually. |          |                   |
|            | Maintain safe and healthy working practices when forming and finishing excavations manually.                        |          |                   |

| Unit | Duties  | Examples | Training Required |
|------|---|----------|-------------------|
|      | <p>Select the required quantity and quality of resources for the methods of work to form and finish excavations manually.</p> |          |                   |
|      | <p>Minimise the risk of damage to the work and surrounding area when forming and finishing excavations manually.</p>          |          |                   |
|      | <p>Complete the work within the allocated time when forming and finishing excavations manually.</p>                           |          |                   |
|      | <p>Comply with the given contract information to form and finish excavations manually to the required specification.</p>      |          |                   |

## Additional mandatory unit – Pathway 8 (Excavation)

| Unit       | Duties   | Examples | Training Required |
|------------|--|----------|-------------------|
| <b>739</b> | <b>Forming and finishing excavations manually in the workplace</b>   |          |                   |
|            | Interpret the given information relating to the work and resources when forming and finishing excavations manually.    |          |                   |
|            | Know how to comply with relevant legislation and official guidance when forming and finishing excavations manually.    |          |                   |
|            | Maintain safe and healthy working practices when forming and finishing excavations manually.                           |          |                   |
|            | Select the required quantity and quality of resources for the methods of work to form and finish excavations manually. |          |                   |
|            | Minimise the risk of damage to the work and surrounding area when forming and finishing excavations manually.          |          |                   |
|            | Complete the work within the allocated time when forming and finishing excavations manually.                           |          |                   |
|            | Comply with the given contract information to form and finish excavations manually to the required specification.      |          |                   |

## Tracking document

To achieve the **City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations – Modular Pavement Construction (6574-21)** learners must complete six mandatory units.

| <b>City &amp; Guilds unit no.</b> | <b>Unit title</b>   | <b>Unit level</b> | <b>Achieved Yes/No</b> | <b>Date</b> |
|-----------------------------------|---|-------------------|------------------------|-------------|
| <b>Mandatory</b>                  |   |                   |                        |             |
| 103                               | Conforming to general health, safety and welfare in the workplace   | 1                 |                        |             |
| 219                               | Conforming to productive working practices in the workplace   | 2                 |                        |             |
| 295                               | Laying modular pavement in the workplace  | 2                 |                        |             |
| 367                               | Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace | 2                 |                        |             |
| 371                               | Setting out secondary dimensional work control in the workplace   | 2                 |                        |             |
| 738                               | Installing, maintaining and removing work area protection and safety equipment in the workplace           | 2                 |                        |             |

To achieve the **City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations – Laying Kerbs and Channels (6574-22)** learners must complete six mandatory units.

| <b>City &amp; Guilds unit no.</b> | <b>Unit title</b>   | <b>Unit level</b> | <b>Achieved Yes/No</b> | <b>Date</b> |
|-----------------------------------|---|-------------------|------------------------|-------------|
| <b>Mandatory</b>                  |   |                   |                        |             |
| 103                               | Conforming to general health, safety and welfare in the workplace   | 1                 |                        |             |
| 219                               | Conforming to productive working practices in the workplace   | 2                 |                        |             |
| 367                               | Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace | 2                 |                        |             |
| 371                               | Setting out secondary dimensional work control in the workplace   | 2                 |                        |             |
| 737                               | Laying preformed kerbs and channels in the workplace  | 2                 |                        |             |
| 738                               | Installing, maintaining and removing work area protection and safety equipment in the workplace           | 2                 |                        |             |



To achieve the **City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations – Construction Operations (6574-23)** learners must complete four mandatory units plus two optional units (one from Optional A and one from Optional B). Please note: Unit 735 can only be selected from Optional A or Optional B.

| <b>City &amp; Guilds unit no.</b> | <b>Unit title</b>  | <b>Unit level</b> | <b>Achieved Yes/No</b> | <b>Date</b> |
|-----------------------------------|--|-------------------|------------------------|-------------|
| <b>Mandatory</b>                  |  |                   |                        |             |
| 103                               | Conforming to general health, safety and welfare in the workplace  | 1                 |                        |             |
| 219                               | Conforming to productive working practices in the workplace  | 2                 |                        |             |
| 369                               | Moving, handling and storing resources in the workplace  | 2                 |                        |             |
| 738                               | Installing, maintaining and removing work area protection and safety equipment in the workplace                | 2                 |                        |             |
| <b>Optional A</b>                 |  |                   |                        |             |
| 712                               | Installing drainage in the workplace   | 2                 |                        |             |
| 735                               | Pouring concrete to form structures in the workplace   | 2                 |                        |             |
| <b>Optional B</b>                 |  |                   |                        |             |
| 104                               | Preparing and mixing concrete and mortars in the workplace   | 1                 |                        |             |
| 226                               | Erecting and dismantling access/working platforms in the workplace   | 2                 |                        |             |
| 317                               | Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace | 2                 |                        |             |
| 332                               | Preparing and operating ride-on rollers to compact materials in the workplace                                  | 2                 |                        |             |
| 363                               | Slinging and hand signalling the movement of suspended loads in the workplace                                  | 2                 |                        |             |
| 367                               | Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace      | 2                 |                        |             |
| 734                               | Reinstating ground condition in the workplace  | 2                 |                        |             |
| 735                               | Pouring concrete to form structures in the workplace   | 2                 |                        |             |
| 740                               | Identifying and marking the location of utilities apparatus and sub-structures in the workplace                | 2                 |                        |             |

|     |  |   |  |  |
|-----|--|---|--|--|
| 741 | Controlling, directing and guiding the operation of plant or machinery in the workplace          | 2 |  |  |
| 742 | Locating and excavating to expose buried utility services in the workplace                       | 2 |  |  |
| 743 | Cutting, drilling and shaping construction related materials in the workplace                    | 1 |  |  |
| 744 | Laying, placing or applying construction related materials in the workplace                      | 1 |  |  |
| 745 | Preparing and mixing construction related materials in the workplace                             | 1 |  |  |
| 746 | Installing, maintaining and removing temporary excavation support in the workplace               | 2 |  |  |
| 747 | Installing, constructing, maintaining, dismantling and removing temporary works in the workplace | 2 |  |  |

To achieve the **City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations – Drainage Construction (6574-24)** learners must complete six mandatory units.

| <b>City &amp; Guilds unit no.</b> | <b>Unit title</b>   | <b>Unit level</b> | <b>Achieved Yes/No</b> | <b>Date</b> |
|-----------------------------------|---|-------------------|------------------------|-------------|
| <b>Mandatory</b>                  |   |                   |                        |             |
| 103                               | Conforming to general health, safety and welfare in the workplace                               | 1                 |                        |             |
| 219                               | Conforming to productive working practices in the workplace                                     | 2                 |                        |             |
| 371                               | Setting out secondary dimensional work control in the workplace                                 | 2                 |                        |             |
| 712                               | Installing drainage in the workplace  | 2                 |                        |             |
| 738                               | Installing, maintaining and removing work area protection and safety equipment in the workplace | 2                 |                        |             |
| 746                               | Installing, maintaining and removing temporary excavation support in the workplace              | 2                 |                        |             |

To achieve the **City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations – Structural Concreting (6574-25)** learners must complete five mandatory units plus one optional unit.

| <b>City &amp; Guilds unit no.</b> | <b>Unit title</b>  | <b>Unit level</b> | <b>Achieved Yes/No</b> | <b>Date</b> |
|-----------------------------------|--|-------------------|------------------------|-------------|
| <b>Mandatory</b>                  |  |                   |                        |             |
| 103                               | Conforming to general health, safety and welfare in the workplace  | 1                 |                        |             |
| 219                               | Conforming to productive working practices in the workplace  | 2                 |                        |             |
| 367                               | Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace      | 2                 |                        |             |
| 735                               | Pouring concrete to form structures in the workplace   | 2                 |                        |             |
| 738                               | Installing, maintaining and removing work area protection and safety equipment in the workplace                | 2                 |                        |             |
| <b>Optional</b>                   |  |                   |                        |             |
| 104                               | Preparing and mixing concrete and mortars in the workplace   | 1                 |                        |             |
| 226                               | Erecting and dismantling access/working platforms in the workplace   | 2                 |                        |             |
| 317                               | Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace | 2                 |                        |             |
| 332                               | Preparing and operating ride-on rollers to compact materials in the workplace                                  | 2                 |                        |             |
| 363                               | Slinging and hand signalling the movement of suspended loads in the workplace                                  | 2                 |                        |             |
| 369                               | Moving, handling and storing resources in the workplace  | 2                 |                        |             |
| 734                               | Reinstating ground condition in the workplace  | 2                 |                        |             |
| 740                               | Identifying and marking the location of utilities apparatus and sub-structures in the workplace                | 2                 |                        |             |
| 741                               | Controlling, directing and guiding the operation of plant or machinery in the workplace                        | 2                 |                        |             |
| 742                               | Locating and excavating to expose buried utility services in the workplace                                     | 2                 |                        |             |

|     |  |   |  |  |
|-----|--|---|--|--|
| 743 | Cutting, drilling and shaping construction related materials in the workplace                    | 1 |  |  |
| 744 | Laying, placing or applying construction related materials in the workplace                      | 1 |  |  |
| 745 | Preparing and mixing construction related materials in the workplace                             | 1 |  |  |
| 746 | Installing, maintaining and removing temporary excavation support in the workplace               | 2 |  |  |
| 747 | Installing, constructing, maintaining, dismantling and removing temporary works in the workplace | 2 |  |  |

To achieve the **City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations – Non-structural Concrete (6574-26)** learners must complete five mandatory units plus one optional unit.

| <b>City &amp; Guilds unit no.</b> | <b>Unit title</b>  | <b>Unit level</b> | <b>Achieved Yes/No</b> | <b>Date</b> |
|-----------------------------------|--|-------------------|------------------------|-------------|
| <b>Mandatory</b>                  |  |                   |                        |             |
| 103                               | Conforming to general health, safety and welfare in the workplace  | 1                 |                        |             |
| 219                               | Conforming to productive working practices in the workplace  | 2                 |                        |             |
| 613                               | Placing and finishing non-specialist concrete in the workplace   | 2                 |                        |             |
| 736                               | Erecting and striking proprietary formwork in the workplace  | 2                 |                        |             |
| 738                               | Installing, maintaining and removing work area protection and safety equipment in the workplace                | 2                 |                        |             |
| <b>Optional</b>                   |  |                   |                        |             |
| 104                               | Preparing and mixing concrete and mortars in the workplace   | 1                 |                        |             |
| 226                               | Erecting and dismantling access/working platforms in the workplace   | 2                 |                        |             |
| 317                               | Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace | 2                 |                        |             |
| 332                               | Preparing and operating ride-on rollers to compact materials in the workplace                                  | 2                 |                        |             |
| 363                               | Slinging and hand signalling the movement of suspended loads in the workplace                                  | 2                 |                        |             |
| 367                               | Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace      | 2                 |                        |             |
| 369                               | Moving, handling and storing resources in the workplace  | 2                 |                        |             |
| 734                               | Reinstating ground condition in the workplace  | 2                 |                        |             |
| 735                               | Pouring concrete to form structures in the workplace   | 2                 |                        |             |
| 740                               | Identifying and marking the location of utilities apparatus and sub-structures in the workplace                | 2                 |                        |             |
| 741                               | Controlling, directing and guiding the operation of plant or machinery in the workplace                        | 2                 |                        |             |

|     |  |   |  |  |
|-----|--|---|--|--|
| 742 | Locating and excavating to expose buried utility services in the workplace                       | 2 |  |  |
| 743 | Cutting, drilling and shaping construction related materials in the workplace                    | 1 |  |  |
| 744 | Laying, placing or applying construction related materials in the workplace                      | 1 |  |  |
| 745 | Preparing and mixing construction related materials in the workplace                             | 1 |  |  |
| 746 | Installing, maintaining and removing temporary excavation support in the workplace               | 2 |  |  |
| 747 | Installing, constructing, maintaining, dismantling and removing temporary works in the workplace | 2 |  |  |

To achieve the **City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations – Excavation and Reinstatement (6574-27)** learners must complete five mandatory units plus two optional units.

| <b>City &amp; Guilds unit no.</b> | <b>Unit title</b>   | <b>Unit level</b> | <b>Achieved Yes/No</b> | <b>Date</b> |
|-----------------------------------|---|-------------------|------------------------|-------------|
| <b>Mandatory</b>                  |   |                   |                        |             |
| 103                               | Conforming to general health, safety and welfare in the workplace   | 1                 |                        |             |
| 219                               | Conforming to productive working practices in the workplace   | 2                 |                        |             |
| 734                               | Reinstating ground condition in the workplace   | 2                 |                        |             |
| 738                               | Installing, maintaining and removing work area protection and safety equipment in the workplace           | 2                 |                        |             |
| 739                               | Forming and finishing excavations manually in the workplace   | 2                 |                        |             |
| <b>Optional</b>                   |   |                   |                        |             |
| 367                               | Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace | 2                 |                        |             |
| 740                               | Identifying and marking the location of utilities apparatus and sub-structures in the workplace           | 2                 |                        |             |
| 741                               | Controlling, directing and guiding the operation of plant or machinery in the workplace                   | 2                 |                        |             |
| 742                               | Locating and excavating to expose buried utility services in the workplace                                | 2                 |                        |             |



To achieve the **City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations – Excavation (6574-28)** learners must complete four mandatory units plus two optional units.

| <b>City &amp; Guilds unit no.</b> | <b>Unit title</b>   | <b>Unit level</b> | <b>Achieved Yes/No</b> | <b>Date</b> |
|-----------------------------------|---|-------------------|------------------------|-------------|
| <b>Mandatory</b>                  |   |                   |                        |             |
| 103                               | Conforming to general health, safety and welfare in the workplace   | 1                 |                        |             |
| 219                               | Conforming to productive working practices in the workplace   | 2                 |                        |             |
| 738                               | Installing, maintaining and removing work area protection and safety equipment in the workplace           | 2                 |                        |             |
| 739                               | Forming and finishing excavations manually in the workplace   | 2                 |                        |             |
| <b>Optional</b>                   |   |                   |                        |             |
| 367                               | Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace | 2                 |                        |             |
| 740                               | Identifying and marking the location of utilities apparatus and sub-structures in the workplace           | 2                 |                        |             |
| 741                               | Controlling, directing and guiding the operation of plant or machinery in the workplace                   | 2                 |                        |             |
| 742                               | Locating and excavating to expose buried utility services in the workplace                                | 2                 |                        |             |

## On-site assessment plan/feedback

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

## On-site observation report

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

## Professional discussion supplementary evidence sheet

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

## Oral questioning supplementary evidence sheet

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

## Photographic supplementary evidence sheet

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

## Work-based recorder/expert witness details

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

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

|                                  |       |
|----------------------------------|-------|
| <b>Work-based recorder name:</b> |       |
| 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.

|                                  |       |
|----------------------------------|-------|
| <b>Work-based recorder name:</b> |       |
| 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.

|                                  |       |
|----------------------------------|-------|
| <b>Work-based recorder name:</b> |       |
| Work-based recorder signature:   | Date: |

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

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







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

Level 1

### **Unit aim**

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

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

**Assessment criteria that are practical activities are highlighted in bold.**

|     |  |      |    |    |    |    |    |    |
|-----|--|------|----|----|----|----|----|----|
| 1   | Comply with all workplace health, safety and welfare legislation requirements.   |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 1.1 | <b>comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area</b>   |      |    |    |    |    |    |    |
| 1.2 | <b>use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements</b>   |      |    |    |    |    |    |    |
| 1.3 | <b>comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment</b>   |      |    |    |    |    |    |    |
| 1.4 | state why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: |      |    |    |    |    |    |    |
|     | a collective protective measures   |      |    |    |    |    |    |    |
|     | b personal protective equipment (PPE)  |      |    |    |    |    |    |    |
|     | c respiratory protective equipment (RPE)   |      |    |    |    |    |    |    |
|     | d local exhaust ventilation (LEV)  |      |    |    |    |    |    |    |
| 1.5 | state how the health and safety control equipment relevant to the work should be used in accordance with the given instructions  |      |    |    |    |    |    |    |
| 1.6 | state which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment  |      |    |    |    |    |    |    |
| 1.7 | state why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area  |      |    |    |    |    |    |    |
| 1.8 | state how to comply with control measures that have been identified by risk assessments and safe systems of work.  |      |    |    |    |    |    |    |

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

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 3 Comply with organisational policies and procedures to contribute to health, safety and welfare.                        |      |    |    |    |    |    |    |
| You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 3.1 <b>interpret and comply with given instructions to maintain safe systems of work and quality working practices</b>   |      |    |    |    |    |    |    |
| 3.2 <b>contribute to discussions by offering/providing feedback relating to health, safety and welfare</b>               |      |    |    |    |    |    |    |
| 3.3 <b>contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures</b> |      |    |    |    |    |    |    |
| 3.4 <b>safely store health and safety control equipment in accordance with given instructions</b>                        |      |    |    |    |    |    |    |
| 3.5 <b>dispose of waste and/or consumable items in accordance with legislation</b>                                       |      |    |    |    |    |    |    |
| 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  | <b>demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare</b>          |      |    |    |    |    |    |    |
| 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 | <b>provide appropriate support for security arrangements in accordance with approved procedures:</b>                            |      |    |    |    |    |    |    |
|     | a <b>during the working day</b>   |      |    |    |    |    |    |    |
|     | b <b>on completion of the day's work</b>  |      |    |    |    |    |    |    |
|     | c <b>for unauthorised personnel (other operatives and the general public)</b>   |      |    |    |    |    |    |    |
|     | d <b>for theft</b>  |      |    |    |    |    |    |    |
| 5.2 | state how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources. |      |    |    |    |    |    |    |

## Unit 103

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

### Declaration

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

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |



## Unit 104

## Preparing and mixing concrete and mortars in the workplace

### Level 1

#### Unit aim

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

- interpret information
- adopt safe and healthy working practices
- select resources and methods of work
- prepare and mix concrete and mortars.

\*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 Know how to comply with relevant legislation and official guidance when preparing and mixing concrete and mortars.                                   |  |  |  |  |  |      |    |    |    |    |    |    |
| You must be able to:   |  |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 1.1 describe the different types of relevant information used with the method/procedure to prepare and mix concrete and mortars                        |  |  |  |  |  |      |    |    |    |    |    |    |
| 1.2 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 and by manual handling and mechanical lifting   |  |  |  |  |  |      |    |    |    |    |    |    |
| 1.3 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative |  |  |  |  |  |      |    |    |    |    |    |    |
| 1.4 state what the accident reporting procedures are and who is responsible for making reports.  |  |  |  |  |  |      |    |    |    |    |    |    |

|   |  |  |  |  |  |      |    |    |    |    |    |    |
|---|--|--|--|--|--|------|----|----|----|----|----|----|
| 2 Maintain safe and healthy working practices when preparing and mixing concrete and mortars.   |  |  |  |  |  |      |    |    |    |    |    |    |
| You must be able to:  |  |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 2.1 <b>use health and safety control equipment safely to carry out the activity in accordance with current legislation and organisational requirements when preparing and mixing concrete and mortars</b> |  |  |  |  |  |      |    |    |    |    |    |    |
| 2.2 <b>comply with information relating to specific risks to health when preparing and mixing concrete and mortars</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| 2.3 state why and when health and safety control equipment, identified by the principles of protection, should be used, relating to preparing and mixing concrete and mortars, 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)  |  |  |  |  |  |  |  |
| 2.4 describe how the relevant health and safety control equipment should be used in accordance with the given instructions   |  |  |  |  |  |  |  |
| 2.5 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards. |  |  |  |  |  |  |  |

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 3 select the required quantity and quality of resources for the methods of work to prepare and mix concrete and mortars.                 |      |    |    |    |    |    |    |
| You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 3.1 <b>select resources associated with own work in relation to materials, components, tools and equipment</b>                           |      |    |    |    |    |    |    |
| 3.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:   |      |    |    |    |    |    |    |
| a aggregate, sand, lime, cement, water, additives  |      |    |    |    |    |    |    |
| b hand tools and mixing plant and equipment  |      |    |    |    |    |    |    |
| 3.3 state how the resources should be used correctly   |      |    |    |    |    |    |    |
| 3.4 state how any problems associated with the resources are reported  |      |    |    |    |    |    |    |
| 3.5 outline any potential hazards associated with the resources and methods of work  |      |    |    |    |    |    |    |
| 3.6 describe how to calculate quantity, volume and wastage associated with the method/procedure to prepare and mix concrete and mortars. |      |    |    |    |    |    |    |

|   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| 4 Minimise the risk of damage to the work and surrounding area when preparing and mixing concrete and mortars.  |      |    |    |    |    |    |    |
| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 4.1 <b>protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures</b>  |      |    |    |    |    |    |    |
| 4.2 <b>minimise damage and maintain a clean work space</b>  |      |    |    |    |    |    |    |
| 4.3 <b>dispose of waste in accordance with current legislation</b>  |      |    |    |    |    |    |    |
| 4.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions  |      |    |    |    |    |    |    |
| 4.5 state why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance. |      |    |    |    |    |    |    |

|   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| 5 Complete the work within the allocated time when preparing and mixing concrete and mortars. |      |    |    |    |    |    |    |
| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 5.1 <b>demonstrate completion of the work within the allocated time</b>                       |      |    |    |    |    |    |    |
| 5.2 state the purpose of the work programme   |      |    |    |    |    |    |    |
| 5.3 state why deadlines should be kept in relation to agreed start and finish times.          |      |    |    |    |    |    |    |

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| 6 Comply with the given contract information to prepare and mix concrete and mortars to the required specification. |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|

| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
|---|------|----|----|----|----|----|----|
| 6.1 <b>demonstrate the following work skills when preparing and mixing concrete and mortars:</b>  |      |    |    |    |    |    |    |
| a <b>gauging</b>  |      |    |    |    |    |    |    |
| b <b>mixing</b>   |      |    |    |    |    |    |    |
| 6.2 <b>gauge and mix mortars and/or concrete to given working instructions</b>  |      |    |    |    |    |    |    |
| 6.3 <b>safely use materials, hand tools, mixing plant and equipment and ancillary equipment</b>   |      |    |    |    |    |    |    |
| 6.4 <b>safely store the materials, tools and equipment used when preparing and mixing concrete and mortars</b>  |      |    |    |    |    |    |    |
| 6.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: |      |    |    |    |    |    |    |
| a gauge and mix concrete and mortars by hand and mixer  |      |    |    |    |    |    |    |
| b carry out pre-use checks on mechanical mixers   |      |    |    |    |    |    |    |
| c use hand tools, mixing plant and equipment  |      |    |    |    |    |    |    |
| d work with plant and machinery   |      |    |    |    |    |    |    |
| 6.6 state the needs of other occupations and how to effectively communicate within a team when preparing and mixing concrete and mortars              |      |    |    |    |    |    |    |
| 6.7 describe how to maintain the tools and equipment used when preparing and mixing concrete and mortars.   |      |    |    |    |    |    |    |

## Unit 104

## Preparing and mixing concrete and mortars 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.

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

## Unit 219

## Conforming to productive working practices in the workplace

Level 2

### Unit aim

To raise awareness of productive working practices including:

- communication with line management, colleagues and customers
- interpreting information
- planning and carrying out work practices
- working with others.

\*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 <b>communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively</b> |      |    |    |    |    |    |    |
| 1.2 describe the different methods of communicating with line management, colleagues and customers  |      |    |    |    |    |    |    |
| 1.3 describe how to use different methods of communication to ensure that the work carried out is productive.                                     |      |    |    |    |    |    |    |

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 2 Follow organisational procedures to plan the sequence of work.   |      |    |    |    |    |    |    |
| You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 2.1 <b>interpret relevant information from organisational procedures in order to plan the sequence of work</b>   |      |    |    |    |    |    |    |
| 2.2 <b>plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively</b> |      |    |    |    |    |    |    |
| 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 <b>complete relevant documentation according to the occupation as required by the organisation</b>                |      |    |    |    |    |    |    |
| 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 timesheets  |      |    |    |    |    |    |    |
| 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 <b>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</b> |      |    |    |    |    |    |    |
| 4.2 <b>apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others</b>  |      |    |    |    |    |    |    |
| 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 line management, colleagues and customers  |      |    |    |    |    |    |    |

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
| 4.5 describe how working relationships could have an effect on productive working                          |  |  |  |  |  |  |  |
| 4.6 describe how to apply principles of equality and diversity when communicating and working with others. |  |  |  |  |  |  |  |

## Unit 219

## 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.

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

## Unit 226

## Erecting and dismantling access/working platforms in the workplace

Level 2

### Unit aim

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

- interpret information
- adopt safe and healthy working practices
- select resources and methods of work
- erect and dismantle access/working platforms.

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

PS – Product supplementary    PD – Professional discussion

**Assessment criteria that are practical activities are highlighted in bold.**

|   |  |  |  |  |  |      |    |    |    |    |    |    |
|---|--|--|--|--|--|------|----|----|----|----|----|----|
| 1 Interpret the given information relating to the work and resources when erecting and dismantling access/working platforms.                            |  |  |  |  |  |      |    |    |    |    |    |    |
| You must be able to:  |  |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 1.1 <b>interpret and extract relevant information from:</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| a <b>specifications</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| b <b>method statements</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| c <b>risk assessments</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| d <b>manufacturers' information</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| 1.2 <b>comply with information and/or instructions derived from risk assessments and method statement</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| 1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented |  |  |  |  |  |      |    |    |    |    |    |    |
| 1.4 describe different types of information, their source and how they are interpreted in relation to:  |  |  |  |  |  |      |    |    |    |    |    |    |
| a specifications  |  |  |  |  |  |      |    |    |    |    |    |    |
| b current legislation   |  |  |  |  |  |      |    |    |    |    |    |    |
| c method statements   |  |  |  |  |  |      |    |    |    |    |    |    |
| d risk assessments  |  |  |  |  |  |      |    |    |    |    |    |    |
| e manufacturers' information.   |  |  |  |  |  |      |    |    |    |    |    |    |

|  |  |  |  |  |  |      |    |    |    |    |    |    |
|--|--|--|--|--|--|------|----|----|----|----|----|----|
| 2 Know how to comply with relevant legislation and official guidance when erecting and dismantling access/working platforms. |  |  |  |  |  |      |    |    |    |    |    |    |
| You must be able to:   |  |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 2.1 describe their responsibilities under current legislation and official guidance whilst working:                          |  |  |  |  |  |      |    |    |    |    |    |    |
| a in the workplace   |  |  |  |  |  |      |    |    |    |    |    |    |
| b at height  |  |  |  |  |  |      |    |    |    |    |    |    |
| c in confined areas  |  |  |  |  |  |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| d   | with tools and equipment   |  |  |  |  |  |  |  |
| e   | with movement/storage of materials and by manual handling  |  |  |  |  |  |  |  |
| 2.2 | describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative |  |  |  |  |  |  |  |
| 2.3 | state what the accident reporting procedures are and who is responsible for making reports.  |  |  |  |  |  |  |  |

|   |  |      |    |    |    |    |    |    |
|---|--|------|----|----|----|----|----|----|
| 3 Maintain safe working practices when erecting and dismantling access/working platforms. |  |      |    |    |    |    |    |    |
| You must be able to:  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 3.1   | <b>use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when erecting and dismantling access/working platforms</b> |      |    |    |    |    |    |    |
| 3.2   | explain why, when and how personal protective equipment (PPE) should be used, relating to erecting and dismantling access/working platforms, and the types, purpose and limitations of each type                           |      |    |    |    |    |    |    |
| 3.3   | state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.                             |      |    |    |    |    |    |    |

|  |  |      |    |    |    |    |    |    |
|--|--|------|----|----|----|----|----|----|
| 4 Select the required quantity and quality of resources for the methods of work to erect and dismantle access/working platforms. |  |      |    |    |    |    |    |    |
| You must be able to:   |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 4.1  | describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: |      |    |    |    |    |    |    |
| a  | ladders/crawler boards   |      |    |    |    |    |    |    |
| b  | stepladders/platform steps   |      |    |    |    |    |    |    |
| c  | trestles   |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| d   | proprietary staging/podiums  |  |  |  |  |  |  |  |
| e   | proprietary towers   |  |  |  |  |  |  |  |
| f   | mobile scaffold towers   |  |  |  |  |  |  |  |
| g   | protection equipment and notices   |  |  |  |  |  |  |  |
| h   | tools and ancillary equipment  |  |  |  |  |  |  |  |
| 4.2 | <b>select resources associated with own work in relation to materials, components, tools and equipment</b>   |  |  |  |  |  |  |  |
| 4.3 | state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used |  |  |  |  |  |  |  |
| 4.4 | outline potential hazards associated with the resources and method of work   |  |  |  |  |  |  |  |
| 4.5 | describe how to calculate quantity of equipment required associated with the method/procedure to erect and dismantle access equipment/working platforms. |  |  |  |  |  |  |  |

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

|   |   |
|---|---|
| 6 | Complete the work within the allocated time when erecting and dismantling access/working platforms. |
|---|---|

|   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 6.1 <b>demonstrate completion of the work within the allocated time</b>   |      |    |    |    |    |    |    |
| 6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to organisational procedures for reporting circumstances which will affect the work programme. |      |    |    |    |    |    |    |

|  |  |    |    |    |    |    |    |
|--|--|----|----|----|----|----|----|
| 7  | Comply with the given contract information to erect and dismantle access/ working platforms to the required specification. |    |    |    |    |    |    |
| You must be able to:   | *PER   | SO | OQ | WQ | WT | PS | PD |
| 7.1 <b>demonstrate the following work skills when erecting and dismantling access/working platforms:</b> |  |    |    |    |    |    |    |
| a <b>moving</b>  |  |    |    |    |    |    |    |
| b <b>positioning/erecting</b>  |  |    |    |    |    |    |    |
| c <b>securing</b>  |  |    |    |    |    |    |    |
| d <b>checking</b>  |  |    |    |    |    |    |    |
| e <b>dismantling</b>   |  |    |    |    |    |    |    |
| f <b>removing</b>  |  |    |    |    |    |    |    |
| 7.2 <b>erect, dismantle and store two of the following access equipment to given access regulations:</b> |  |    |    |    |    |    |    |
| a <b>ladders/crawler boards</b>  |  |    |    |    |    |    |    |
| b <b>stepladders/platform steps</b>  |  |    |    |    |    |    |    |
| c <b>proprietary towers</b>  |  |    |    |    |    |    |    |
| d <b>trestle platforms</b>   |  |    |    |    |    |    |    |
| e <b>mobile scaffold towers</b>  |  |    |    |    |    |    |    |
| f <b>proprietary staging/podiums</b>   |  |    |    |    |    |    |    |



|     |   |  |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|--|
| 7.3 | describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: |  |  |  |  |  |  |  |
| a   | provide protection to the work area   |  |  |  |  |  |  |  |
| b   | establish a base for equipment  |  |  |  |  |  |  |  |
| c   | erect proprietary access equipment to manufacturer's instructions suitable for the work   |  |  |  |  |  |  |  |
| d   | erect non-proprietary access equipment suitable for the work  |  |  |  |  |  |  |  |
| e   | place protective screens and notices  |  |  |  |  |  |  |  |
| f   | check/monitor equipment during the period of use  |  |  |  |  |  |  |  |
| g   | dismantle and store access equipment  |  |  |  |  |  |  |  |
| h   | use tools and equipment   |  |  |  |  |  |  |  |
| i   | work at height  |  |  |  |  |  |  |  |
| 7.4 | <b>safely use and store materials, hand tools and ancillary equipment</b>   |  |  |  |  |  |  |  |
| 7.5 | state the needs of other occupations and how to communicate within a team when erecting and dismantling access/working platforms      |  |  |  |  |  |  |  |
| 7.6 | describe how to maintain the tools and equipment used when erecting and dismantling access/working platforms.                         |  |  |  |  |  |  |  |

## Unit 226

## Erecting and dismantling access/working platforms in the workplace

### Declaration

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

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

## Unit 295

## Laying modular pavement in the workplace

Level 2

### Unit aim

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

- interpret information
- adopt safe and healthy working practices
- select materials, components and equipment
- prepare and lay modular pavement manually or by machine.

\*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 | <b>interpret and extract relevant information from:</b>  |      |    |    |    |    |    |    |
| a   | <b>drawings</b>  |      |    |    |    |    |    |    |
| b   | <b>risk assessments</b>  |      |    |    |    |    |    |    |
| c   | <b>method statements</b>   |      |    |    |    |    |    |    |
| d   | <b>specifications</b>  |      |    |    |    |    |    |    |
| e   | <b>schedules</b>   |      |    |    |    |    |    |    |
| f   | <b>manufacturers' information</b>  |      |    |    |    |    |    |    |
| 1.2 | <b>comply with information and/or instructions derived from risk assessments and method statements</b>   |      |    |    |    |    |    |    |
| 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 <i>and</i>  |      |    |    |    |    |    |    |
| 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 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 with tools and equipment   |      |    |    |    |    |    |    |
| e with materials and substances  |      |    |    |    |    |    |    |
| f with movement and storage of materials and   |      |    |    |    |    |    |    |
| g by manual handling and mechanical lifting  |      |    |    |    |    |    |    |
| 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative |      |    |    |    |    |    |    |
| 2.3 explain what the accident reporting procedures are and who is responsible for making reports.  |      |    |    |    |    |    |    |

| 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 <b>use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when laying modular pavement</b> |      |    |    |    |    |    |    |
| 3.2 <b>demonstrate compliance with given information and relevant legislation when laying modular pavement in relation to the following:</b>  |      |    |    |    |    |    |    |
| a <b>safe use, storage and handling of materials, tools and equipment</b>   |      |    |    |    |    |    |    |
| b <b>specific risks to health</b>   |      |    |    |    |    |    |    |
| 3.3 explain why and when health and safety control equipment, identified by the principles of prevention, 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)   |  |  |  |  |  |  |  |
| 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 fires, spillages, injuries and other task-related activities. |  |  |  |  |  |  |  |

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 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 <b>select resources associated with own work in relation to materials and components, and tools and equipment</b>                  |      |    |    |    |    |    |    |
| 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: |      |    |    |    |    |    |    |
| a graded granular material, mortar and concrete  |      |    |    |    |    |    |    |
| b blocks, stone setts, bricks, flags, natural stone  |      |    |    |    |    |    |    |
| c kerbs, channels, drainage  |      |    |    |    |    |    |    |
| d hand tools, power tools and equipment  |      |    |    |    |    |    |    |
| 4.3 describe how to confirm that the resources and materials conform to the specification  |      |    |    |    |    |    |    |
| 4.4 describe how the resources should be used correctly and how problems associated with the resources are reported                    |      |    |    |    |    |    |    |
| 4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources        |      |    |    |    |    |    |    |
| 4.6 describe any potential hazards associated with the resources and methods of work   |      |    |    |    |    |    |    |

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| 4.7 describe how to identify by calculation, quantity, length, area, volume and wastage associated with the method and procedure to lay modular paving. |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|

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

|   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| 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 <b>demonstrate completion of the work within the allocated time</b>                                 |      |    |    |    |    |    |    |
| 6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to: |      |    |    |    |    |    |    |
| a types of productivity targets and time scales   |      |    |    |    |    |    |    |
| b how times are estimated   |      |    |    |    |    |    |    |
| c 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 | <b>demonstrate the following work skills when laying modular pavement:</b>  |      |    |    |    |    |    |    |
| a   | <b>setting out</b>  |      |    |    |    |    |    |    |
| b   | <b>preparing</b>  |      |    |    |    |    |    |    |
| c   | <b>measuring</b>  |      |    |    |    |    |    |    |
| d   | <b>marking out</b>  |      |    |    |    |    |    |    |
| e   | <b>cutting</b>  |      |    |    |    |    |    |    |
| f   | <b>placing</b>  |      |    |    |    |    |    |    |
| g   | <b>laying</b>   |      |    |    |    |    |    |    |
| h   | <b>levelling</b>  |      |    |    |    |    |    |    |
| i   | <b>aligning</b>   |      |    |    |    |    |    |    |
| j   | <b>compacting</b>   |      |    |    |    |    |    |    |
| k   | <b>finishing</b>  |      |    |    |    |    |    |    |
| 7.2 | <b>use and maintain hand tools, power tools and ancillary equipment</b>   |      |    |    |    |    |    |    |
| 7.3 | <b>place bedding and lay modular paving manually and/or by machine to given working instructions, to produce a bound or unbound pavement using at least TWO of the following:</b> |      |    |    |    |    |    |    |
| a   | <b>block paving</b>   |      |    |    |    |    |    |    |
| b   | <b>brick paving</b>   |      |    |    |    |    |    |    |
| c   | <b>stone and/or concrete setts</b>  |      |    |    |    |    |    |    |
| d   | <b>flags</b>  |      |    |    |    |    |    |    |
| e   | <b>natural stone rough cut (riven and/or cropped)</b>   |      |    |    |    |    |    |    |
| f   | <b>natural stone uniformly cut (sawn in dimension)</b>  |      |    |    |    |    |    |    |



|     |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|
| 7.4 | describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:            |  |  |  |  |  |  |
| a   | confirm the area and location of work, the operations, safety and security requirements including temporary traffic management and immediate area protection |  |  |  |  |  |  |
| b   | confirm the type of block, brick, sett, flag and natural stone modular paving unit, bedding and jointing materials   |  |  |  |  |  |  |
| c   | conform to the agreed specifications   |  |  |  |  |  |  |
| d   | identify the differences between rigid (bound) and flexible (unbound) pavements  |  |  |  |  |  |  |
| e   | inspect and confirm substrate as acceptable for laying modular paving to given specification   |  |  |  |  |  |  |
| f   | set out the area and prepare substrate for modular pavement construction   |  |  |  |  |  |  |
| g   | install kerbs, channels, edgings and drainage  |  |  |  |  |  |  |
| h   | mark and cut modular paving  |  |  |  |  |  |  |
| i   | lay modular block, brick, sett, flag and natural stone paving manually and by machine to the required design, pattern, levels and stability                  |  |  |  |  |  |  |
| j   | work around street furniture and ironwork  |  |  |  |  |  |  |
| k   | work with, in close proximity to and around plant or machinery   |  |  |  |  |  |  |
| l   | monitor and check work against specification(s)  |  |  |  |  |  |  |
| m   | lift modular paving for removal, maintenance and repair  |  |  |  |  |  |  |
| n   | maintain and repair modular paving to match existing design functions  |  |  |  |  |  |  |
| o   | return infrastructure to operational status  |  |  |  |  |  |  |
| p   | recognise and determine when specialist skills and knowledge are required and report accordingly   |  |  |  |  |  |  |
| q   | use hand tools, power tools and equipment  |  |  |  |  |  |  |
| 7.5 | describe the needs of other occupations and how to effectively communicate within a team when laying modular pavement  |  |  |  |  |  |  |
| 7.6 | describe how to maintain the tools and equipment used when laying modular pavement.  |  |  |  |  |  |  |

## Unit 295

## 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.

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

## Unit 317

# Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace

Level 2

### Unit aim

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

- interpret information
- organise and communicate effectively with others
- adopt safe and healthy working practices
- select resources and methods of work
- prepare and operate forward tipping dumpers to receive, transport and discharge materials.

\*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 preparation and use of forward tipping dumpers to carry out transporting and discharging operations. |
|---|--|

| You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
|--|------|----|----|----|----|----|----|
| <b>1.1 interpret and extract relevant information from:</b>  |      |    |    |    |    |    |    |
| a <b>drawings</b>  |      |    |    |    |    |    |    |
| b <b>specifications</b>  |      |    |    |    |    |    |    |
| c <b>schedules</b>   |      |    |    |    |    |    |    |
| d <b>risk assessments</b>  |      |    |    |    |    |    |    |
| e <b>manufacturers' information</b>  |      |    |    |    |    |    |    |
| <b>1.2 comply with information and/or instructions derived from risk assessments and method statements</b>   |      |    |    |    |    |    |    |
| 1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented |      |    |    |    |    |    |    |
| <b>1.4 describe different types of information, their source and how they are interpreted in relation to:</b>  |      |    |    |    |    |    |    |
| a drawings   |      |    |    |    |    |    |    |
| b specifications   |      |    |    |    |    |    |    |
| c schedules  |      |    |    |    |    |    |    |
| d method statements  |      |    |    |    |    |    |    |
| e risk assessments   |      |    |    |    |    |    |    |
| f manufacturers' information   |      |    |    |    |    |    |    |
| g current regulations governing the operation of forward tipping dumpers.  |      |    |    |    |    |    |    |

2 Organise with others the sequence and operation in which transporting and discharging operations using forward tipping dumpers are to be carried out.

|   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 2.1 <b>organise the work according to given information or instructions</b>                         |      |    |    |    |    |    |    |
| 2.2 describe how to communicate ideas between team members  |      |    |    |    |    |    |    |
| 2.3 <b>organise and communicate with team members and other associated occupations</b>              |      |    |    |    |    |    |    |
| 2.4 describe how to organise resources prior to and during transporting and discharging operations. |      |    |    |    |    |    |    |

|   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| 3 Know how to comply with relevant legislation and official guidance when carrying out transporting and discharging operations using forward tipping dumpers. |      |    |    |    |    |    |    |
| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 3.1 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 and by manual handling and mechanical lifting  |      |    |    |    |    |    |    |
| 3.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative        |      |    |    |    |    |    |    |
| 3.3 explain what the accident reporting procedures are and who is responsible for making reports.   |      |    |    |    |    |    |    |

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
| 4 Maintain safe and healthy working practices when preparing for and carrying out transporting and discharging operations using forward tipping dumpers. |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
|---|------|----|----|----|----|----|----|
| 4.1 <b>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 transporting and discharging operations</b>   |      |    |    |    |    |    |    |
| 4.2 <b>demonstrate compliance with given information and relevant legislation when carrying out transporting and discharging operations using forward tipping dumpers in relation to two or more of the following:</b>  |      |    |    |    |    |    |    |
| a <b>safe use and storage of plant or machinery</b>   |      |    |    |    |    |    |    |
| b <b>safe use and storage of tools and equipment</b>  |      |    |    |    |    |    |    |
| c <b>specific risks to health</b>   |      |    |    |    |    |    |    |
| 4.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to forward tipping dumper use, 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)   |      |    |    |    |    |    |    |
| 4.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions  |      |    |    |    |    |    |    |
| 4.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.  |      |    |    |    |    |    |    |

|   |
|---|
| 5 Request and select the required quantity and quality of resources to prepare for and carry out transporting and discharging operations using forward tipping dumpers. |
|---|

| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
|---|------|----|----|----|----|----|----|
| 5.1 <b>request and select resources associated with forward tipping dumpers in relation to consumables, materials, tools, ancillary equipment and/or accessories</b>        |      |    |    |    |    |    |    |
| 5.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: |      |    |    |    |    |    |    |
| a consumables, lubricants and fuels   |      |    |    |    |    |    |    |
| b attachments and load coverings  |      |    |    |    |    |    |    |
| c hand tools, ancillary equipment and accessories   |      |    |    |    |    |    |    |
| 5.3 describe how the resources should be used correctly and how problems associated with the resources are reported   |      |    |    |    |    |    |    |
| 5.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources   |      |    |    |    |    |    |    |
| 5.5 describe any potential hazards associated with the resources and methods of work  |      |    |    |    |    |    |    |
| 5.6 describe how to identify weight, quantity, pressure, length and area associated with the method/procedures to carry out transporting and discharging operations.        |      |    |    |    |    |    |    |

| 6 Minimise the risk of damage to the work and surrounding area when preparing to and transporting and discharging materials.  |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 6.1 <b>protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures</b>  |      |    |    |    |    |    |    |
| 6.2 <b>prevent damage and maintain a clean work space</b>   |      |    |    |    |    |    |    |
| 6.3 <b>dispose of waste in accordance with current legislation</b>  |      |    |    |    |    |    |    |
| 6.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions  |      |    |    |    |    |    |    |
| 6.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance. |      |    |    |    |    |    |    |

|   |  |  |  |  |  |      |    |    |    |    |    |    |
|---|--|--|--|--|--|------|----|----|----|----|----|----|
| 7 Complete the work within the allocated time when preparing to and transporting and discharging materials using forward tipping dumpers. |  |  |  |  |  |      |    |    |    |    |    |    |
| You must be able to:  |  |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| <b>7.1 demonstrate completion of the work within the allocated time</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| 7.2 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  |  |  |  |  |  |      |    |    |    |    |    |    |

|  |  |  |  |  |  |      |    |    |    |    |    |    |
|--|--|--|--|--|--|------|----|----|----|----|----|----|
| 8 Comply with the given contract information to receive, transport and discharge materials using forward tipping dumpers to the required specification |  |  |  |  |  |      |    |    |    |    |    |    |
| You must be able to:   |  |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| <b>8.1 demonstrate the following work skills when preparing for and transporting and discharging materials using forward tipping dumpers:</b>          |  |  |  |  |  |      |    |    |    |    |    |    |
| <b>a checking</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| <b>b adjusting</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| <b>c communicating</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| <b>d manoeuvring</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| <b>e positioning</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| <b>f receiving</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| <b>g depositing</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| <b>h transporting</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| <b>i discharging</b>   |  |  |  |  |  |      |    |    |    |    |    |    |



|     |   |  |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|--|
| 8.2 | <b>use and maintain hand tools, ancillary equipment and/or accessories</b>  |  |  |  |  |  |  |  |
| 8.3 | <b>prepare to, position, set up and operate forward tipping dumpers to receive, transport and discharge loads to given working instructions</b>                     |  |  |  |  |  |  |  |
| 8.4 | <b>shut down and secure forward tipping dumpers</b>   |  |  |  |  |  |  |  |
| 8.5 | describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:                            |  |  |  |  |  |  |  |
| a   | identify the characteristics of the forward tipping dumpers used for transporting and discharging work  |  |  |  |  |  |  |  |
| b   | carry out function checks to receive, transport and discharge loads   |  |  |  |  |  |  |  |
| c   | identify characteristics, type and volume of loads to receive and transport   |  |  |  |  |  |  |  |
| d   | prepare, set up and adjust for operational requirements   |  |  |  |  |  |  |  |
| e   | carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area  |  |  |  |  |  |  |  |
| f   | recognise and determine when specific skills and knowledge are required and report accordingly  |  |  |  |  |  |  |  |
| g   | identify the area for discharging   |  |  |  |  |  |  |  |
| h   | check to avoid damage to structures and utilities service apparatus   |  |  |  |  |  |  |  |
| i   | receive, transport and discharge materials safely and securely  |  |  |  |  |  |  |  |
| j   | be on the public highway  |  |  |  |  |  |  |  |
| k   | shut down and secure the forward tipping dumper   |  |  |  |  |  |  |  |
| l   | use hand tools, ancillary equipment and accessories   |  |  |  |  |  |  |  |
| 8.6 | describe the needs of other occupations and how to effectively communicate within a team when preparing to and carrying out transporting and discharging operations |  |  |  |  |  |  |  |
| 8.7 | describe how to maintain the plant and machinery, hand tools and ancillary equipment used for transporting and discharging operations.                              |  |  |  |  |  |  |  |

## Unit 317

# Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace

### Declaration

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

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

## Unit 332

# Preparing and operating ride-on rollers to compact materials in the workplace

Level 2

### Unit aim

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

- interpret information
- organise and communicate effectively with others
- adopt safe and healthy working practices
- select resources and methods of work
- prepare and operate ride-on rollers to compact material.

\*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 preparation and use of ride-on rollers to carry out compacting operations.                               |  |  |  |  |  |      |    |    |    |    |    |    |
| You must be able to:   |  |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| <b>1.1 interpret and extract relevant information from:</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| a <b>drawings</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| b <b>specifications</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| c <b>schedules</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| d <b>risk assessments</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| e <b>manufacturers' information</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| <b>1.2 comply with information and/or instructions derived from risk assessments and method statements</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| 1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented |  |  |  |  |  |      |    |    |    |    |    |    |
| 1.4 describe different types of information, their source and how they are interpreted in relation to:   |  |  |  |  |  |      |    |    |    |    |    |    |
| a drawings   |  |  |  |  |  |      |    |    |    |    |    |    |
| b specifications   |  |  |  |  |  |      |    |    |    |    |    |    |
| c schedules  |  |  |  |  |  |      |    |    |    |    |    |    |
| d method statements  |  |  |  |  |  |      |    |    |    |    |    |    |
| e risk assessments   |  |  |  |  |  |      |    |    |    |    |    |    |
| f manufacturers' information   |  |  |  |  |  |      |    |    |    |    |    |    |
| g current regulations governing the operation of ride-on rollers for compaction work.  |  |  |  |  |  |      |    |    |    |    |    |    |

|   |  |  |  |  |  |      |    |    |    |    |    |    |
|---|--|--|--|--|--|------|----|----|----|----|----|----|
| 2 Organise with others the sequence and operation in which compacting operations using ride-on rollers are to be carried out. |  |  |  |  |  |      |    |    |    |    |    |    |
| You must be able to:  |  |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| <b>2.1 organise the work according to given information or instructions</b>   |  |  |  |  |  |      |    |    |    |    |    |    |

|     |   |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|
| 2.2 | describe how to communicate ideas between team members  |  |  |  |  |  |  |
| 2.3 | <b>organise and communicate with team members and other associated occupations</b>                  |  |  |  |  |  |  |
| 2.4 | describe how to organise resources prior to and during compacting operations using ride-on rollers. |  |  |  |  |  |  |

|   |  |      |    |    |    |    |       |
|---|--|------|----|----|----|----|-------|
| 3 Know how to comply with relevant legislation and official guidance when carrying out compacting operations using ride-on rollers. |  |      |    |    |    |    |       |
| You must be able to:  |  | *PER | SO | OQ | WQ | WT | PS PD |
| 3.1   | 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 and by manual handling and mechanical lifting   |      |    |    |    |    |       |
| 3.2   | describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative |      |    |    |    |    |       |
| 3.3   | explain what the accident reporting procedures are and who is responsible for making reports.  |      |    |    |    |    |       |

|  |   |      |    |    |    |    |       |
|--|---|------|----|----|----|----|-------|
| 4 Maintain safe and healthy working practices when preparing for and carrying out compacting operations using ride-on rollers. |   |      |    |    |    |    |       |
| You must be able to:   |   | *PER | SO | OQ | WQ | WT | PS PD |
| 4.1  | <b>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 compacting operations</b> |      |    |    |    |    |       |

|     |   |  |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|--|
| 4.2 | <b>demonstrate compliance with given information and relevant legislation when carrying out compacting operations using ride-on rollers in relation to two or more of the following:</b>  |  |  |  |  |  |  |  |
| a   | <b>safe use and storage of plant or machinery</b>   |  |  |  |  |  |  |  |
| b   | <b>safe use and storage of tools and equipment</b>  |  |  |  |  |  |  |  |
| c   | <b>specific risks to health</b>   |  |  |  |  |  |  |  |
| 4.3 | explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to ride-on roller use, 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)   |  |  |  |  |  |  |  |
| 4.4 | describe how the relevant health and safety control equipment should be used in accordance with the given working instructions  |  |  |  |  |  |  |  |
| 4.5 | describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.  |  |  |  |  |  |  |  |

|     |   |      |    |    |    |    |    |    |
|-----|---|------|----|----|----|----|----|----|
| 5   | Request and select the required quantity and quality of resources to prepare for and carry out compacting operations using ride-on rollers.                             |      |    |    |    |    |    |    |
|     | You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 5.1 | <b>request and select resources associated with ride-on rollers in relation to consumables, materials, tools, ancillary equipment and/or accessories</b>                |      |    |    |    |    |    |    |
| 5.2 | describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: |      |    |    |    |    |    |    |
| a   | consumables, lubricants and fuels   |      |    |    |    |    |    |    |
| b   | attachments and compaction operational aids   |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| c   | hand tools, ancillary equipment and accessories  |  |  |  |  |  |  |  |
| 5.3 | describe how the resources should be used correctly and how problems associated with the resources are reported  |  |  |  |  |  |  |  |
| 5.4 | explain why the organisational procedures have been developed and how they are used for the selection of required resources                                    |  |  |  |  |  |  |  |
| 5.5 | describe any potential hazards associated with the resources and methods of work   |  |  |  |  |  |  |  |
| 5.6 | describe how to identify weight, pressure, quantity, length and area associated with the method/procedures to carry out compaction work using ride-on rollers. |  |  |  |  |  |  |  |

|                      |   |      |    |    |    |    |    |    |
|----------------------|---|------|----|----|----|----|----|----|
| 6                    | Minimise the risk of damage to the work and surrounding area when preparing for and compacting materials.   |      |    |    |    |    |    |    |
| You must be able to: |   | *PER | SO | OQ | WQ | WT | PS | PD |
| 6.1                  | <b>protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures</b>  |      |    |    |    |    |    |    |
| 6.2                  | <b>prevent damage and maintain a clean work space</b>   |      |    |    |    |    |    |    |
| 6.3                  | <b>dispose of waste in accordance with current legislation</b>  |      |    |    |    |    |    |    |
| 6.4                  | describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions  |      |    |    |    |    |    |    |
| 6.5                  | explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance. |      |    |    |    |    |    |    |

|                      |  |      |    |    |    |    |    |    |
|----------------------|--|------|----|----|----|----|----|----|
| 7                    | Complete the work within the allocated time when preparing to and compacting materials.              |      |    |    |    |    |    |    |
| You must be able to: |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 7.1                  | <b>demonstrate completion of the work within the allocated time</b>                                  |      |    |    |    |    |    |    |
| 7.2                  | 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. |  |  |  |  |  |  |

|  |   |      |    |    |    |    |       |
|--|---|------|----|----|----|----|-------|
| 8 Comply with the given contract information to compact materials using ride-on rollers to the required specification. |   |      |    |    |    |    |       |
| You must be able to:   |   | *PER | SO | OQ | WQ | WT | PS PD |
| 8.1  | <b>demonstrate the following work skills when preparing for and compacting materials using ride-on rollers:</b>   |      |    |    |    |    |       |
| a  | <b>checking</b>   |      |    |    |    |    |       |
| b  | <b>adjusting</b>  |      |    |    |    |    |       |
| c  | <b>communicating</b>  |      |    |    |    |    |       |
| d  | <b>manoeuvring</b>  |      |    |    |    |    |       |
| e  | <b>positioning</b>  |      |    |    |    |    |       |
| f  | <b>compacting</b>   |      |    |    |    |    |       |
| 8.2  | <b>use and maintain hand tools, ancillary equipment and/or accessories</b>  |      |    |    |    |    |       |
| 8.3  | <b>prepare for, position, set up and operate ride-on rollers to compact a variety of materials, in various locations, to given working instructions</b> |      |    |    |    |    |       |
| 8.4  | <b>shut down and secure ride-on rollers</b>   |      |    |    |    |    |       |
| 8.5  | describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:                |      |    |    |    |    |       |
| a  | identify the characteristics of the ride-on roller used for compaction operations   |      |    |    |    |    |       |
| b  | carry out function checks for compaction operations   |      |    |    |    |    |       |
| c  | identify the area for the compaction work   |      |    |    |    |    |       |
| d  | prepare, set up and adjust for operational requirements   |      |    |    |    |    |       |
| e  | carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area                                      |      |    |    |    |    |       |



|     |   |  |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|--|
| f   | identify geological, environmental and material changes and report  |  |  |  |  |  |  |  |
| g   | check to avoid damage to structures and utilities service apparatus   |  |  |  |  |  |  |  |
| h   | recognise different compaction methods  |  |  |  |  |  |  |  |
| i   | recognise and work compaction patterns  |  |  |  |  |  |  |  |
| j   | recognise and determine when specific skills and knowledge are required and report accordingly  |  |  |  |  |  |  |  |
| k   | compact materials safely and securely   |  |  |  |  |  |  |  |
| l   | complete compaction work  |  |  |  |  |  |  |  |
| m   | be on the public highway  |  |  |  |  |  |  |  |
| n   | shut down and secure the ride-on roller   |  |  |  |  |  |  |  |
| o   | use hand tools, ancillary equipment and accessories   |  |  |  |  |  |  |  |
| 8.6 | describe the needs of other occupations and how to effectively communicate within a team when preparing to and carrying out compacting operations |  |  |  |  |  |  |  |
| 8.7 | describe how to maintain the plant and machinery, hand tools and ancillary equipment used to compact materials.                                   |  |  |  |  |  |  |  |

## Unit 332

## Preparing and operating ride-on rollers to compact materials in the workplace

### Declaration

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

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

## Unit 363

# Slinging and hand signalling the movement of suspended loads in the workplace

Level 2

### Unit aim

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

- interpret information
- organise and communicate effectively with others
- adopt safe and healthy working practices
- select resources and methods of work
- prepare to and carry out slinging and signalling loads.

\*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 preparation for and the slinging and signalling of loads.  |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 1.1 | <b>interpret and extract relevant information from:</b>  |      |    |    |    |    |    |    |
| a   | <b>drawings</b>  |      |    |    |    |    |    |    |
| b   | <b>specifications</b>  |      |    |    |    |    |    |    |
| c   | <b>schedules</b>   |      |    |    |    |    |    |    |
| d   | <b>risk assessments</b>  |      |    |    |    |    |    |    |
| e   | <b>method statements (lift plans)</b>  |      |    |    |    |    |    |    |
| f   | <b>manufacturers' information</b>  |      |    |    |    |    |    |    |
| 1.2 | <b>comply with information and/or instructions derived from risk assessments and method statements</b>   |      |    |    |    |    |    |    |
| 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   | lift plans   |      |    |    |    |    |    |    |
| g   | work instructions  |      |    |    |    |    |    |    |
| h   | manufacturers' information   |      |    |    |    |    |    |    |
| i   | approved procedures  |      |    |    |    |    |    |    |
| j   | codes of practice.   |      |    |    |    |    |    |    |

|   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| 2 Organise with others the sequence and operation in which the slinging and signalling of loads is to be carried out. |      |    |    |    |    |    |    |
| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 2.1 <b>organise the work according to given information or instructions</b>   |      |    |    |    |    |    |    |
| 2.2 describe how to communicate ideas between team members  |      |    |    |    |    |    |    |
| 2.3 <b>organise and communicate with team members and other associated occupations</b>                                |      |    |    |    |    |    |    |
| 2.4 describe how to organise resources prior to and when slinging and signalling of loads.                            |      |    |    |    |    |    |    |

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 3 Know how to comply with relevant legislation and official guidance to carry out slinging and signalling of loads.                                    |      |    |    |    |    |    |    |
| You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 3.1 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 and by manual handling and mechanical lifting   |      |    |    |    |    |    |    |
| 3.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative |      |    |    |    |    |    |    |
| 3.3 explain what the accident reporting procedures are and who is responsible for making reports.  |      |    |    |    |    |    |    |

|   |   |  |  |  |  |      |    |    |    |    |    |    |  |
|---|---|--|--|--|--|------|----|----|----|----|----|----|--|
| 4 Maintain safe and healthy working practices when preparing for and slinging and signalling loads. |   |  |  |  |  |      |    |    |    |    |    |    |  |
| You must be able to:  |   |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |  |
| 4.1   | <b>use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when slinging and signalling loads</b>   |  |  |  |  |      |    |    |    |    |    |    |  |
| 4.2   | <b>demonstrate compliance with given information and relevant legislation when carrying out the slinging and signalling of loads in relation to at least three of the following:</b>  |  |  |  |  |      |    |    |    |    |    |    |  |
| a   | <b>safe use and storage of tools and equipment</b>  |  |  |  |  |      |    |    |    |    |    |    |  |
| b   | <b>safe use, storage and handling of lifting accessories</b>  |  |  |  |  |      |    |    |    |    |    |    |  |
| c   | <b>safe use of access equipment</b>   |  |  |  |  |      |    |    |    |    |    |    |  |
| d   | <b>specific risks to health</b>   |  |  |  |  |      |    |    |    |    |    |    |  |
| 4.3   | explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to slinging and signalling of loads, 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)   |  |  |  |  |      |    |    |    |    |    |    |  |
| 4.4   | describe how the relevant health and safety control equipment should be used in accordance with the given working instructions  |  |  |  |  |      |    |    |    |    |    |    |  |
| 4.5   | describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.  |  |  |  |  |      |    |    |    |    |    |    |  |

|   |  |  |  |  |  |      |    |    |    |    |    |    |
|---|--|--|--|--|--|------|----|----|----|----|----|----|
| 5 Select the required quantity and quality of resources to prepare for and when slinging and signalling loads.  |  |  |  |  |  |      |    |    |    |    |    |    |
| You must be able to:  |  |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 5.1 <b>select resources associated with slinging/signalling in relation to lifting accessories/aids, hand tools and ancillary equipment</b>                                 |  |  |  |  |  |      |    |    |    |    |    |    |
| 5.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: |  |  |  |  |  |      |    |    |    |    |    |    |
| a lifting accessories   |  |  |  |  |  |      |    |    |    |    |    |    |
| b signalling and communication equipment  |  |  |  |  |  |      |    |    |    |    |    |    |
| c hand tools and ancillary equipment  |  |  |  |  |  |      |    |    |    |    |    |    |
| 5.3 describe how the resources should be used correctly, and how problems associated with the resources are reported  |  |  |  |  |  |      |    |    |    |    |    |    |
| 5.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources   |  |  |  |  |  |      |    |    |    |    |    |    |
| 5.5 describe any potential hazards associated with the resources and methods of work  |  |  |  |  |  |      |    |    |    |    |    |    |
| 5.6 describe how to identify weight, quantity, length and area associated with the method/procedures to carry out slinging/signalling.                                      |  |  |  |  |  |      |    |    |    |    |    |    |

|  |  |  |  |  |  |      |    |    |    |    |    |    |
|--|--|--|--|--|--|------|----|----|----|----|----|----|
| 6 Minimise the risk of damage to the work and surrounding area when preparing to and slinging and signalling loads.  |  |  |  |  |  |      |    |    |    |    |    |    |
| You must be able to:   |  |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 6.1 <b>protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures</b>                                 |  |  |  |  |  |      |    |    |    |    |    |    |
| 6.2 <b>prevent damage and maintain a clean work space</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| 6.3 <b>dispose of waste in accordance with current legislation</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| 6.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions |  |  |  |  |  |      |    |    |    |    |    |    |

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| 6.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance. |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 7 Complete the work within the allocated time when preparing to and slinging and signalling loads.       |      |    |    |    |    |    |    |
| You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 7.1 <b>demonstrate completion of the work within the allocated time</b>                                  |      |    |    |    |    |    |    |
| 7.2 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             |      |    |    |    |    |    |    |

|   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| 8 Comply with the given contract information to prepare to and sling and signal suspended loads for movement to the required specification. |      |    |    |    |    |    |    |
| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 8.1 <b>demonstrate the following work skills when preparing to and slinging and signalling loads:</b>                                       |      |    |    |    |    |    |    |
| a <b>measuring</b>  |      |    |    |    |    |    |    |
| b <b>gauging</b>  |      |    |    |    |    |    |    |
| c <b>estimating</b>   |      |    |    |    |    |    |    |
| d <b>calculating</b>  |      |    |    |    |    |    |    |
| e <b>fitting</b>  |      |    |    |    |    |    |    |
| f <b>fixing</b>   |      |    |    |    |    |    |    |
| g <b>testing</b>  |      |    |    |    |    |    |    |
| h <b>balancing</b>  |      |    |    |    |    |    |    |



|     |   |  |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|--|
| i   | <b>interpreting</b>   |  |  |  |  |  |  |  |
| j   | <b>inspecting</b>   |  |  |  |  |  |  |  |
| k   | <b>judging</b>  |  |  |  |  |  |  |  |
| l   | <b>explaining</b>   |  |  |  |  |  |  |  |
| m   | <b>preparing</b>  |  |  |  |  |  |  |  |
| n   | <b>indicating</b>   |  |  |  |  |  |  |  |
| o   | <b>informing</b>  |  |  |  |  |  |  |  |
| p   | <b>instructing</b>  |  |  |  |  |  |  |  |
| q   | <b>signing</b>  |  |  |  |  |  |  |  |
| r   | <b>positioning</b>  |  |  |  |  |  |  |  |
| s   | <b>adjusting</b>  |  |  |  |  |  |  |  |
| t   | <b>configuring</b>  |  |  |  |  |  |  |  |
| u   | <b>moving</b>   |  |  |  |  |  |  |  |
| v   | <b>securing</b>   |  |  |  |  |  |  |  |
| w   | <b>signalling</b>   |  |  |  |  |  |  |  |
| x   | <b>relaying</b>   |  |  |  |  |  |  |  |
| 8.2 | <b>use and maintain lifting accessories, lifting aids and equipment</b>   |  |  |  |  |  |  |  |
| 8.3 | <b>inspect and prepare lifting accessories prior to slinging</b>  |  |  |  |  |  |  |  |
| 8.4 | <b>prepare to and attach suspended loads to lifting equipment, using appropriate lifting accessories and load securing methods, to given working instructions for three of the following:</b> |  |  |  |  |  |  |  |
| a   | <b>balanced</b>   |  |  |  |  |  |  |  |
| b   | <b>unbalanced</b>   |  |  |  |  |  |  |  |
| c   | <b>loose</b>  |  |  |  |  |  |  |  |
| d   | <b>bundled</b>  |  |  |  |  |  |  |  |
| e   | <b>container</b>  |  |  |  |  |  |  |  |

|     |   |  |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|--|
| f   | <b>drum</b>   |  |  |  |  |  |  |  |
| g   | <b>a load where the machine operator cannot observe its full movement path</b>  |  |  |  |  |  |  |  |
| 8.5 | <b>guide, move and place suspended loads to specified destinations, using hand signals, to given working instructions for three of the following:</b> |  |  |  |  |  |  |  |
| a   | <b>balanced</b>   |  |  |  |  |  |  |  |
| b   | <b>unbalanced</b>   |  |  |  |  |  |  |  |
| c   | <b>loose</b>  |  |  |  |  |  |  |  |
| d   | <b>bundled</b>  |  |  |  |  |  |  |  |
| e   | <b>container</b>  |  |  |  |  |  |  |  |
| f   | <b>drum</b>   |  |  |  |  |  |  |  |
| 8.6 | describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:              |  |  |  |  |  |  |  |
| a   | identify the differences between:   |  |  |  |  |  |  |  |
| i   | slinging and signalling   |  |  |  |  |  |  |  |
| ii  | directing and guiding movement of vehicles, plant and machinery   |  |  |  |  |  |  |  |
| iii | directing and guiding operations of plant and machinery not being used for lifting operations.  |  |  |  |  |  |  |  |

## Unit 363

# Slinging and hand signalling the movement of suspended loads 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.

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

## Unit 367

# Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace

Level 2

### Unit aim

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

- interpret information
- adopt safe and healthy working practices
- select and prepare specialised powered tools and/or ancillary equipment
- operate specialised powered tools and equipment.

\*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 preparation and use of powered units, tools or pedestrian plant, machinery or equipment.               |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 1.1 | <b>interpret and extract relevant information from:</b>  |      |    |    |    |    |    |    |
| a   | <b>drawings</b>  |      |    |    |    |    |    |    |
| b   | <b>specifications</b>  |      |    |    |    |    |    |    |
| c   | <b>schedules</b>   |      |    |    |    |    |    |    |
| d   | <b>risk assessments</b>  |      |    |    |    |    |    |    |
| e   | <b>operating instructions</b>  |      |    |    |    |    |    |    |
| e   | <b>manufacturers' information</b>  |      |    |    |    |    |    |    |
| 1.2 | <b>comply with information and/or instructions derived from risk assessments and method statements</b>   |      |    |    |    |    |    |    |
| 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   | legislation  |      |    |    |    |    |    |    |
| g   | codes of practice  |      |    |    |    |    |    |    |
| h   | manufacturers' information   |      |    |    |    |    |    |    |
| i   | operating instructions.  |      |    |    |    |    |    |    |

|   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| 2 Know how to comply with relevant legislation and official guidance to prepare and use powered units, tools or pedestrian plant, machinery or equipment. |      |    |    |    |    |    |    |
| 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 and by manual handling and mechanical lifting  |      |    |    |    |    |    |    |
| 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative    |      |    |    |    |    |    |    |
| 2.3 explain what the accident reporting procedures are and who is responsible for making reports.   |      |    |    |    |    |    |    |

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 3 Maintain safe and healthy working practices when preparing for and using powered units, tools or pedestrian plant, machinery or equipment.   |      |    |    |    |    |    |    |
| You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 3.1 <b>use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when using powered units, tools or pedestrian plant, machinery or equipment</b> |      |    |    |    |    |    |    |

|     |   |  |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|--|
| 3.2 | <b>demonstrate compliance with given information and relevant legislation when using powered units, tools or pedestrian plant, machinery or equipment in relation to two or more of the following:</b>  |  |  |  |  |  |  |  |
| a   | <b>safe use of access equipment</b>   |  |  |  |  |  |  |  |
| b   | <b>safe handling of materials</b>   |  |  |  |  |  |  |  |
| c   | <b>safe use and storage of materials, tools and equipment</b>   |  |  |  |  |  |  |  |
| d   | <b>specific risks to health</b>   |  |  |  |  |  |  |  |
| 3.3 | explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to powered units, tools or pedestrian plant, machinery or equipment use, 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 fires, spillages, injuries and other task-related activities.  |  |  |  |  |  |  |  |

|                      |  |      |    |    |    |    |    |    |
|----------------------|--|------|----|----|----|----|----|----|
| 4                    | Select the required quantity and quality of resources to prepare for and sustain powered units, tools or pedestrian plant, machinery or equipment. |      |    |    |    |    |    |    |
| You must be able to: |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 4.1                  | <b>select resources associated with the type of work in relation to fuel/power source, lubricants and consumables</b>                              |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| 4.2 | describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to:        |  |  |  |  |  |  |  |
| a   | power source/fuels   |  |  |  |  |  |  |  |
| b   | consumables  |  |  |  |  |  |  |  |
| c   | lubricants   |  |  |  |  |  |  |  |
| 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 identify quantity, length, area and wastage associated with the method/procedures to operate powered units, tools or pedestrian plant, machinery or equipment. |  |  |  |  |  |  |  |

|     |  |      |    |    |    |    |    |    |
|-----|--|------|----|----|----|----|----|----|
| 5   | Minimise the risk of damage to the work and surrounding area when preparing to and using powered units, tools or pedestrian plant, machinery or equipment.           |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 5.1 | <b>protect the work and its surrounding area from damage. in accordance with safe working practices and organisational procedures</b>                                |      |    |    |    |    |    |    |
| 5.2 | <b>prevent damage and maintain a clean work space</b>  |      |    |    |    |    |    |    |
| 5.3 | <b>dispose of waste in accordance with current legislation</b>   |      |    |    |    |    |    |    |
| 5.4 | describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions |      |    |    |    |    |    |    |



|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| 5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance. |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|

|   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| 6 Complete the work within the allocated time when preparing to and using powered units, tools or pedestrian plant, machinery or equipment. |      |    |    |    |    |    |    |
| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 6.1 <b>demonstrate completion of the work within the allocated time</b>   |      |    |    |    |    |    |    |
| 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 operate powered units, tools or pedestrian plant, machinery or equipment to the required specification. |      |    |    |    |    |    |    |
| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 7.1 <b>demonstrate the following work skills when using powered units, tools or pedestrian plant, machinery or equipment:</b>                           |      |    |    |    |    |    |    |
| a <b>starting</b>   |      |    |    |    |    |    |    |
| b <b>stopping</b>   |      |    |    |    |    |    |    |
| c <b>replenishing</b>   |      |    |    |    |    |    |    |
| d <b>controlling</b>  |      |    |    |    |    |    |    |
| e <b>cleaning</b>   |      |    |    |    |    |    |    |
| 7.2 <b>use and maintain powered units, tools and ancillary equipment</b>  |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| 7.3 | <b>operate and monitor powered units and tools or pedestrian plant, machinery or associated equipment to given working instructions relating to:</b> |  |  |  |  |  |  |  |
| a   | <b>continual running</b>   |  |  |  |  |  |  |  |
| b   | <b>closing down</b>  |  |  |  |  |  |  |  |
| c   | <b>cleaning</b>  |  |  |  |  |  |  |  |
| 7.4 | <b>return powered unit, tools or pedestrian plant, machinery or equipment to a safe operational condition on completion of work</b>                  |  |  |  |  |  |  |  |
| 7.5 | <b>disassemble and/or clean powered unit, tools or pedestrian plant, machinery or equipment</b>  |  |  |  |  |  |  |  |
| 7.6 | describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:             |  |  |  |  |  |  |  |
| a   | prepare, position and set up for work  |  |  |  |  |  |  |  |
| b   | secure accessories and tool attachments  |  |  |  |  |  |  |  |
| c   | carry out pre-use and function checks to manufacturers' and suppliers' information/ and procedures   |  |  |  |  |  |  |  |
| d   | complete pre-start and post stop checks  |  |  |  |  |  |  |  |
| e   | recognise the characteristics of the plant, machinery and equipment  |  |  |  |  |  |  |  |
| f   | identify specific operating and safety requirements for the task and work  |  |  |  |  |  |  |  |
| g   | recognise and determine when specific skills and knowledge are required and report accordingly   |  |  |  |  |  |  |  |
| h   | operate, use and control   |  |  |  |  |  |  |  |
| i   | monitor and maintain   |  |  |  |  |  |  |  |
| j   | replenish consumables  |  |  |  |  |  |  |  |
| k   | close down and secure  |  |  |  |  |  |  |  |

|     |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|
| l   | disassemble and clean  |  |  |  |  |  |  |
| m   | use access equipment   |  |  |  |  |  |  |
| n   | transport and store  |  |  |  |  |  |  |
| 7.7 | describe the needs of other occupations and how to effectively communicate within a team when preparing for and using powered units, tools or pedestrian plant, machinery or equipment |  |  |  |  |  |  |
| 7.8 | describe how to maintain the hand tools, portable power tools, powered units, pedestrian plant, machinery and ancillary equipment used for the work.                                   |  |  |  |  |  |  |

## Unit 367

## Preparing and operating powered units, tools or pedestrian plant, machinery or equipment in the workplace

### Declaration

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

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

## Unit 369

## Moving, handling and storing resources in the workplace

Level 2

### Unit aim

To provide the learner 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 <b>interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation</b>                      |      |    |    |    |    |    |    |
| 1.2 <b>interpret the given information relating to the use and storage of lifting aids and equipment</b>  |      |    |    |    |    |    |    |
| 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 their 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 and by manual handling and mechanical lifting   |      |    |    |    |    |    |    |
| 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative |      |    |    |    |    |    |    |

|     |   |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|
| 2.3 | explain what the accident reporting procedures are and who is responsible for making 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   | <b>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</b>  |      |    |    |    |    |       |
| 3.2   | <b>use lifting aids safely as appropriate to the work</b>  |      |    |    |    |    |       |
| 3.3   | <b>protect the environment in accordance with safe working practices as appropriate to the work</b>  |      |    |    |    |    |       |
| 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 fires, spillages, injuries and 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 <b>protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| 5.2 <b>dispose of waste and packaging in accordance with legislation</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| 5.3 <b>maintain a clean work space when moving, handling or storing resources</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| 5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions  |  |  |  |  |  |      |    |    |    |    |    |    |
| 5.5 explain why the disposal of waste should be carried safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and 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 |
| <b>6.1 demonstrate completion of the work within the allocated time</b>                              |      |    |    |    |    |    |    |
| 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 |
| <b>7.1 demonstrate the following work skills when moving, handling and/or storing occupational resources:</b>   |      |    |    |    |    |    |    |
| <b>a moving</b>   |      |    |    |    |    |    |    |
| <b>b positioning</b>  |      |    |    |    |    |    |    |
| <b>c storing</b>  |      |    |    |    |    |    |    |
| <b>d securing and/or using lifting aids</b>   |      |    |    |    |    |    |    |
| <b>e kinetic lifting techniques</b>   |      |    |    |    |    |    |    |
| <b>7.2 move, handle and/or store occupational resources to meet product information and organisational requirements relating to THREE of the following:</b> |      |    |    |    |    |    |    |
| a <b>sheet material</b>   |      |    |    |    |    |    |    |
| b <b>loose material</b>   |      |    |    |    |    |    |    |
| c <b>bagged or wrapped material</b>   |      |    |    |    |    |    |    |
| d <b>fragile material</b>   |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|
| e   | <b>tools and equipment</b>   |  |  |  |  |  |  |
| f   | <b>components</b>  |  |  |  |  |  |  |
| g   | <b>liquids</b>   |  |  |  |  |  |  |
| 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 369

## 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.

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

## Unit 371

## Setting out secondary dimensional work control in the workplace

### Level 2

#### Unit aim

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

- interpret information
- adopt safe and healthy working practices
- select setting out equipment and ancillary resources
- prepare and set 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 | <b>interpret and extract relevant information from:</b>  |      |    |    |    |    |    |    |
| a   | <b>drawings</b>  |      |    |    |    |    |    |    |
| b   | <b>specifications</b>  |      |    |    |    |    |    |    |
| c   | <b>schedules</b>   |      |    |    |    |    |    |    |
| d   | <b>method statements</b>   |      |    |    |    |    |    |    |
| e   | <b>risk assessments</b>  |      |    |    |    |    |    |    |
| f   | <b>manufacturers' information</b>  |      |    |    |    |    |    |    |
| g   | <b>reference points</b>  |      |    |    |    |    |    |    |
| 1.2 | <b>comply with information and/or instructions derived from risk assessments and method statements</b>   |      |    |    |    |    |    |    |
| 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   | current 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 and by manual handling and mechanical lifting   |  |  |  |  |  |      |    |    |    |    |    |    |
| 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative |  |  |  |  |  |      |    |    |    |    |    |    |
| 2.3 explain what the accident reporting procedures are and who is responsible for making reports.  |  |  |  |  |  |      |    |    |    |    |    |    |

|   |  |  |  |  |  |      |    |    |    |    |    |    |
|---|--|--|--|--|--|------|----|----|----|----|----|----|
| 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 <b>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</b> |  |  |  |  |  |      |    |    |    |    |    |    |
| 3.2 <b>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:</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| a <b>safe use of access equipment/working platforms</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| b <b>safe handling of materials</b>   |  |  |  |  |  |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| c   | <b>safe use and storage of materials, tools and equipment</b>  |  |  |  |  |  |  |  |
| d   | <b>specific risks to health</b>  |  |  |  |  |  |  |  |
| 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 fires, spillages, injuries and other task-related activities.   |  |  |  |  |  |  |  |

|     |   |      |    |    |    |    |    |    |
|-----|---|------|----|----|----|----|----|----|
| 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 | <b>select resources associated with the work in relation to measuring tools and instruments, marking materials/components, tools and equipment</b>                      |      |    |    |    |    |    |    |
| 4.2 | describe the characteristics, quality, uses, sustainability, limitations and 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 methods 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  | <b>protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures</b>  |      |    |    |    |    |       |
| 5.2  | <b>prevent damage and maintain a clean work area</b>  |      |    |    |    |    |       |
| 5.3  | <b>dispose of waste in accordance with current legislation</b>  |      |    |    |    |    |       |
| 5.4  | describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions  |      |    |    |    |    |       |
| 5.5  | explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance. |      |    |    |    |    |       |

|   |  |      |    |    |    |    |       |
|---|--|------|----|----|----|----|-------|
| 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   | <b>demonstrate completion of the work within the allocated time</b>                                  |      |    |    |    |    |       |
| 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 |
| <b>7.1 demonstrate the following work skills when setting out dimensional control of the work:</b>   |      |    |    |    |    |    |    |
| a transferring   |      |    |    |    |    |    |    |
| b transposing  |      |    |    |    |    |    |    |
| c levelling  |      |    |    |    |    |    |    |
| d measuring  |      |    |    |    |    |    |    |
| e marking  |      |    |    |    |    |    |    |
| f positioning  |      |    |    |    |    |    |    |
| g fixing   |      |    |    |    |    |    |    |
| h securing   |      |    |    |    |    |    |    |
| <b>7.2 use and maintain hand tools, measuring and marking equipment</b>  |      |    |    |    |    |    |    |
| <b>7.3 set out secondary dimensional control for the work to given working instructions for THREE or more of the following:</b>              |      |    |    |    |    |    |    |
| 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 lines, 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, measuring and marking equipment  |  |  |  |  |  |  |
| f   | work at height   |  |  |  |  |  |  |
| g   | use access equipment   |  |  |  |  |  |  |
| 7.5 | describe how to calculate height, depth, angle, length and area associated with the method/procedure 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 hand tools, measuring, marking and ancillary and equipment used to set out dimensional control of the work.           |  |  |  |  |  |  |

## Unit 371

## 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.

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

## Unit 613

## Placing and finishing non-specialist concrete in the workplace

Level 2

### Unit aim

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

- interpret information
- adopt safe and healthy working practices
- select resources and methods of work
- place and finish non-specialist concrete 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 placing and finishing non-specialist concrete.   |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 1.1 | <b>interpret and extract relevant information from drawings, risk assessments, method statements, specifications, schedules and manufacturers' information</b> |      |    |    |    |    |    |    |
| 1.1 | <b>interpret and extract relevant information from:</b>  |      |    |    |    |    |    |    |
| a   | <b>drawings</b>  |      |    |    |    |    |    |    |
| b   | <b>risk assessments</b>  |      |    |    |    |    |    |    |
| c   | <b>method statements</b>   |      |    |    |    |    |    |    |
| d   | <b>specifications</b>  |      |    |    |    |    |    |    |
| e   | <b>schedules</b>   |      |    |    |    |    |    |    |
| f   | <b>manufacturers' information</b>  |      |    |    |    |    |    |    |
| 1.2 | <b>comply with information and/or instructions derived from risk assessments and method statements</b>   |      |    |    |    |    |    |    |
| 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 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 and by manual handling and mechanical lifting   |      |    |    |    |    |    |    |
| 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative |      |    |    |    |    |    |    |
| 2.3 explain what the accident reporting procedures are and who is responsible for making reports.  |      |    |    |    |    |    |    |

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 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 <b>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</b>  |      |    |    |    |    |    |    |
| 3.2 <b>comply with information relating to specific risks to health when placing and finishing non-specialist concrete</b>   |      |    |    |    |    |    |    |
| 3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to placing and finishing non-specialist concrete, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: |      |    |    |    |    |    |    |

|     |   |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|
| a   | collective protective measures  |  |  |  |  |  |  |
| b   | personal protective equipment (PPE)   |  |  |  |  |  |  |
| c   | respiratory protective equipment (RPE)  |  |  |  |  |  |  |
| d   | local exhaust ventilation (LEV)   |  |  |  |  |  |  |
| 3.4 | describe how the relevant health and safety control equipment should be used in accordance with the given instructions  |  |  |  |  |  |  |
| 3.5 | describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and 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  | <b>select resources associated with own work in relation to materials, components and fixings, and tools and equipment</b>         |      |    |    |    |    |    |    |
| 4.2  | describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: |      |    |    |    |    |    |    |
| a  | concrete   |      |    |    |    |    |    |    |
| b  | fabric reinforcement   |      |    |    |    |    |    |    |
| c  | timber   |      |    |    |    |    |    |    |
| d  | plywood  |      |    |    |    |    |    |    |
| e  | proprietary slab edgings and fixings   |      |    |    |    |    |    |    |
| f  | hand tools and equipment   |      |    |    |    |    |    |    |
| 4.3  | describe how the resources should be used correctly and how problems associated with the resources are reported                    |      |    |    |    |    |    |    |
| 4.4  | explain why the organisational procedures have been developed and how they are used for the selection of required resources        |      |    |    |    |    |    |    |
| 4.5  | describe any potential hazards associated with the resources and methods of work   |      |    |    |    |    |    |    |

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
| 4.6 describe how to calculate quantity, length, area and wastage associated with the method/procedure to place and finish non-specialist concrete. |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

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

|   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| 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 <b>demonstrate completion of the work within the allocated time</b>                                 |      |    |    |    |    |    |    |
| 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 |
| <b>7.1 demonstrate the following work skills when placing and finishing non-specialist concrete:</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| a <b>measuring</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| b <b>marking out</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| c <b>laying</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| d <b>compacting</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| e <b>finishing</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| f <b>positioning</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| g <b>securing</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| <b>7.2 lay and finish concrete to given working instructions for THREE of the following:</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| a <b>concrete slabs/bases (footing, oversites or paths)</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| b <b>form slab edging</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| c <b>position reinforcement</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| d <b>form surface finish (tamped, floated, brushed and trowelled)</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| <b>7.3 safely use materials, hand tools and ancillary equipment</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| <b>7.4 safely store the materials, tools and equipment used when placing and finishing non-specialist concrete</b>                                    |  |  |  |  |  |      |    |    |    |    |    |    |
| 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 613

## 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.

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

## Unit 712

## Installing drainage in the workplace

Level 2

### Unit aim

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

- interpret information
- adopt safe and healthy working practices
- select resources and methods of work
- install 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 | <b>interpret and extract relevant information from:</b>  |      |    |    |    |    |    |    |
| a   | <b>drawings</b>  |      |    |    |    |    |    |    |
| b   | <b>specifications</b>  |      |    |    |    |    |    |    |
| c   | <b>schedules</b>   |      |    |    |    |    |    |    |
| d   | <b>risk assessments</b>  |      |    |    |    |    |    |    |
| e   | <b>method statements</b>   |      |    |    |    |    |    |    |
| f   | <b>manufacturers' information</b>  |      |    |    |    |    |    |    |
| 1.2 | <b>comply with information and/or instructions derived from risk assessments and method statements</b>   |      |    |    |    |    |    |    |
| 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   | verbal, written and graphical instructions   |      |    |    |    |    |    |    |
| h   | permits  |      |    |    |    |    |    |    |
| i   | current regulations and official guidance 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, 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 and storage of materials by manual handling and mechanical lifting   |      |    |    |    |    |    |    |
| 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative |      |    |    |    |    |    |    |
| 2.3 explain what the accident reporting procedures are and who is responsible for making reports.  |      |    |    |    |    |    |    |

|   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| 3 Maintain safe and healthy working practices when installing drainage.   |      |    |    |    |    |    |    |
| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 3.1 <b>use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing drainage</b> |      |    |    |    |    |    |    |
| 3.2 <b>demonstrate compliance with given information and relevant legislation when installing drainage in relation to at least TWO of the following:</b>  |      |    |    |    |    |    |    |
| a <b>safe use of access equipment</b>   |      |    |    |    |    |    |    |
| b <b>safe use, storage and handling of materials, tools and equipment</b>   |      |    |    |    |    |    |    |

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
| <b>c specific risks to health</b>  |  |  |  |  |  |  |  |
| 3.3 explain why and when health and safety control equipment, identified by the principles of prevention, 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 fires, spillages, injuries and other task-related activities.   |  |  |  |  |  |  |  |

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 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 <b>select resources associated with own work in relation to materials, components and fixings, and tools and equipment</b>         |      |    |    |    |    |    |    |
| 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 tools, power tools and ancillary equipment  |      |    |    |    |    |    |    |
| 4.3 describe how to confirm that the resources and materials conform to the specification  |      |    |    |    |    |    |    |

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
| 4.4 describe how the resources should be used correctly and how problems associated with the resources are reported                    |  |  |  |  |  |  |  |
| 4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources        |  |  |  |  |  |  |  |
| 4.6 describe any potential hazards associated with the resources and methods of work   |  |  |  |  |  |  |  |
| 4.7 describe how to calculate quantity, length, volume, area and wastage associated with the method and 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 <b>protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures</b>  |      |    |    |    |    |    |    |
| 5.2 <b>maintain a clear and tidy work space</b>   |      |    |    |    |    |    |    |
| 5.3 <b>dispose of waste in accordance with current legislation</b>  |      |    |    |    |    |    |    |
| 5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions  |      |    |    |    |    |    |    |
| 5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance. |      |    |    |    |    |    |    |

|   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| 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 <b>demonstrate completion of the work within the allocated time</b>                                 |      |    |    |    |    |    |    |
| 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, productivity targets and time scales                  |  |  |  |  |  |  |  |
| b | how times are estimated   |  |  |  |  |  |  |  |
| c | 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 |
| <b>7.1 demonstrate the following work skills when installing drainage:</b>  |   |      |    |    |    |    |    |    |
| a   | <b>checking</b>   |      |    |    |    |    |    |    |
| b   | <b>measuring</b>  |      |    |    |    |    |    |    |
| c   | <b>marking out</b>  |      |    |    |    |    |    |    |
| d   | <b>cutting</b>  |      |    |    |    |    |    |    |
| e   | <b>laying</b>   |      |    |    |    |    |    |    |
| f   | <b>positioning</b>  |      |    |    |    |    |    |    |
| g   | <b>fitting</b>  |      |    |    |    |    |    |    |
| h   | <b>joining</b>  |      |    |    |    |    |    |    |
| i   | <b>levelling</b>  |      |    |    |    |    |    |    |
| j   | <b>plumbing</b>   |      |    |    |    |    |    |    |
| k   | <b>aligning</b>   |      |    |    |    |    |    |    |
| l   | <b>securing</b>   |      |    |    |    |    |    |    |
| m   | <b>testing</b>  |      |    |    |    |    |    |    |
| <b>7.2 use and maintain hand tools, power tools and ancillary equipment</b>   |   |      |    |    |    |    |    |    |
| <b>7.3 lay bedding materials, install and test pipework (e.g. clay, concrete, metal or plastic) for new and/or replacement, foul and/or surface water drainage for at least ONE of the following to given working instructions:</b> |   |      |    |    |    |    |    |    |
| a   | <b>inspection chambers (e.g. brick, concrete, metal or plastic)</b> |      |    |    |    |    |    |    |

|     |   |  |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|--|
| b   | <b>surface water systems (e.g. cells, culverts, high capacity, linear, balancing ponds, interceptors, recycling equipment, soak-a-ways, sustainable urban drainage systems)</b>   |  |  |  |  |  |  |  |
| c   | <b>foul water systems (e.g. cess pools, septic tanks, reed beds, treatment plants)</b>  |  |  |  |  |  |  |  |
| d   | <b>surround pipe with specified materials</b>   |  |  |  |  |  |  |  |
| e   | <b>place backfill to trench using given work instructions for both compacted and free drainage material</b>   |  |  |  |  |  |  |  |
| 7.4 | describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:                                 |  |  |  |  |  |  |  |
| a   | excavate trenches and provide trench support  |  |  |  |  |  |  |  |
| b   | confirm ground conditions, site and excavations are suitable for the drainage installation work   |  |  |  |  |  |  |  |
| c   | recognise the dangers of loads and structures at the edge of excavations  |  |  |  |  |  |  |  |
| d   | deal with groundwater   |  |  |  |  |  |  |  |
| e   | work around other utility services  |  |  |  |  |  |  |  |
| f   | install geotextile materials  |  |  |  |  |  |  |  |
| g   | prepare different types of bedding for pipework e.g. sand, shingle, cementitious  |  |  |  |  |  |  |  |
| h   | determine levels and gradients  |  |  |  |  |  |  |  |
| i   | identify the differences between surface and foul water drainage  |  |  |  |  |  |  |  |
| j   | measure, mark and cut drainage materials  |  |  |  |  |  |  |  |
| k   | lay, position, level, plumb, align, fit, join, fix and secure new and replacement drainage systems  |  |  |  |  |  |  |  |
| l   | construct structures of a drainage system (storm alleviation, culverts, inspection chambers, lateral drains, overflows, sumps, filter drains, sustainable urban drainage systems) |  |  |  |  |  |  |  |
| m   | assemble pre-cast components (metal, concrete, clay and plastic) of a drainage system structure (inspection chambers, street iron work)   |  |  |  |  |  |  |  |
| n   | connect and seal new systems to existing systems  |  |  |  |  |  |  |  |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| o   | prepare for conducting smoke, water, ball, air and mandrel tests on drainage systems   |  |  |  |  |  |  |  |
| p   | work, around and in close proximity to with plant and machinery including lifting equipment                                  |  |  |  |  |  |  |  |
| q   | store and dispose of removed drainage components   |  |  |  |  |  |  |  |
| r   | follow specified hygiene procedures particularly when dealing with foul water draining systems                               |  |  |  |  |  |  |  |
| s   | recognise and determine when specialist skills and knowledge are required and report accordingly                             |  |  |  |  |  |  |  |
| t   | determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance |  |  |  |  |  |  |  |
| u   | use hand tools, power tools and equipment  |  |  |  |  |  |  |  |
| v   | work at height and below ground level  |  |  |  |  |  |  |  |
| w   | use access equipment   |  |  |  |  |  |  |  |
| 7.5 | describe the needs of other occupations and how to communicate effectively within a team when installing drainage            |  |  |  |  |  |  |  |
| 7.6 | describe how to maintain the tools and equipment used when installing drainage.  |  |  |  |  |  |  |  |

## Unit 712

## 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.

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

## Unit 734

## Reinstating ground condition in the workplace

### Level 2

#### Unit aim

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

- interpret information
- adopt safe and healthy working practices
- select resources and methods of work
- reinstate ground 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   | Interpret the given information relating to the work and resources when reinstating ground condition.  |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 1.1 | <b>interpret and extract relevant information from:</b>  |      |    |    |    |    |    |    |
| a   | <b>drawings</b>  |      |    |    |    |    |    |    |
| b   | <b>specifications</b>  |      |    |    |    |    |    |    |
| c   | <b>schedules</b>   |      |    |    |    |    |    |    |
| d   | <b>risk assessments</b>  |      |    |    |    |    |    |    |
| e   | <b>method statements</b>   |      |    |    |    |    |    |    |
| f   | <b>manufacturers' information</b>  |      |    |    |    |    |    |    |
| 1.2 | <b>comply with information and/or instructions derived from risk assessments and method statements</b>   |      |    |    |    |    |    |    |
| 1.3 | describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented |      |    |    |    |    |    |    |
| 1.4 | describe different types of information, their source and how they are interpreted in relation to:   |      |    |    |    |    |    |    |
| a   | drawings   |      |    |    |    |    |    |    |
| b   | specifications   |      |    |    |    |    |    |    |
| c   | schedules  |      |    |    |    |    |    |    |
| d   | method statements  |      |    |    |    |    |    |    |
| e   | risk assessments   |      |    |    |    |    |    |    |
| f   | manufacturers' information   |      |    |    |    |    |    |    |
| g   | current regulations governing buildings and official guidance associated with the reinstatement of ground conditions.                                  |      |    |    |    |    |    |    |

|  |  |  |  |  |  |      |    |    |    |    |    |    |
|--|--|--|--|--|--|------|----|----|----|----|----|----|
| 2 Know how to comply with relevant legislation and official guidance when reinstating ground condition.  |  |  |  |  |  |      |    |    |    |    |    |    |
| 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 and storage of materials and by manual handling and mechanical lifting   |  |  |  |  |  |      |    |    |    |    |    |    |
| 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative |  |  |  |  |  |      |    |    |    |    |    |    |
| 2.3 explain what the accident reporting procedures are and who is responsible for making reports.  |  |  |  |  |  |      |    |    |    |    |    |    |

|  |  |  |  |  |  |      |    |    |    |    |    |    |
|--|--|--|--|--|--|------|----|----|----|----|----|----|
| 3 Maintain safe and healthy working practices when reinstating ground condition.   |  |  |  |  |  |      |    |    |    |    |    |    |
| You must be able to:   |  |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 3.1 <b>use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when reinstating ground condition</b> |  |  |  |  |  |      |    |    |    |    |    |    |
| 3.2 <b>demonstrate compliance with given information and relevant legislation when reinstating ground condition in relation to at TWO of the following:</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| a <b>safe use of access equipment</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| b <b>safe use, storage and handling of materials, tools and equipment</b>  |  |  |  |  |  |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| c   | <b>specific risks to health</b>  |  |  |  |  |  |  |  |
| 3.3 | explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to reinstating ground condition, 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 fires, spillages, injuries and other task-related activities.   |  |  |  |  |  |  |  |

|     |  |      |    |    |    |    |    |    |
|-----|--|------|----|----|----|----|----|----|
| 4   | Select the required quantity and quality of resources for the methods of work to reinstate ground condition.                       |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 4.1 | <b>select resources associated with own work in relation to materials, components, fixings, tools and equipment</b>                |      |    |    |    |    |    |    |
| 4.2 | describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: |      |    |    |    |    |    |    |
| a   | flags, blocks, edging, aggregates, cement, black top, top soil, seeds  |      |    |    |    |    |    |    |
| b   | backfill materials   |      |    |    |    |    |    |    |
| c   | hand tools, portable power tools plant, machinery 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 the methods of calculating quantity, length, area and wastage associated with the method and procedure to reinstate ground condition. |  |  |  |  |  |  |  |

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

|  |   |      |    |    |    |    |    |    |
|--|---|------|----|----|----|----|----|----|
| 6 Complete the work within the allocated time when reinstating ground condition. |   |      |    |    |    |    |    |    |
| You must be able to:   |   | *PER | SO | OQ | WQ | WT | PS | PD |
| 6.1  | <b>demonstrate completion of the work within the allocated time</b>                                 |      |    |    |    |    |    |    |
| 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 reinstate ground condition to the required specification.   |  |  |  |  |  |      |    |    |    |    |    |    |
| You must be able to:  |  |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 7.1 demonstrate the following work skills when reinstating ground condition:  |  |  |  |  |  |      |    |    |    |    |    |    |
| a measuring   |  |  |  |  |  |      |    |    |    |    |    |    |
| b marking out   |  |  |  |  |  |      |    |    |    |    |    |    |
| c laying  |  |  |  |  |  |      |    |    |    |    |    |    |
| d bedding   |  |  |  |  |  |      |    |    |    |    |    |    |
| e positioning   |  |  |  |  |  |      |    |    |    |    |    |    |
| f securing  |  |  |  |  |  |      |    |    |    |    |    |    |
| g finishing   |  |  |  |  |  |      |    |    |    |    |    |    |
| 7.2 use and maintain hand tools, portable power tools and ancillary equipment   |  |  |  |  |  |      |    |    |    |    |    |    |
| 7.3 reinstate ground conditions to given working instructions for THREE of the following:   |  |  |  |  |  |      |    |    |    |    |    |    |
| a backfill with suitable excavated materials  |  |  |  |  |  |      |    |    |    |    |    |    |
| b backfill with new materials   |  |  |  |  |  |      |    |    |    |    |    |    |
| c compact   |  |  |  |  |  |      |    |    |    |    |    |    |
| d hard top surfaces (flags, blocks, concrete, blacktop)   |  |  |  |  |  |      |    |    |    |    |    |    |
| e re-plant cultivated and grassed areas or re-lay turf  |  |  |  |  |  |      |    |    |    |    |    |    |
| 7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: |  |  |  |  |  |      |    |    |    |    |    |    |
| a identify installation quality requirements  |  |  |  |  |  |      |    |    |    |    |    |    |
| b conform to agreed specification   |  |  |  |  |  |      |    |    |    |    |    |    |
| c backfill with suitable excavated materials  |  |  |  |  |  |      |    |    |    |    |    |    |
| d backfill with new materials   |  |  |  |  |  |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| e   | recognise the requirement to compact in layers   |  |  |  |  |  |  |  |
| f   | place and compact sub-grade and sub-base   |  |  |  |  |  |  |  |
| g   | form levels  |  |  |  |  |  |  |  |
| h   | replace hard top surfaces (flags, blocks, concrete, blacktop, cultivated grassed areas)                                      |  |  |  |  |  |  |  |
| i   | replant cultivated and grassed areas and relay turf  |  |  |  |  |  |  |  |
| j   | work with, around and in close proximity to plant and machinery  |  |  |  |  |  |  |  |
| k   | direct and guide the operations and movement of plant and machinery  |  |  |  |  |  |  |  |
| l   | recognise and determine when additional specialist skills and knowledge are required and report accordingly                  |  |  |  |  |  |  |  |
| m   | determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance |  |  |  |  |  |  |  |
| n   | use hand tools, portable power tools and equipment   |  |  |  |  |  |  |  |
| o   | work at height   |  |  |  |  |  |  |  |
| p   | use access equipment   |  |  |  |  |  |  |  |
| 7.5 | describe the needs of other occupations and how to effectively communicate within a team when reinstating ground condition   |  |  |  |  |  |  |  |
| 7.6 | describe how to maintain the tools and equipment used when reinstating ground condition.                                     |  |  |  |  |  |  |  |

## Unit 734

## Reinstating ground condition 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.

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

## Unit 735

## Pouring concrete to form structures in the workplace

Level 2

### Unit aim

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

- interpret information
- adopt safe and healthy working practices
- select resources and methods of work
- pour concrete to form 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 pouring concrete to form structures.   |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 1.1 | <b>interpret and extract relevant information from:</b>  |      |    |    |    |    |    |    |
| a   | <b>drawings</b>  |      |    |    |    |    |    |    |
| b   | <b>specifications</b>  |      |    |    |    |    |    |    |
| c   | <b>schedules</b>   |      |    |    |    |    |    |    |
| d   | <b>risk assessments</b>  |      |    |    |    |    |    |    |
| e   | <b>method statements</b>   |      |    |    |    |    |    |    |
| f   | <b>manufacturers' information</b>  |      |    |    |    |    |    |    |
| 1.2 | <b>comply with information and/or instructions derived from risk assessments and method statements</b>   |      |    |    |    |    |    |    |
| 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   | verbal, written and graphical instructions   |      |    |    |    |    |    |    |
| h   | current regulations and official guidance associated with pouring concrete to form structures.   |      |    |    |    |    |    |    |

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 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, 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 and storage of materials by manual handling and mechanical lifting   |      |    |    |    |    |    |    |
| 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative |      |    |    |    |    |    |    |
| 2.3 explain what the accident reporting procedures are and who is responsible for making reports.  |      |    |    |    |    |    |    |

|   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| 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 <b>use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when pouring concrete to form structures</b> |      |    |    |    |    |    |    |
| 3.2 <b>demonstrate compliance with given information and relevant legislation when pouring concrete to form structures in relation to at least TWO of the following:</b>  |      |    |    |    |    |    |    |
| a <b>safe use of access equipment</b>   |      |    |    |    |    |    |    |
| b <b>safe use, storage and handling of materials, tools and equipment</b>   |      |    |    |    |    |    |    |
| c <b>specific risks to health</b>   |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| 3.3 | explain why and when health and safety control equipment, identified by the principles of prevention, 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 working instructions   |  |  |  |  |  |  |  |
| 3.5 | describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.   |  |  |  |  |  |  |  |

|     |  |      |    |    |    |    |    |    |
|-----|--|------|----|----|----|----|----|----|
| 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 | <b>select resources associated with own work in relation to materials, components and fixings, and tools and equipment</b>         |      |    |    |    |    |    |    |
| 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 tools, power tools and equipment  |      |    |    |    |    |    |    |
| 4.3 | describe how to confirm that the resources and materials conform to the specification  |      |    |    |    |    |    |    |
| 4.4 | describe how the resources should be used correctly and how problems associated with the resources are reported                    |      |    |    |    |    |    |    |



|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| 4.5 | explain why the organisational procedures have been developed and how they are used for the selection of required resources                        |  |  |  |  |  |  |  |
| 4.6 | describe any potential hazards associated with the resources and methods of work   |  |  |  |  |  |  |  |
| 4.7 | describe how to calculate quantity, length, area, volume and wastage associated with the method and 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  | <b>protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures</b>  |      |    |    |    |    |    |    |
| 5.2  | <b>maintain a clear and tidy work space</b>   |      |    |    |    |    |    |    |
| 5.3  | <b>dispose of waste in accordance with current legislation</b>  |      |    |    |    |    |    |    |
| 5.4  | describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions  |      |    |    |    |    |    |    |
| 5.5  | explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance. |      |    |    |    |    |    |    |

|   |   |      |    |    |    |    |    |    |
|---|---|------|----|----|----|----|----|----|
| 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   | <b>demonstrate completion of the work within the allocated time</b>                                 |      |    |    |    |    |    |    |
| 6.2   | describe the purpose of the work programme and explain why deadlines should be kept in relation to: |      |    |    |    |    |    |    |
| a   | types of productivity targets and time scales   |      |    |    |    |    |    |    |
| b   | how times are estimated   |      |    |    |    |    |    |    |

|   |   |  |  |  |  |  |  |  |
|---|---|--|--|--|--|--|--|--|
| c | 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 |
| <b>7.1 demonstrate the following work skills when pouring concrete to form structures:</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| a measuring  |  |  |  |  |  |      |    |    |    |    |    |    |
| b positioning  |  |  |  |  |  |      |    |    |    |    |    |    |
| c placing  |  |  |  |  |  |      |    |    |    |    |    |    |
| d spreading  |  |  |  |  |  |      |    |    |    |    |    |    |
| e vibrating  |  |  |  |  |  |      |    |    |    |    |    |    |
| f compacting   |  |  |  |  |  |      |    |    |    |    |    |    |
| g finishing  |  |  |  |  |  |      |    |    |    |    |    |    |
| h protecting   |  |  |  |  |  |      |    |    |    |    |    |    |
| <b>7.2 use and maintain hand tools, power tools and ancillary equipment</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| <b>7.3 place, compact and finish concrete to given working instructions relating to at least TWO of the following placement methods:</b> |  |  |  |  |  |      |    |    |    |    |    |    |
| a chute  |  |  |  |  |  |      |    |    |    |    |    |    |
| b elephant's trunk   |  |  |  |  |  |      |    |    |    |    |    |    |
| c skip   |  |  |  |  |  |      |    |    |    |    |    |    |
| d pump   |  |  |  |  |  |      |    |    |    |    |    |    |
| e mono-rail  |  |  |  |  |  |      |    |    |    |    |    |    |
| f manually   |  |  |  |  |  |      |    |    |    |    |    |    |
| <b>7.4 protect concrete and ensure the completion of the curing process</b>  |  |  |  |  |  |      |    |    |    |    |    |    |

|     |   |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|
| 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   | confirm pre-pour inspections are completed  |  |  |  |  |  |  |
| c   | conform to agreed specifications  |  |  |  |  |  |  |
| d   | confirm integrity of formwork and temporary supports prior to and during the pour   |  |  |  |  |  |  |
| e   | handle and transport concrete   |  |  |  |  |  |  |
| f   | place concrete by chute, elephant's trunk, overhead skip, pumping and manually  |  |  |  |  |  |  |
| g   | visually assess the quality of the concrete prior to and during pouring and placement   |  |  |  |  |  |  |
| h   | recognise the criteria for sampling and testing concrete  |  |  |  |  |  |  |
| i   | apply techniques to pour and compact concrete in layers   |  |  |  |  |  |  |
| j   | place concrete to lines and levels  |  |  |  |  |  |  |
| k   | ensure and check reinforcement coverage meets specification during the pour   |  |  |  |  |  |  |
| l   | check position of embedments and cast-in items prior to and during the pour   |  |  |  |  |  |  |
| m   | recognise requirements for working with concrete containing additives for waterproofing, accelerants and retardants                               |  |  |  |  |  |  |
| n   | work with around and in close proximity to plant and machinery  |  |  |  |  |  |  |
| o   | vibrate, compact, finish and protect  |  |  |  |  |  |  |
| p   | apply methods that will ensure and support the curing process   |  |  |  |  |  |  |
| q   | monitor and check accuracy during progress and on completion of work  |  |  |  |  |  |  |
| r   | recognise and determine when specialist skills and knowledge are required and report accordingly  |  |  |  |  |  |  |
| s   | use hand tools, power tools and equipment   |  |  |  |  |  |  |
| t   | work at height  |  |  |  |  |  |  |
| u   | use access equipment  |  |  |  |  |  |  |
| 7.6 | describe the needs of other occupations and how to communicate effectively 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 735

## 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.

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

## Unit 736

## Erecting and striking proprietary formwork in the workplace

Level 2

### Unit aim

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

- interpret information
- adopt safe and healthy working practices
- select resources and methods of work
- erect and strike proprietary 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 | <b>interpret and extract relevant information from:</b>  |      |    |    |    |    |    |    |
| a   | <b>drawings</b>  |      |    |    |    |    |    |    |
| b   | <b>specifications</b>  |      |    |    |    |    |    |    |
| c   | <b>schedules</b>   |      |    |    |    |    |    |    |
| d   | <b>risk assessments</b>  |      |    |    |    |    |    |    |
| e   | <b>method statements</b>   |      |    |    |    |    |    |    |
| f   | <b>manufacturers' and suppliers' information</b>   |      |    |    |    |    |    |    |
| 1.2 | <b>comply with information and/or instructions derived from risk assessments and method statements</b>   |      |    |    |    |    |    |    |
| 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   | permits  |      |    |    |    |    |    |    |
| g   | manufacturers' and suppliers' information  |      |    |    |    |    |    |    |
| h   | verbal, written and graphical instructions   |      |    |    |    |    |    |    |
| i   | current regulations and official guidance associated with formwork.  |      |    |    |    |    |    |    |

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 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 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 and storage of materials by manual handling and mechanical lifting   |      |    |    |    |    |    |    |
| 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative |      |    |    |    |    |    |    |
| 2.3 explain what the accident reporting procedures are and who is responsible for making reports.  |      |    |    |    |    |    |    |

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 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 <b>use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when erecting and striking proprietary formwork</b> |      |    |    |    |    |    |    |
| 3.2 <b>demonstrate compliance with given information and relevant legislation when erecting and striking proprietary formwork in relation to at least THREE of the following:</b>  |      |    |    |    |    |    |    |
| a <b>safe use of access equipment</b>  |      |    |    |    |    |    |    |
| b <b>safe use, storage and handling of materials, tools and equipment</b>  |      |    |    |    |    |    |    |



|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| c   | <b>working with and around utility services including ground penetration</b>   |  |  |  |  |  |  |  |
| d   | <b>specific risks to health</b>  |  |  |  |  |  |  |  |
| 3.3 | explain why and when health and safety control equipment, identified by the principles of prevention 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 working instructions   |  |  |  |  |  |  |  |
| 3.5 | describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.   |  |  |  |  |  |  |  |

|     |  |      |    |    |    |    |    |    |
|-----|--|------|----|----|----|----|----|----|
| 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 | <b>select resources associated with own work in relation to materials, components, fixings, tools and equipment</b>                |      |    |    |    |    |    |    |
| 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 tools, power tools and equipment   |  |  |  |  |  |  |  |
| 4.3 | describe how to confirm that the resources and materials conform to the specification   |  |  |  |  |  |  |  |
| 4.4 | describe how the resources should be used correctly and how problems associated with the resources are reported                                 |  |  |  |  |  |  |  |
| 4.5 | explain why the organisational procedures have been developed and how they are used for the selection of required resources                     |  |  |  |  |  |  |  |
| 4.6 | describe any potential hazards associated with the resources and methods of work  |  |  |  |  |  |  |  |
| 4.7 | describe how to calculate quantity, length, area and wastage associated with the method and 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                  | <b>protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures</b>  |      |    |    |    |    |    |    |
| 5.2                  | <b>maintain a clear and tidy work space</b>   |      |    |    |    |    |    |    |
| 5.3                  | <b>dispose of waste in accordance with current legislation</b>  |      |    |    |    |    |    |    |
| 5.4                  | describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions  |      |    |    |    |    |    |    |
| 5.5                  | explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance. |      |    |    |    |    |    |    |

|   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| 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 <b>demonstrate completion of the work within the allocated time</b>                                 |      |    |    |    |    |    |    |
| 6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to: |      |    |    |    |    |    |    |
| a types of productivity targets and timescales  |      |    |    |    |    |    |    |
| b how times are estimated   |      |    |    |    |    |    |    |
| c 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 <b>demonstrate the following work skills when erecting and striking proprietary formwork:</b>                    |      |    |    |    |    |    |    |
| a <b>measuring</b>   |      |    |    |    |    |    |    |
| b <b>marking out</b>   |      |    |    |    |    |    |    |
| c <b>aligning</b>  |      |    |    |    |    |    |    |
| d <b>positioning</b>   |      |    |    |    |    |    |    |
| e <b>levelling</b>   |      |    |    |    |    |    |    |
| f <b>plumbing</b>  |      |    |    |    |    |    |    |
| g <b>securing</b>  |      |    |    |    |    |    |    |
| h <b>removing</b>  |      |    |    |    |    |    |    |
| i <b>storing</b>   |      |    |    |    |    |    |    |
| 7.2 <b>use and maintain hand tools, power tools and ancillary equipment</b>  |      |    |    |    |    |    |    |
| 7.3 <b>erect and strike proprietary formwork to given working instructions</b>                                       |      |    |    |    |    |    |    |

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| 7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: |  |  |  |  |  |  |  |
| a set out, erect and strike proprietary formwork for walls, columns, beams, soffits, channels, ground slabs and bases                                 |  |  |  |  |  |  |  |
| b conform to agreed specifications  |  |  |  |  |  |  |  |
| c attach and remove safe lifting provision  |  |  |  |  |  |  |  |
| d position, secure and remove prop and tie systems  |  |  |  |  |  |  |  |
| e monitor and check accuracy during progress and on completion of work  |  |  |  |  |  |  |  |
| f apply release agents  |  |  |  |  |  |  |  |
| g move, clean, stack and store proprietary forms  |  |  |  |  |  |  |  |
| h recognise and determine when specialist skills and knowledge are required and report accordingly  |  |  |  |  |  |  |  |
| i work with, around and in close proximity to plant and machinery including lifting equipment   |  |  |  |  |  |  |  |
| j use hand tools, power tools and equipment   |  |  |  |  |  |  |  |
| k work at height  |  |  |  |  |  |  |  |
| l use access equipment  |  |  |  |  |  |  |  |
| 7.5 describe the needs of other occupations and how to communicate effectively within a team when erecting and striking proprietary formwork          |  |  |  |  |  |  |  |
| 7.6 describe how to maintain the tools and equipment used when erecting and striking proprietary formwork.  |  |  |  |  |  |  |  |

## Unit 736

## 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.

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

## Unit 737

## Laying preformed kerbs and channels in the workplace

Level 2

### Unit aim

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

- interpret information
- adopt safe and healthy working practices
- select materials, components and equipment
- prepare for and lay 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 preformed kerbs and channels.   |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 1.1 | <b>interpret and extract relevant information from:</b>  |      |    |    |    |    |    |    |
| a   | <b>drawings</b>  |      |    |    |    |    |    |    |
| b   | <b>specifications</b>  |      |    |    |    |    |    |    |
| c   | <b>schedules</b>   |      |    |    |    |    |    |    |
| d   | <b>risk assessments</b>  |      |    |    |    |    |    |    |
| e   | <b>method statements</b>   |      |    |    |    |    |    |    |
| f   | <b>manufacturers' information</b>  |      |    |    |    |    |    |    |
| 1.2 | <b>comply with information and/or instructions derived from risk assessments and method statements</b>   |      |    |    |    |    |    |    |
| 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   | verbal   |      |    |    |    |    |    |    |
| h   | written and graphical instructions and   |      |    |    |    |    |    |    |
| i   | current regulations for laying preformed kerbs and channels.   |      |    |    |    |    |    |    |

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 2 Know how to comply with relevant legislation and official guidance when laying preformed kerbs and channels.   |      |    |    |    |    |    |    |
| 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 with tools and equipment   |      |    |    |    |    |    |    |
| e with materials and substances  |      |    |    |    |    |    |    |
| f with movement and storage of materials by manual handling and mechanical lifting   |      |    |    |    |    |    |    |
| 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative |      |    |    |    |    |    |    |
| 2.3 explain what the accident reporting procedures are and who is responsible for making reports.  |      |    |    |    |    |    |    |

|   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| 3 Maintain safe and healthy working practices when laying preformed kerbs and channels.   |      |    |    |    |    |    |    |
| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 3.1 <b>use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when laying preformed kerbs and channels</b> |      |    |    |    |    |    |    |
| 3.2 <b>demonstrate compliance with given information and relevant legislation when laying preformed kerbs and channels in relation to the following:</b>  |      |    |    |    |    |    |    |
| a <b>safe use, storage and handling of materials, tools and equipment</b>   |      |    |    |    |    |    |    |
| b <b>specific risks to health</b>   |      |    |    |    |    |    |    |
| c <b>others affected by the work</b>  |      |    |    |    |    |    |    |



|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| 3.3 | explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to laying preformed 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)   |  |  |  |  |  |  |  |
| 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 fires, spillages, injuries and other task-related activities.   |  |  |  |  |  |  |  |

|  |  |      |    |    |    |    |    |    |
|--|--|------|----|----|----|----|----|----|
| 4 Select the required quantity and quality of resources for the methods of work to lay preformed kerbs and channels. |  |      |    |    |    |    |    |    |
| You must be able to:   |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 4.1  | <b>select resources associated with own work in relation to materials, components, fixings, tools and equipment</b>                |      |    |    |    |    |    |    |
| 4.2  | describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: |      |    |    |    |    |    |    |
| a  | sand, cement, aggregates, additives, sealants and resins   |      |    |    |    |    |    |    |
| b  | kerbs, channels and combined drainage and kerb systems   |      |    |    |    |    |    |    |
| c  | hand tools, power tools and ancillary equipment  |      |    |    |    |    |    |    |
| 4.3  | describe how to confirm that the resources and materials conform to the specification  |      |    |    |    |    |    |    |
| 4.4  | describe how the resources should be used correctly and how problems associated with the resources are reported                    |      |    |    |    |    |    |    |
| 4.5  | explain why the organisational procedures have been developed and how they are used for the selection of required resources        |      |    |    |    |    |    |    |
| 4.6  | describe any potential hazards associated with the resources and methods of work   |      |    |    |    |    |    |    |

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| 4.7 describe how to identify by calculation, quantity, length, area and wastage associated with the method and procedure to lay preformed kerbs, channels and combined drainage and kerb systems. |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|

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

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 6 Complete the work within the allocated time when laying preformed kerbs and channels.                        |      |    |    |    |    |    |    |
| You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 6.1 <b>demonstrate completion of the work within the allocated time</b>  |      |    |    |    |    |    |    |
| 6.2 <b>describe the purpose of the work programme and explain why deadlines should be kept in relation to:</b> |      |    |    |    |    |    |    |
| a <b>types of productivity targets and time scales</b>   |      |    |    |    |    |    |    |
| b <b>how times are estimated</b>   |      |    |    |    |    |    |    |
| c <b>organisational procedures for reporting circumstances which will affect the work programme.</b>           |      |    |    |    |    |    |    |

|     |  |      |    |    |    |    |    |    |
|-----|--|------|----|----|----|----|----|----|
| 7   | Comply with the given contract information to lay preformed kerbs and channels to the required specification.  |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 7.1 | <b>demonstrate the following work skills when laying preformed kerbs and channels:</b>   |      |    |    |    |    |    |    |
| a   | <b>measuring</b>   |      |    |    |    |    |    |    |
| b   | <b>marking out</b>   |      |    |    |    |    |    |    |
| c   | <b>cutting</b>   |      |    |    |    |    |    |    |
| d   | <b>positioning</b>   |      |    |    |    |    |    |    |
| e   | <b>levelling</b>   |      |    |    |    |    |    |    |
| f   | <b>aligning</b>  |      |    |    |    |    |    |    |
| g   | <b>compacting</b>  |      |    |    |    |    |    |    |
| h   | <b>sealing</b>   |      |    |    |    |    |    |    |
| i   | <b>finishing</b>   |      |    |    |    |    |    |    |
| 7.2 | <b>use and maintain hand tools, power tools and ancillary equipment</b>  |      |    |    |    |    |    |    |
| 7.3 | <b>lay preformed kerbs and/or channels and/or combined drainage and kerb systems to given working instructions</b>   |      |    |    |    |    |    |    |
| 7.4 | describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:            |      |    |    |    |    |    |    |
| a   | confirm the area and location of work, the operations, safety and security requirements including temporary traffic management and immediate area protection |      |    |    |    |    |    |    |
| b   | identify different types of kerbs, channels and combined drainage and kerb systems   |      |    |    |    |    |    |    |
| c   | conform to agreed specifications   |      |    |    |    |    |    |    |
| d   | set out the area and prepare substrate and foundation for laying kerbs, channels and combined drainage and kerb systems                                      |      |    |    |    |    |    |    |
| e   | lay and align kerbs, channels and combined drainage and kerb systems to the required specifications  |      |    |    |    |    |    |    |
| f   | mark and cut kerbs, channels and combined drainage and kerb systems  |      |    |    |    |    |    |    |
| g   | work around street furniture and ironwork  |      |    |    |    |    |    |    |

|     |   |  |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|--|
| h   | protect completed work for curing process   |  |  |  |  |  |  |  |
| i   | deal with others affected by the work   |  |  |  |  |  |  |  |
| j   | return infrastructure to operational status   |  |  |  |  |  |  |  |
| k   | recognise and determine when specialist skills and knowledge are required and report accordingly  |  |  |  |  |  |  |  |
| l   | use hand tools, power tools and equipment   |  |  |  |  |  |  |  |
| 7.5 | describe the needs of other occupations and how to effectively communicate within a team when laying preformed kerbs, channels and combined drainage and kerb systems |  |  |  |  |  |  |  |
| 7.6 | describe how to maintain the tools and equipment used when laying preformed kerbs, channels and combined drainage and kerb systems.                                   |  |  |  |  |  |  |  |

## Unit 737

## Laying preformed 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.

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

## Unit 738

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

Level 2

### Unit aim

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

- interpret information
- adopt safe and healthy working practices
- select materials, components and equipment
- prepare for and install, maintain and remove work area protection and safety equipment.

\*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, maintaining and removing work area protection and safety equipment. |      |    |    |    |    |    |    |
|     | You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 1.1 | <b>interpret and extract relevant information from:</b>   |      |    |    |    |    |    |    |
| a   | <b>drawings</b>   |      |    |    |    |    |    |    |
| b   | <b>plans</b>  |      |    |    |    |    |    |    |
| c   | <b>risk assessments</b>   |      |    |    |    |    |    |    |
| d   | <b>method statements</b>  |      |    |    |    |    |    |    |
| e   | <b>specifications</b>   |      |    |    |    |    |    |    |
| f   | <b>schedules</b>  |      |    |    |    |    |    |    |
| g   | <b>manufacturers' information</b>   |      |    |    |    |    |    |    |
| 1.2 | <b>comply with information and/or instructions derived from risk assessments and method statements</b>  |      |    |    |    |    |    |    |
| 1.3 | describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented  |      |    |    |    |    |    |    |
| 1.4 | describe different types of information, their source and how they are interpreted in relation to:  |      |    |    |    |    |    |    |
| a   | drawings  |      |    |    |    |    |    |    |
| b   | plans   |      |    |    |    |    |    |    |
| c   | risk assessments  |      |    |    |    |    |    |    |
| d   | method statements   |      |    |    |    |    |    |    |
| e   | specifications  |      |    |    |    |    |    |    |
| f   | schedules   |      |    |    |    |    |    |    |
| g   | site inspection reports   |      |    |    |    |    |    |    |
| h   | manufacturers' information  |      |    |    |    |    |    |    |
| i   | verbal and written instructions   |      |    |    |    |    |    |    |
| j   | current regulations   |      |    |    |    |    |    |    |

|   |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|
| k | official guidance associated with protecting work areas. |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|

|   |  |      |    |    |    |    |    |    |
|---|--|------|----|----|----|----|----|----|
| 2 Know how to comply with relevant legislation and official guidance when establishing work area protection and safety. |  |      |    |    |    |    |    |    |
| You must be able to:  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 2.1   | describe 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 and storage of materials by manual handling and mechanical lifting   |      |    |    |    |    |    |    |
| 2.2   | describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative |      |    |    |    |    |    |    |
| 2.3   | explain what the accident reporting procedures are and who is responsible for making reports.  |      |    |    |    |    |    |    |

|  |  |      |    |    |    |    |    |    |
|--|--|------|----|----|----|----|----|----|
| 3 Maintain safe and healthy working practices when installing, maintaining and removing work area protection and safety equipment. |  |      |    |    |    |    |    |    |
| You must be able to:   |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 3.1  | <b>use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing, maintaining and removing work area protection and safety equipment</b> |      |    |    |    |    |    |    |



|     |   |  |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|--|
| 3.2 | <b>demonstrate compliance with given information and relevant legislation when installing, maintaining and removing work area protection and safety equipment in relation to at least TWO of the following:</b>   |  |  |  |  |  |  |  |
| a   | <b>safe use of access equipment</b>   |  |  |  |  |  |  |  |
| b   | <b>safe use, storage and handling of materials, tools and equipment</b>   |  |  |  |  |  |  |  |
| c   | <b>specific risks to health</b>   |  |  |  |  |  |  |  |
| 3.3 | explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to installing, maintaining and removing work area protection and safety equipment, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: |  |  |  |  |  |  |  |
| a   | collective protective measures  |  |  |  |  |  |  |  |
| b   | personal protective equipment (PPE)   |  |  |  |  |  |  |  |
| c   | respiratory protective equipment (RPE)  |  |  |  |  |  |  |  |
| d   | local exhaust ventilation (LEV)   |  |  |  |  |  |  |  |
| 3.4 | describe how the relevant health and safety control equipment should be used in accordance with the given working instructions  |  |  |  |  |  |  |  |
| 3.5 | describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.  |  |  |  |  |  |  |  |

|                      |  |      |    |    |    |    |    |    |
|----------------------|--|------|----|----|----|----|----|----|
| 4                    | Select the required quantity and quality of resources for the methods of work to install, maintain and remove work area protection and safety equipment. |      |    |    |    |    |    |    |
| You must be able to: |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 4.1                  | <b>select resources associated with own work in relation to materials, components and fixings, and tools and equipment</b>                               |      |    |    |    |    |    |    |
| 4.2                  | describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:                       |      |    |    |    |    |    |    |
| a                    | safety and security equipment (cones, tapes, fences, barriers, hoarding, doors, gates)   |      |    |    |    |    |    |    |

|     |   |  |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|--|
| b   | protection and safety notices   |  |  |  |  |  |  |  |
| c   | signs and lighting  |  |  |  |  |  |  |  |
| d   | hand tools, power tools and equipment   |  |  |  |  |  |  |  |
| 4.3 | describe how to confirm that the resources and materials conform to the specification   |  |  |  |  |  |  |  |
| 4.4 | describe how the resources should be used correctly and how problems associated with the resources are reported   |  |  |  |  |  |  |  |
| 4.5 | explain why the organisational procedures have been developed and how they are used for the selection of required resources   |  |  |  |  |  |  |  |
| 4.6 | describe any potential hazards associated with the resources and methods of work  |  |  |  |  |  |  |  |
| 4.7 | describe how to calculate quantity, length and area associated with the method and procedure to install, maintain and remove work area protection and safety equipment. |  |  |  |  |  |  |  |

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

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 6 Complete the work within the allocated time when installing, maintaining and removing work area protection and safety equipment. |      |    |    |    |    |    |    |
| You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 6.1 <b>demonstrate completion of the work within the allocated time</b>  |      |    |    |    |    |    |    |
| 6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:                            |      |    |    |    |    |    |    |
| a types of productivity targets and time scales  |      |    |    |    |    |    |    |
| b how times are estimated  |      |    |    |    |    |    |    |
| c organisational procedures for reporting circumstances which will affect the work programme.                                      |      |    |    |    |    |    |    |

|   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| 7 Comply with the given contract information to install, maintain and remove work area protection and safety equipment to the required specification. |      |    |    |    |    |    |    |
| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 7.1 <b>demonstrate the following work skills when installing, maintaining and removing work area protection and safety equipment:</b>                 |      |    |    |    |    |    |    |
| a <b>measuring</b>  |      |    |    |    |    |    |    |
| b <b>setting out</b>  |      |    |    |    |    |    |    |
| c <b>positioning</b>  |      |    |    |    |    |    |    |
| d <b>assembling</b>   |      |    |    |    |    |    |    |
| e <b>constructing</b>   |      |    |    |    |    |    |    |
| f <b>securing</b>   |      |    |    |    |    |    |    |
| g <b>dismantling</b>  |      |    |    |    |    |    |    |
| h <b>removing</b>   |      |    |    |    |    |    |    |
| 7.2 <b>use and maintain hand tools, power tools and ancillary equipment</b>   |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| 7.3 | <b>install, maintain and remove temporary protection and safety arrangements for the work area, to given working instructions, relating to protection equipment, barriers, fences and at least ONE of the following:</b> |  |  |  |  |  |  |  |
| a   | <b>protection and safety notices</b>   |  |  |  |  |  |  |  |
| b   | <b>safety lighting</b>   |  |  |  |  |  |  |  |
| 7.4 | <b>report work undertaken</b>  |  |  |  |  |  |  |  |
| 7.5 | describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:  |  |  |  |  |  |  |  |
| a   | plan for the protection and the safety of the work and surrounding environment   |  |  |  |  |  |  |  |
| b   | conform to agreed specification  |  |  |  |  |  |  |  |
| c   | confirm the location of utility services and ensure they are protected   |  |  |  |  |  |  |  |
| d   | prepare and set out area protection equipment to required dimensions   |  |  |  |  |  |  |  |
| e   | install, check and maintain the protection and safety equipment  |  |  |  |  |  |  |  |
| f   | dismantle and remove protection and safety equipment   |  |  |  |  |  |  |  |
| g   | install safety notices   |  |  |  |  |  |  |  |
| h   | install lighting systems   |  |  |  |  |  |  |  |
| i   | monitor and check accuracy during progress and on completion of work   |  |  |  |  |  |  |  |
| j   | install, maintain and remove work area protection equipment in public areas  |  |  |  |  |  |  |  |
| k   | transport, load and off load work area protection equipment  |  |  |  |  |  |  |  |
| l   | recognise and determine when specialist skills and knowledge are required and report accordingly   |  |  |  |  |  |  |  |
| m   | use hand tools, power tools and equipment  |  |  |  |  |  |  |  |
| n   | work at height   |  |  |  |  |  |  |  |
| o   | use access equipment   |  |  |  |  |  |  |  |
| 7.6 | describe the needs of other occupations and how to communicate effectively within a team when installing, maintaining and removing work area protection and safety equipment in the workplace                            |  |  |  |  |  |  |  |

7.7 describe how to maintain the tools and equipment used when installing, maintaining and removing work area protection and safety equipment in the workplace.

|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

## Unit 738

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

### Declaration

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

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

## Unit 739

## Forming and finishing excavations manually in the workplace

Level 2

### Unit aim

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

- interpret information
- adopt safe and healthy working practices
- select resources and methods of work
- form and finish excavations.

\*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 forming and finishing excavations manually.                                    |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 1.1 | <b>interpret and extract relevant information from:</b>  |      |    |    |    |    |    |    |
| a   | <b>drawings</b>  |      |    |    |    |    |    |    |
| b   | <b>specifications</b>  |      |    |    |    |    |    |    |
| c   | <b>schedules</b>   |      |    |    |    |    |    |    |
| d   | <b>risk assessments</b>  |      |    |    |    |    |    |    |
| e   | <b>method statements</b>   |      |    |    |    |    |    |    |
| 1.2 | <b>comply with information and/or instructions derived from risk assessments and method statements</b>   |      |    |    |    |    |    |    |
| 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   | verbal, written and graphical instructions   |      |    |    |    |    |    |    |
| h   | permits  |      |    |    |    |    |    |    |
| i   | current legislation and official guidance governing excavations and the support of excavations.  |      |    |    |    |    |    |    |



|  |  |  |  |  |  |      |    |    |    |    |    |    |
|--|--|--|--|--|--|------|----|----|----|----|----|----|
| 2 Know how to comply with relevant legislation and official guidance when forming and finishing excavations manually.                                  |  |  |  |  |  |      |    |    |    |    |    |    |
| 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 with tools and equipment   |  |  |  |  |  |      |    |    |    |    |    |    |
| e with materials and substances  |  |  |  |  |  |      |    |    |    |    |    |    |
| f with movement and storage of materials and by manual handling and mechanical lifting   |  |  |  |  |  |      |    |    |    |    |    |    |
| 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative |  |  |  |  |  |      |    |    |    |    |    |    |
| 2.3 explain what the accident reporting procedures are and who is responsible for making reports.  |  |  |  |  |  |      |    |    |    |    |    |    |

|  |  |  |  |  |  |      |    |    |    |    |    |    |
|--|--|--|--|--|--|------|----|----|----|----|----|----|
| 3 Maintain safe and healthy working practices when forming and finishing excavations manually.   |  |  |  |  |  |      |    |    |    |    |    |    |
| You must be able to:   |  |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 3.1 <b>use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when forming and finishing excavations manually</b> |  |  |  |  |  |      |    |    |    |    |    |    |
| 3.2 <b>demonstrate compliance with given information and relevant legislation when forming and finishing excavations manually in relation to at least TWO of the following:</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| a <b>safe use of access equipment</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| b <b>safe use, storage and handling of materials, tools and equipment</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| c <b>specific risks to health</b>  |  |  |  |  |  |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| 3.3 | explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to forming and finishing excavations manually 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 fires, spillages, injuries and other task-related activities.   |  |  |  |  |  |  |  |

|                      |   |      |    |    |    |    |    |    |
|----------------------|---|------|----|----|----|----|----|----|
| 4                    | Select the required quantity and quality of resources for the methods of work to form and finish excavations manually.            |      |    |    |    |    |    |    |
| You must be able to: |   | *PER | SO | OQ | WQ | WT | PS | PD |
| 4.1                  | <b>select resources associated with own work in relation to materials and components, and tools and equipment</b>                 |      |    |    |    |    |    |    |
| 4.2                  | describe the characteristics, quality, uses, sustainability limitations and defects associated with the resources in relation to: |      |    |    |    |    |    |    |
| a                    | digging equipment   |      |    |    |    |    |    |    |
| b                    | hand tools, power tools and equipment   |      |    |    |    |    |    |    |
| 4.3                  | describe how to confirm that the resources and materials conform to the specification   |      |    |    |    |    |    |    |
| 4.4                  | describe how the resources should be used correctly and how problems associated with the resources are reported                   |      |    |    |    |    |    |    |
| 4.5                  | explain why the organisational procedures have been developed and how they are used for the selection of required resources       |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| 4.6 | describe any potential hazards associated with the resources and methods of work   |  |  |  |  |  |  |  |
| 4.7 | describe how to calculate quantity, length, area, volume and wastage associated with the method and procedure to form and finish excavations manually. |  |  |  |  |  |  |  |

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

|  |   |      |    |    |    |    |    |    |
|--|---|------|----|----|----|----|----|----|
| 6 Complete the work within the allocated time when forming and finishing excavations manually. |   |      |    |    |    |    |    |    |
| You must be able to:   |   | *PER | SO | OQ | WQ | WT | PS | PD |
| 6.1  | <b>demonstrate completion of the work within the allocated time</b>                                 |      |    |    |    |    |    |    |
| 6.2  | describe the purpose of the work programme and explain why deadlines should be kept in relation to: |      |    |    |    |    |    |    |
| a  | types of productivity targets and timescales  |      |    |    |    |    |    |    |
| b  | how times are estimated   |      |    |    |    |    |    |    |
| c  | organisational procedures for reporting circumstances which will affect the work programme.         |      |    |    |    |    |    |    |

|   |  |  |  |  |  |      |    |    |    |    |    |    |
|---|--|--|--|--|--|------|----|----|----|----|----|----|
| 7 Comply with the given contract information to form and finish excavations manually to the required specification.                                   |  |  |  |  |  |      |    |    |    |    |    |    |
| You must be able to:  |  |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| <b>7.1 demonstrate the following work skills when forming and finishing excavations manually:</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| a <b>checking</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| b <b>locating</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| c <b>measuring</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| d <b>marking out</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| e <b>excavating</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| f <b>securing</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| <b>7.2 use and maintain hand tools, power tools and ancillary equipment</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| <b>7.3 form and finish excavations manually to given working instructions</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| 7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: |  |  |  |  |  |      |    |    |    |    |    |    |
| a locate, position, identify and confirm the type of surface and sub-surface composition including ground water                                       |  |  |  |  |  |      |    |    |    |    |    |    |
| b conform to agreed specifications  |  |  |  |  |  |      |    |    |    |    |    |    |
| c plan, prepare, set out and mark out excavations   |  |  |  |  |  |      |    |    |    |    |    |    |
| d remove surface courses, street furniture and sub-surface structures   |  |  |  |  |  |      |    |    |    |    |    |    |
| e protect and monitor adjacent structures   |  |  |  |  |  |      |    |    |    |    |    |    |
| f excavate, form and finish ground manually   |  |  |  |  |  |      |    |    |    |    |    |    |
| g recognise changes in ground conditions, ground water conditions, soil types and excavation stability  |  |  |  |  |  |      |    |    |    |    |    |    |
| h recognise the dangers of loads and structures at the edge of excavations  |  |  |  |  |  |      |    |    |    |    |    |    |
| i identify and locate utility services, excavate around services and protect  |  |  |  |  |  |      |    |    |    |    |    |    |
| j monitor and check accuracy during progress and on completion of work  |  |  |  |  |  |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| k   | recognise inspection and test criteria for excavations   |  |  |  |  |  |  |  |
| l   | identify and store excavated and reusable materials  |  |  |  |  |  |  |  |
| m   | confirm the disposal of unusable materials   |  |  |  |  |  |  |  |
| n   | recognise the need for positioning, securing and removing excavation supports  |  |  |  |  |  |  |  |
| o   | provide for access and egress  |  |  |  |  |  |  |  |
| p   | work with, around and in close proximity to plant and machinery  |  |  |  |  |  |  |  |
| q   | recognise and determine when specialist skills and knowledge are required and report accordingly   |  |  |  |  |  |  |  |
| r   | use hand tools, power tools and equipment  |  |  |  |  |  |  |  |
| s   | use access equipment   |  |  |  |  |  |  |  |
| t   | work at height   |  |  |  |  |  |  |  |
| 7.5 | describe the needs of other occupations and how to effectively communicate within a team when forming and finishing excavations manually |  |  |  |  |  |  |  |
| 7.6 | describe how to maintain the tools and equipment used when forming and finishing excavations manually.                                   |  |  |  |  |  |  |  |

## UUnit 739

## Forming and finishing excavations manually 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.

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

## Unit 740

# Identifying and marking the location of utilities apparatus and sub-structures in the workplace

Level 2

### Unit aim

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

- interpret information
- adopt safe and healthy working practices
- select resources and methods of work
- identify and mark the location of 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 identifying and marking the location of utilities apparatus and sub-structures. |      |    |    |    |    |    |    |
|     | You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 1.1 | <b>interpret and extract relevant information from:</b>   |      |    |    |    |    |    |    |
| a   | <b>drawings</b>   |      |    |    |    |    |    |    |
| b   | <b>specifications</b>   |      |    |    |    |    |    |    |
| c   | <b>schedules</b>  |      |    |    |    |    |    |    |
| d   | <b>risk assessments</b>   |      |    |    |    |    |    |    |
| e   | <b>method statements</b>  |      |    |    |    |    |    |    |
| f   | <b>survey and utility company information</b>   |      |    |    |    |    |    |    |
| f   | <b>manufacturers' information</b>   |      |    |    |    |    |    |    |
| 1.2 | <b>comply with information and/or instructions derived from risk assessments and method statements</b>  |      |    |    |    |    |    |    |
| 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   | survey and utility company information  |      |    |    |    |    |    |    |
| g   | verbal, written and graphical instructions  |      |    |    |    |    |    |    |
| h   | current regulations and official guidance governing utilities.  |      |    |    |    |    |    |    |



|   |  |  |  |  |  |      |    |    |    |    |    |    |
|---|--|--|--|--|--|------|----|----|----|----|----|----|
| 2 Know how to comply with relevant legislation and official guidance when identifying and marking the location of utilities apparatus and sub-structures.                           |  |  |  |  |  |      |    |    |    |    |    |    |
| 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 and storage of materials by manual handling and mechanical lifting  |  |  |  |  |  |      |    |    |    |    |    |    |
| 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative                              |  |  |  |  |  |      |    |    |    |    |    |    |
| 2.3 explain what the accident reporting procedures are and who is responsible for making reports  |  |  |  |  |  |      |    |    |    |    |    |    |
| 2.4 describe the types of fire extinguishers available when identifying and marking the location of utilities apparatus and sub-structures and describe how and when they are used. |  |  |  |  |  |      |    |    |    |    |    |    |

|  |  |  |  |  |  |      |    |    |    |    |    |    |
|--|--|--|--|--|--|------|----|----|----|----|----|----|
| 3 Maintain safe and healthy working practices when identifying and marking the location of utilities apparatus and sub-structures.   |  |  |  |  |  |      |    |    |    |    |    |    |
| You must be able to:   |  |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 3.1 <b>use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when identifying and marking the location of utilities apparatus and sub-structures</b> |  |  |  |  |  |      |    |    |    |    |    |    |

|     |   |  |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|--|
| 3.2 | <b>demonstrate compliance with given information and relevant legislation when identifying and marking the location of utilities apparatus and sub-structures in relation to the following:</b>   |  |  |  |  |  |  |  |
| a   | <b>safe use, storage and handling of materials, tools and equipment</b>   |  |  |  |  |  |  |  |
| b   | <b>specific risks to health</b>   |  |  |  |  |  |  |  |
| c   | <b>others affected by the work</b>  |  |  |  |  |  |  |  |
| 3.3 | explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to identifying and marking the location of 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)  |  |  |  |  |  |  |  |
| 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 fires, spillages, injuries, damage to utilities apparatus and sub-structures and other task-related activities.  |  |  |  |  |  |  |  |

|                      |  |      |    |    |    |    |    |    |
|----------------------|--|------|----|----|----|----|----|----|
| 4                    | Select the required quantity and quality of resources for the methods of work to identify and mark the location of utilities apparatus and sub-structures. |      |    |    |    |    |    |    |
| You must be able to: |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 4.1                  | <b>select resources associated with own work in relation to materials, components, tools, equipment and electronic location instruments</b>                |      |    |    |    |    |    |    |
| 4.2                  | <b>describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</b>                  |      |    |    |    |    |    |    |
| a                    | <b>electronic location instruments</b>   |      |    |    |    |    |    |    |

|     |   |  |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|--|
| b   | <b>marking materials and equipment</b>  |  |  |  |  |  |  |  |
| c   | <b>hand tools, power tools and equipment</b>  |  |  |  |  |  |  |  |
| d   | <b>ancillary equipment</b>  |  |  |  |  |  |  |  |
| 4.3 | describe how to confirm that the resources and materials conform to the specification   |  |  |  |  |  |  |  |
| 4.4 | describe how the resources should be used correctly and how problems associated with the resources are reported   |  |  |  |  |  |  |  |
| 4.5 | explain why the organisational procedures have been developed and how they are used for the selection of required resources   |  |  |  |  |  |  |  |
| 4.6 | describe any potential hazards associated with the resources and methods of work  |  |  |  |  |  |  |  |
| 4.7 | describe how to identify by calculation, quantity, length and area associated with the method and procedure to identify and mark the location of utilities apparatus and sub-structures |  |  |  |  |  |  |  |

|     |   |      |    |    |    |    |    |    |
|-----|---|------|----|----|----|----|----|----|
| 5   | Minimise the risk of damage to the work and surrounding area when identifying and marking the location of utilities apparatus and sub-structures.   |      |    |    |    |    |    |    |
|     | You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 5.1 | <b>protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures</b>  |      |    |    |    |    |    |    |
| 5.2 | <b>maintain a clear and tidy work space</b>   |      |    |    |    |    |    |    |
| 5.3 | <b>dispose of waste in accordance with current legislation</b>  |      |    |    |    |    |    |    |
| 5.4 | describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions  |      |    |    |    |    |    |    |
| 5.5 | explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance. |      |    |    |    |    |    |    |

|  |  |  |  |  |  |      |    |    |    |    |    |    |
|--|--|--|--|--|--|------|----|----|----|----|----|----|
| 6 Complete the work within the allocated time when identifying and marking the location of utilities apparatus and sub-structures. |  |  |  |  |  |      |    |    |    |    |    |    |
| You must be able to:   |  |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 6.1 <b>demonstrate completion of the work within the allocated time</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| 6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:                            |  |  |  |  |  |      |    |    |    |    |    |    |
| a types of productivity targets and time scales  |  |  |  |  |  |      |    |    |    |    |    |    |
| b how times are estimated  |  |  |  |  |  |      |    |    |    |    |    |    |
| c organisational procedures for reporting circumstances which will affect the work programme.                                      |  |  |  |  |  |      |    |    |    |    |    |    |

|   |  |  |  |  |  |      |    |    |    |    |    |    |
|---|--|--|--|--|--|------|----|----|----|----|----|----|
| 7 Comply with the given contract information to Identify and mark the location of utilities apparatus and sub-structures to the required specification. |  |  |  |  |  |      |    |    |    |    |    |    |
| You must be able to:  |  |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 7.1 <b>demonstrate the following work skills when identifying and marking the location of utilities apparatus and sub-structures:</b>                   |  |  |  |  |  |      |    |    |    |    |    |    |
| a <b>measuring</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| b <b>locating</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| c <b>identifying</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| d <b>marking out</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| e <b>positioning</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| f <b>protecting</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| g <b>securing</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| 7.2 <b>use and maintain hand tools, power tools and ancillary equipment</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| 7.3 <b>survey, identify and mark the location of utilities apparatus and sub-structures to given working instructions</b>                               |  |  |  |  |  |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|
| 7.4 | describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:                            |  |  |  |  |  |  |
| a   | confirm the area and location of work, the operations, safety and security requirements including temporary traffic management and immediate area protection                 |  |  |  |  |  |  |
| b   | ensure electronic equipment is calibrated  |  |  |  |  |  |  |
| c   | conform to agreed specification and local utility providers requirements   |  |  |  |  |  |  |
| d   | identify utilities apparatus and sub-structures by electronic locators and visually  |  |  |  |  |  |  |
| e   | confirm the type of service including gas, fuel, electric, communication, water, sewage  |  |  |  |  |  |  |
| f   | work around street furniture and ironwork  |  |  |  |  |  |  |
| g   | recognise identification markers for utility types   |  |  |  |  |  |  |
| h   | confirm structures (foundations, inspection chambers, joint and junction boxes)  |  |  |  |  |  |  |
| i   | confirm the impact of the natural environment (tree roots, watercourses)   |  |  |  |  |  |  |
| j   | mark the position of the utilities apparatus and sub-structures  |  |  |  |  |  |  |
| k   | return infrastructure to operational status  |  |  |  |  |  |  |
| l   | recognise and determine when specialist skills and knowledge are required and report accordingly   |  |  |  |  |  |  |
| m   | use hand tools, power tools and equipment  |  |  |  |  |  |  |
| n   | work at height   |  |  |  |  |  |  |
| 7.5 | describe the needs of other occupations and how to effectively communicate within a team when identifying and marking the location of utilities apparatus and sub-structures |  |  |  |  |  |  |
| 7.6 | describe how to maintain the tools, equipment and electronic instruments used when identifying and marking the location of utilities apparatus and sub-structures.           |  |  |  |  |  |  |

## Unit 740

## Identifying and marking the location of utilities apparatus and sub-structures

### 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.

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

## Unit 741

# Controlling, directing and guiding the operation of plant or machinery in the workplace

Level 2

### Unit aim

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

- interpret information
- adopt safe and healthy working practices
- select resources and methods of work
- control, direct and guide the operation of plant and machinery.

\*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 controlling, directing and guiding the operation of plant or machinery.                                    |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 1.1 | <b>interpret and extract relevant information from:</b>  |      |    |    |    |    |    |    |
| a   | <b>specifications</b>  |      |    |    |    |    |    |    |
| b   | <b>schedules</b>   |      |    |    |    |    |    |    |
| c   | <b>risk assessments</b>  |      |    |    |    |    |    |    |
| d   | <b>manufacturers' information</b>  |      |    |    |    |    |    |    |
| 1.2 | <b>comply with information and/or instructions derived from risk assessments and method statements</b>   |      |    |    |    |    |    |    |
| 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   | work instructions  |      |    |    |    |    |    |    |
| g   | manufacturers' information   |      |    |    |    |    |    |    |
| h   | official guidance for controlling, directing and guiding the operations of plant and machinery.  |      |    |    |    |    |    |    |



|     |  |      |    |    |    |    |    |    |
|-----|--|------|----|----|----|----|----|----|
| 2   | Organise with others the sequence and operation in which directing and guiding operations are to be carried out.   |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 2.1 | <b>organise the work according to given information or instructions</b>  |      |    |    |    |    |    |    |
| 2.2 | describe how to communicate ideas between team members   |      |    |    |    |    |    |    |
| 2.3 | <b>organise and communicate with team members and other associated occupations</b>                                 |      |    |    |    |    |    |    |
| 2.4 | describe how to organise resources prior to and during directing and guiding the operation of plant and machinery. |      |    |    |    |    |    |    |

|     |   |      |    |    |    |    |    |    |
|-----|---|------|----|----|----|----|----|----|
| 3   | Know how to comply with relevant legislation and official guidance when carrying out controlling, directing and guiding operations of plant or machinery. |      |    |    |    |    |    |    |
|     | You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 3.1 | 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 and by manual handling and mechanical lifting  |      |    |    |    |    |    |    |
| 3.2 | describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative        |      |    |    |    |    |    |    |
| 3.3 | explain what the accident reporting procedures are and who is responsible for making reports.   |      |    |    |    |    |    |    |

|     |  |      |    |    |    |    |    |    |
|-----|--|------|----|----|----|----|----|----|
| 4   | Maintain safe and healthy working practices when controlling, directing and guiding the operation of plant and machinery.  |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 4.1 | <b>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 controlling, directing and guiding the operation of plant and machinery</b>  |      |    |    |    |    |    |    |
| 4.2 | <b>demonstrate compliance with given information and relevant legislation when controlling, directing and guiding the operation of plant and machinery in relation to TWO or more of the following:</b>  |      |    |    |    |    |    |    |
| a   | <b>safe use and storage of tools</b>   |      |    |    |    |    |    |    |
| b   | <b>safe use and storage of equipment</b>   |      |    |    |    |    |    |    |
| c   | <b>specific risks to health</b>  |      |    |    |    |    |    |    |
| 4.3 | explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to directing and guiding operations of plant and machinery, 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)  |      |    |    |    |    |    |    |
| 4.4 | describe how the relevant health and safety control equipment should be used in accordance with the given working instructions   |      |    |    |    |    |    |    |
| 4.5 | describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.   |      |    |    |    |    |    |    |

|   |   |  |  |  |  |      |    |    |    |    |    |    |  |
|---|---|--|--|--|--|------|----|----|----|----|----|----|--|
| 5 Select the required quantity and quality of resources to direct and guide the operation of plant and machinery. |   |  |  |  |  |      |    |    |    |    |    |    |  |
| You must be able to:  |   |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |  |
| 5.1   | <b>select resources associated with directing and guiding the operation of plant and machinery in relation to hand tools, ancillary equipment, and signalling and communication equipment</b>             |  |  |  |  |      |    |    |    |    |    |    |  |
| 5.2   | describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to:                                   |  |  |  |  |      |    |    |    |    |    |    |  |
|   | a signalling and communication equipment  |  |  |  |  |      |    |    |    |    |    |    |  |
|   | b hand tools and ancillary equipment  |  |  |  |  |      |    |    |    |    |    |    |  |
|   | c electronic guidance equipment, global positioning systems and laser marking devices   |  |  |  |  |      |    |    |    |    |    |    |  |
|   | d measuring equipment (pegs, tapes, strings, lines and levels)  |  |  |  |  |      |    |    |    |    |    |    |  |
| 5.3   | describe how the resources should be used correctly and how problems associated with the resources are reported   |  |  |  |  |      |    |    |    |    |    |    |  |
| 5.4   | explain why the organisational procedures have been developed and how they are used for the selection of required resources   |  |  |  |  |      |    |    |    |    |    |    |  |
| 5.5   | describe any potential hazards associated with the resources and methods of work  |  |  |  |  |      |    |    |    |    |    |    |  |
| 5.6   | describe how to identify weight and bearing pressures quantity, length, area and volume associated with the method/procedure for controlling, directing and guiding the operation of plant and machinery. |  |  |  |  |      |    |    |    |    |    |    |  |

|  |  |  |  |  |  |      |    |    |    |    |    |    |  |
|--|--|--|--|--|--|------|----|----|----|----|----|----|--|
| 6 Minimise the risk of damage to the work and surrounding area when controlling, directing and guiding the operation of plant and machinery. |  |  |  |  |  |      |    |    |    |    |    |    |  |
| You must be able to:   |  |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |  |
| 6.1  | <b>protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures</b> |  |  |  |  |      |    |    |    |    |    |    |  |
| 6.2  | <b>prevent damage and maintain a clean work space</b>  |  |  |  |  |      |    |    |    |    |    |    |  |
| 6.3  | <b>dispose of waste in accordance with current legislation</b>   |  |  |  |  |      |    |    |    |    |    |    |  |

|     |   |  |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|--|
| 6.4 | describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions  |  |  |  |  |  |  |  |
| 6.5 | explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance. |  |  |  |  |  |  |  |

|                      |   |      |    |    |    |    |    |    |
|----------------------|---|------|----|----|----|----|----|----|
| 7                    | Complete the work within the allocated time when controlling, directing and guiding the operation of plant and machinery. |      |    |    |    |    |    |    |
| You must be able to: |   | *PER | SO | OQ | WQ | WT | PS | PD |
| 7.1                  | <b>demonstrate completion of the work within the allocated time</b>   |      |    |    |    |    |    |    |
| 7.2                  | 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.                             |      |    |    |    |    |    |    |

|                      |  |      |    |    |    |    |    |    |
|----------------------|--|------|----|----|----|----|----|----|
| 8                    | Comply with the given contract information to control, direct and guide the operation of plant or machinery to the required specification. |      |    |    |    |    |    |    |
| You must be able to: |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 8.1                  | <b>demonstrate the following work skills when controlling, directing and guiding the operation of plant or machinery:</b>                  |      |    |    |    |    |    |    |
|                      | a <b>measuring</b>   |      |    |    |    |    |    |    |
|                      | b <b>gauging</b>   |      |    |    |    |    |    |    |
|                      | c <b>estimating</b>  |      |    |    |    |    |    |    |
|                      | d <b>interpreting</b>  |      |    |    |    |    |    |    |
|                      | e <b>judging</b>   |      |    |    |    |    |    |    |
|                      | f <b>explaining</b>  |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| g   | <b>preparing</b>   |  |  |  |  |  |  |  |
| h   | <b>commanding</b>  |  |  |  |  |  |  |  |
| i   | <b>directing</b>   |  |  |  |  |  |  |  |
| j   | <b>guiding</b>   |  |  |  |  |  |  |  |
| k   | <b>indicating</b>  |  |  |  |  |  |  |  |
| l   | <b>informing</b>   |  |  |  |  |  |  |  |
| m   | <b>instructing</b>   |  |  |  |  |  |  |  |
| n   | <b>signing</b>   |  |  |  |  |  |  |  |
| o   | <b>positioning</b>   |  |  |  |  |  |  |  |
| p   | <b>moving</b>  |  |  |  |  |  |  |  |
| q   | <b>securing</b>  |  |  |  |  |  |  |  |
| r   | <b>signalling</b>  |  |  |  |  |  |  |  |
| s   | <b>relaying</b>  |  |  |  |  |  |  |  |
| 8.2 | <b>use and maintain hand tools, ancillary equipment, and signalling and communication equipment</b>  |  |  |  |  |  |  |  |
| 8.3 | <b>control, direct and guide the operation of plant or machinery not being used for lifting operations, but including plant or machinery used as work platforms, to given working instructions, relating to the following:</b> |  |  |  |  |  |  |  |
| a   | <b>hand signals</b>  |  |  |  |  |  |  |  |
| b   | <b>hand signalling equipment</b>   |  |  |  |  |  |  |  |
| c   | <b>verbal and electronic communication equipment</b>   |  |  |  |  |  |  |  |
| 8.4 | describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:   |  |  |  |  |  |  |  |
| a   | identify the differences between directing and guiding operations, directing and guiding movement and slinging and signalling  |  |  |  |  |  |  |  |
| b   | interpret work plans   |  |  |  |  |  |  |  |

|     |   |  |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|--|
| c   | assess and determine the operation of plant and machinery (not being used for lifting operation but including plant or machinery used as work platforms) to include own position, visibility, ground conditions and features, proximity hazards and weight limits |  |  |  |  |  |  |  |
| d   | identify the operational characteristics and limitations of plant and machinery, width, length, height, radius, reach, capacity   |  |  |  |  |  |  |  |
| e   | recognise blind-spots, potential crush zones and other limitations to operator visibility   |  |  |  |  |  |  |  |
| f   | control, direct and guide the operation of plant and machinery not being used for lifting operations to extract, excavate, construct, form, receive, transport, access, lay, distribute, compact, process, sweep, clean and clear                                 |  |  |  |  |  |  |  |
| g   | assess and determine the movement of extracted and excavated materials or commodities including the formation and removal of stockpiles, unloading, discharging and loading   |  |  |  |  |  |  |  |
| h   | control, direct and guide the operation of plant and machinery not being used for lifting operations on rough, uneven terrain and in areas of restricted movement   |  |  |  |  |  |  |  |
| i   | ensure the integrity of equipment, structures, materials and components close to operations while directing and guiding   |  |  |  |  |  |  |  |
| j   | recognise and utilise measurement and operation monitoring aids, pegs, tapes, strings, lines and levels, electronic guidance equipment, global positioning systems and laser marking devices  |  |  |  |  |  |  |  |
| k   | check measurements  |  |  |  |  |  |  |  |
| l   | signal and communicate following recognised and agreed operational procedures   |  |  |  |  |  |  |  |
| m   | recognise requirements for working on public highways   |  |  |  |  |  |  |  |
| n   | recognised and determine when specific skills and knowledge are required and report accordingly   |  |  |  |  |  |  |  |
| o   | use hand tools, ancillary equipment, and signalling and communication equipment   |  |  |  |  |  |  |  |
| 8.7 | describe the needs of other occupations and how to effectively communicate within a team when controlling, directing and guiding the operation of plant and machinery   |  |  |  |  |  |  |  |
| 8.8 | describe how to maintain hand tools, ancillary equipment, signalling and communication equipment used to control, direct and guide the operation of plant and machinery.  |  |  |  |  |  |  |  |

## Unit 741

# Controlling, directing and guiding the operation of plant or machinery 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.

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

## Unit 742

## Locating and excavating to expose buried utility services in the workplace

Level 2

### Unit aim

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

- interpret information
- adopt safe and healthy working practices
- select resources and methods of work
- locate and excavate to expose buried utility services.

\*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 excavating to expose buried utility services.                     |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 1.1 | <b>interpret and extract relevant information from:</b>  |      |    |    |    |    |    |    |
| a   | <b>drawings</b>  |      |    |    |    |    |    |    |
| b   | <b>specifications</b>  |      |    |    |    |    |    |    |
| c   | <b>schedules</b>   |      |    |    |    |    |    |    |
| d   | <b>risk assessments</b>  |      |    |    |    |    |    |    |
| e   | <b>method statements</b>   |      |    |    |    |    |    |    |
| f   | <b>survey and utility company information</b>  |      |    |    |    |    |    |    |
| g   | <b>manufacturers' information</b>  |      |    |    |    |    |    |    |
| 1.2 | <b>comply with information and/or instructions derived from risk assessments and method statements</b>   |      |    |    |    |    |    |    |
| 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   | permits  |      |    |    |    |    |    |    |
| g   | verbal, written and graphical instructions   |      |    |    |    |    |    |    |
| h   | organisational and manufacturers' information  |      |    |    |    |    |    |    |
| i   | current regulations and official guidance governing utility services   |      |    |    |    |    |    |    |

| 2 Know how to comply with relevant legislation and official guidance when locating and excavating to expose buried utility services.                           |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 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 and storage of materials by manual handling and mechanical lifting   |      |    |    |    |    |    |    |
| 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative         |      |    |    |    |    |    |    |
| 2.3 explain what the accident reporting procedures are and who is responsible for making reports   |      |    |    |    |    |    |    |
| 2.4 describe the types of fire extinguishers available when locating and excavating to expose buried utility services and describe how and when they are used. |      |    |    |    |    |    |    |

| 3 Maintain safe and healthy working practices when locating and excavating to expose buried utility services.   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 3.1 <b>use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when locating and excavating to expose buried utility services</b> |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|
| 3.2 | <b>demonstrate compliance with given information and relevant legislation when locating and excavating to expose buried utility services in relation to the following:</b>   |  |  |  |  |  |  |
| a   | <b>safe use, storage and handling of materials, tools and equipment</b>  |  |  |  |  |  |  |
| b   | <b>specific risks to health</b>  |  |  |  |  |  |  |
| c   | working with and around utility services including ground penetration  |  |  |  |  |  |  |
| d   | <b>working in excavations</b>  |  |  |  |  |  |  |
| e   | others affected by the work  |  |  |  |  |  |  |
| 3.3 | explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to locating and excavating to expose buried utility services, 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)   |  |  |  |  |  |  |
| 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 fires, spillages, injuries, damage to utilities apparatus and substructures and other task-related activities.  |  |  |  |  |  |  |

|     |   |      |    |    |    |    |       |
|-----|---|------|----|----|----|----|-------|
| 4   | Select the required quantity and quality of resources for the methods of work when locating and excavating to expose buried utility services. |      |    |    |    |    |       |
|     | You must be able to:  | *PER | SO | OQ | WQ | WT | PS PD |
| 4.1 | <b>select resources associated with own work in relation to materials, components, tools, equipment and electronic location instruments</b>   |      |    |    |    |    |       |
| 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   | excavation plant and machinery  |  |  |  |  |  |  |  |
| d   | hand tools, power tools, and equipment including specialist tools (insulated and non-sparking tools)  |  |  |  |  |  |  |  |
| e   | ancillary equipment   |  |  |  |  |  |  |  |
| 4.3 | describe how to confirm that the resources and materials conform to the specification   |  |  |  |  |  |  |  |
| 4.4 | describe how the resources should be used correctly and how problems associated with the resources are reported   |  |  |  |  |  |  |  |
| 4.5 | explain why the organisational procedures have been developed and how they are used for the selection of required resources   |  |  |  |  |  |  |  |
| 4.6 | describe any potential hazards associated with the resources and methods of work  |  |  |  |  |  |  |  |
| 4.7 | describe how to identify by calculation, the quantity, length, volume and area associated with the method/procedure to locate and excavate to expose buried utility services. |  |  |  |  |  |  |  |

|     |   |      |    |    |    |    |    |    |
|-----|---|------|----|----|----|----|----|----|
| 5   | Minimise the risk of damage to the work and surrounding area when locating and excavating to expose buried utility services.  |      |    |    |    |    |    |    |
|     | You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 5.1 | <b>protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures</b>  |      |    |    |    |    |    |    |
| 5.2 | <b>maintain a clear and tidy work space</b>   |      |    |    |    |    |    |    |
| 5.3 | <b>dispose of waste in accordance with current legislation</b>  |      |    |    |    |    |    |    |
| 5.4 | describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions  |      |    |    |    |    |    |    |
| 5.5 | explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance. |      |    |    |    |    |    |    |

|   |  |  |  |  |  |      |    |    |    |    |    |    |
|---|--|--|--|--|--|------|----|----|----|----|----|----|
| 6 Complete the work within the allocated time when locating and excavating to expose buried utility services. |  |  |  |  |  |      |    |    |    |    |    |    |
| You must be able to:  |  |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 6.1 <b>demonstrate completion of the work within the allocated time</b>                                       |  |  |  |  |  |      |    |    |    |    |    |    |
| 6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:       |  |  |  |  |  |      |    |    |    |    |    |    |
| a types of productivity targets and timescales  |  |  |  |  |  |      |    |    |    |    |    |    |
| b how times are estimated   |  |  |  |  |  |      |    |    |    |    |    |    |
| c organisational procedures for reporting circumstances which will affect the work programme.                 |  |  |  |  |  |      |    |    |    |    |    |    |

|  |  |  |  |  |  |      |    |    |    |    |    |    |
|--|--|--|--|--|--|------|----|----|----|----|----|----|
| 7 Comply with the given contract information when locating and excavating to expose buried utility services to the required specification. |  |  |  |  |  |      |    |    |    |    |    |    |
| You must be able to:   |  |  |  |  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 7.1 <b>demonstrate the following work skills when locating and excavating to expose buried utility services:</b>                           |  |  |  |  |  |      |    |    |    |    |    |    |
| a <b>measuring</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| b <b>locating</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| c <b>exposing</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| d <b>marking out</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| e <b>positioning</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| f <b>protecting</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| g <b>securing</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| 7.2 <b>use and maintain hand tools, power tools, ancillary equipment and electronic instruments</b>  |  |  |  |  |  |      |    |    |    |    |    |    |
| 7.3 <b>locate and excavate to expose buried utility services to given working instructions</b>   |  |  |  |  |  |      |    |    |    |    |    |    |
| 7.4 <b>apply protection measures to utility services</b>   |  |  |  |  |  |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|
| 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 area and location of work, the operations, safety and security requirements including temporary traffic management and immediate area protection |  |  |  |  |  |  |
| b   | ensure electronic equipment is calibrated  |  |  |  |  |  |  |
| c   | conform to agreed specification and local utility services providers requirements  |  |  |  |  |  |  |
| d   | identify utility services by electronic locators, trial holes and visually   |  |  |  |  |  |  |
| e   | recognise criteria for operating location equipment and their limitations  |  |  |  |  |  |  |
| f   | confirm the type of service including gas, fuel, electric, communication, water sewage   |  |  |  |  |  |  |
| g   | liaise with utility services organisations   |  |  |  |  |  |  |
| h   | recognise identification markers for utility types   |  |  |  |  |  |  |
| i   | excavate by hand and with the assistance of plant or machinery   |  |  |  |  |  |  |
| j   | work with, in close proximity to, and around plant and machinery   |  |  |  |  |  |  |
| k   | recognise the criteria for directing and guiding the operations and movement of plant and machinery  |  |  |  |  |  |  |
| l   | work around street furniture and ironwork  |  |  |  |  |  |  |
| m   | work in excavations, including the need for excavation supports, edge protection and access equipment  |  |  |  |  |  |  |
| n   | provide for the recognition and protection of the utility services, sub-structure and the natural environment during operational activities                  |  |  |  |  |  |  |
| o   | install supports for exposed utility services  |  |  |  |  |  |  |
| p   | recognise and determine when specialist skills and knowledge are required and report accordingly   |  |  |  |  |  |  |
| q   | use hand tools, portable power tools and equipment including specialist equipment  |  |  |  |  |  |  |
| r   | use access equipment   |  |  |  |  |  |  |
| s   | work at height   |  |  |  |  |  |  |

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| 7.6 describe the needs of other occupations and how to effectively communicate within a team when locating and excavating to expose buried utility services |  |  |  |  |  |  |  |
| 7.7 describe how to maintain the tools and equipment used to locate and excavate to expose buried utility services.   |  |  |  |  |  |  |  |

## Unit 742

## Locating and excavating to expose buried utility services 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.

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |



## Unit 743

# Cutting, drilling and shaping construction related materials in the workplace

Level 1

### Unit aim

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

- interpret information
- adopt safe and healthy working practices
- select resources and methods of work
- cut, drill and shape construction related materials.

\*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 cutting, drilling and shaping construction related materials.                  |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 1.1 | <b>interpret and extract relevant information from:</b>  |      |    |    |    |    |    |    |
| a   | <b>drawings</b>  |      |    |    |    |    |    |    |
| b   | <b>specifications</b>  |      |    |    |    |    |    |    |
| c   | <b>schedules</b>   |      |    |    |    |    |    |    |
| d   | <b>risk assessments</b>  |      |    |    |    |    |    |    |
| e   | <b>method statements</b>   |      |    |    |    |    |    |    |
| f   | <b>manufacturers' information</b>  |      |    |    |    |    |    |    |
| 1.2 | <b>comply with information and/or instructions derived from risk assessments and method statements</b>   |      |    |    |    |    |    |    |
| 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   | permits  |      |    |    |    |    |    |    |
| g   | manufacturers' information   |      |    |    |    |    |    |    |
| h   | verbal, written and graphical instructions   |      |    |    |    |    |    |    |
| i   | current regulations and official guidance associated with cutting, drilling and shaping construction related materials.                                |      |    |    |    |    |    |    |

|     |  |      |    |    |    |    |    |    |
|-----|--|------|----|----|----|----|----|----|
| 2   | Know how to comply with relevant legislation and official guidance when cutting, drilling and shaping construction related materials               |      |    |    |    |    |    |    |
|     | 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 and storage of materials, by manual handling and mechanical lifting  |      |    |    |    |    |    |    |
| 2.2 | describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative |      |    |    |    |    |    |    |
| 2.3 | describe what the accident reporting procedures are and who is responsible for making reports.   |      |    |    |    |    |    |    |

|     |  |      |    |    |    |    |    |    |
|-----|--|------|----|----|----|----|----|----|
| 3   | Maintain safe and healthy working practices when cutting, drilling and shaping construction related materials.   |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 3.1 | <b>use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when cutting, drilling and shaping construction related materials</b> |      |    |    |    |    |    |    |
| 3.2 | <b>demonstrate compliance with given information and relevant legislation when cutting, drilling and shaping construction related materials in relation to at least TWO of the following:</b>  |      |    |    |    |    |    |    |
|     | a <b>safe use of access equipment</b>  |      |    |    |    |    |    |    |
|     | b <b>safe use, storage and handling of materials, tools and equipment</b>  |      |    |    |    |    |    |    |

|     |   |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|
| c   | <b>specific risks to health</b>   |  |  |  |  |  |  |
| 3.3 | explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to cutting, drilling and shaping construction related materials, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: |  |  |  |  |  |  |
| a   | collective protective measures  |  |  |  |  |  |  |
| b   | personal protective equipment (PPE)   |  |  |  |  |  |  |
| c   | respiratory protective equipment (RPE)  |  |  |  |  |  |  |
| d   | local exhaust ventilation (LEV)   |  |  |  |  |  |  |
| 3.4 | describe how the relevant health and safety control equipment should be used in accordance with the given working instructions  |  |  |  |  |  |  |
| 3.5 | describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.  |  |  |  |  |  |  |

|     |   |      |    |    |    |    |    |    |
|-----|---|------|----|----|----|----|----|----|
| 4   | Select the required quantity and quality of resources for the methods of work to cut, drill and shape construction related materials. |      |    |    |    |    |    |    |
|     | You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 4.1 | <b>select resources associated with own work in relation to materials, components, fixings, tools, equipment and consumables</b>      |      |    |    |    |    |    |    |
| 4.2 | describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:    |      |    |    |    |    |    |    |
| a   | composites, plastic, masonry, vitreous clay, metal, timber, timber based products and cementitious materials                          |      |    |    |    |    |    |    |
| b   | bituminous materials and geotextiles  |      |    |    |    |    |    |    |
| c   | jigs and clamps   |      |    |    |    |    |    |    |
| d   | blades and bits   |      |    |    |    |    |    |    |
| e   | hand tools, power tools and equipment   |      |    |    |    |    |    |    |

|     |   |  |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|--|
| 4.3 | describe how to confirm that the resources and materials conform to the specification   |  |  |  |  |  |  |  |
| 4.4 | describe how the resources should be used correctly and how problems associated with the resources are reported   |  |  |  |  |  |  |  |
| 4.5 | describe any potential hazards associated with the resources and methods of work  |  |  |  |  |  |  |  |
| 4.6 | describe how to calculate length, quantity, area and wastage associated with the method and procedure to cut, drill and shape construction related materials. |  |  |  |  |  |  |  |

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

|  |   |      |    |    |    |    |    |    |
|--|---|------|----|----|----|----|----|----|
| 6 Complete the work within the allocated time when cutting, drilling and shaping construction related materials. |   |      |    |    |    |    |    |    |
| You must be able to:   |   | *PER | SO | OQ | WQ | WT | PS | PD |
| 6.1  | <b>demonstrate completion of the work within the allocated time</b>                                 |      |    |    |    |    |    |    |
| 6.2  | describe the purpose of the work programme and explain why deadlines should be kept in relation to: |      |    |    |    |    |    |    |
| a  | types of productivity targets and timescales  |      |    |    |    |    |    |    |
| b  | how times are estimated   |      |    |    |    |    |    |    |

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| c organisational procedures for reporting circumstances which will affect the work programme. |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 7 Comply with the given contract information to cut, drill and shape construction related materials to the required specification.         |      |    |    |    |    |    |    |
| You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| <b>7.1 demonstrate the following work skills when cutting, drilling and shaping construction related materials:</b>                        |      |    |    |    |    |    |    |
| a <b>measuring</b>   |      |    |    |    |    |    |    |
| b <b>marking out</b>   |      |    |    |    |    |    |    |
| c <b>positioning</b>   |      |    |    |    |    |    |    |
| d <b>securing</b>  |      |    |    |    |    |    |    |
| e <b>severing</b>  |      |    |    |    |    |    |    |
| f <b>cutting</b>   |      |    |    |    |    |    |    |
| g <b>drilling</b>  |      |    |    |    |    |    |    |
| h <b>shaping</b>   |      |    |    |    |    |    |    |
| <b>7.2 use and maintain hand tools, power tools and ancillary equipment</b>  |      |    |    |    |    |    |    |
| <b>7.3 select tools to cut, drill or shape at least FOUR of the following materials to line or mark and to given working instructions:</b> |      |    |    |    |    |    |    |
| a <b>composites</b>  |      |    |    |    |    |    |    |
| b <b>plastic</b>   |      |    |    |    |    |    |    |
| c <b>masonry</b>   |      |    |    |    |    |    |    |
| d <b>vitreous clay</b>   |      |    |    |    |    |    |    |
| e <b>metal</b>   |      |    |    |    |    |    |    |
| f <b>timber and timber based</b>   |      |    |    |    |    |    |    |
| g <b>cementitious</b>  |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| h   | <b>bituminous</b>  |  |  |  |  |  |  |  |
| i   | <b>geotextiles</b>   |  |  |  |  |  |  |  |
| 7.4 | describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:                          |  |  |  |  |  |  |  |
| a   | plan, mark and set out for cutting and severing, drilling and shaping  |  |  |  |  |  |  |  |
| b   | conform to agreed specifications   |  |  |  |  |  |  |  |
| c   | cut, drill, shape and prepare composite, plastic, masonry, vitreous clay, metal, timber and timber based materials, concrete, bituminous materials and geotextiles for use |  |  |  |  |  |  |  |
| d   | operate specialist cutting, drilling and shaping equipment   |  |  |  |  |  |  |  |
| e   | change cutting, drilling and shaping blades and bits   |  |  |  |  |  |  |  |
| f   | suppress and control dust, fumes and debris  |  |  |  |  |  |  |  |
| g   | monitor and check accuracy during progress and on completion of work   |  |  |  |  |  |  |  |
| h   | recognise hazards not previously identified while cutting, drilling and shaping  |  |  |  |  |  |  |  |
| i   | recognise and determine when specialist skills and knowledge are required and report accordingly   |  |  |  |  |  |  |  |
| j   | use hand tools, power tools and equipment  |  |  |  |  |  |  |  |
| k   | work at height   |  |  |  |  |  |  |  |
| l   | use access equipment   |  |  |  |  |  |  |  |
| 7.5 | describe the needs of other occupations and how to communicate effectively within a team when cutting, drilling and shaping construction related materials                 |  |  |  |  |  |  |  |
| 7.6 | describe how to maintain the tools and equipment used when cutting, drilling and shaping construction related materials.   |  |  |  |  |  |  |  |

## Unit 743

## Cutting, drilling and shaping construction related materials in the workplace

### Declaration

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

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |



## Unit 744

## Laying, placing or applying construction related materials in the workplace

### Level 1

#### Unit aim

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

- interpret information
- adopt safe and healthy working practices
- select resources and methods of work
- lay, place or apply construction related materials.

\*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, placing or applying construction related materials.                    |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 1.1 | <b>interpret and extract relevant information from:</b>  |      |    |    |    |    |    |    |
| a   | <b>drawings</b>  |      |    |    |    |    |    |    |
| b   | <b>specifications</b>  |      |    |    |    |    |    |    |
| c   | <b>schedules</b>   |      |    |    |    |    |    |    |
| d   | <b>risk assessments</b>  |      |    |    |    |    |    |    |
| e   | <b>method statements</b>   |      |    |    |    |    |    |    |
| f   | <b>manufacturers' information</b>  |      |    |    |    |    |    |    |
| 1.2 | <b>comply with information and/or instructions derived from risk assessments and method statements</b>   |      |    |    |    |    |    |    |
| 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   | verbal, written and graphical instructions   |      |    |    |    |    |    |    |
| h   | current regulations and official guidance associated with laying, placing or applying construction related materials                                   |      |    |    |    |    |    |    |

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 2 Know how to comply with relevant legislation and official guidance when laying, placing or applying construction related materials.                  |      |    |    |    |    |    |    |
| 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 and storage of materials by manual handling and mechanical lifting   |      |    |    |    |    |    |    |
| 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative |      |    |    |    |    |    |    |
| 2.3 explain what the accident reporting procedures are and who is responsible for making reports.  |      |    |    |    |    |    |    |

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 3 Maintain safe and healthy working practices when laying, placing or applying construction related materials.   |      |    |    |    |    |    |    |
| You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 3.1 <b>use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when laying, placing or applying construction related materials</b> |      |    |    |    |    |    |    |
| 3.2 <b>demonstrate compliance with given information and relevant legislation when laying, placing or applying construction related materials in relation to at least TWO of the following:</b>  |      |    |    |    |    |    |    |
| a <b>safe use of access equipment</b>  |      |    |    |    |    |    |    |
| b <b>safe use, storage and handling of materials, tools and equipment</b>  |      |    |    |    |    |    |    |

|     |   |  |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|--|
| c   | <b>specific risks to health</b>   |  |  |  |  |  |  |  |
| 3.3 | explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to laying, placing or applying construction related materials, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: |  |  |  |  |  |  |  |
| a   | collective protective measures  |  |  |  |  |  |  |  |
| b   | personal protective equipment (PPE)   |  |  |  |  |  |  |  |
| c   | respiratory protective equipment (RPE)  |  |  |  |  |  |  |  |
| d   | local exhaust ventilation (LEV)   |  |  |  |  |  |  |  |
| 3.4 | describe how the relevant health and safety control equipment should be used in accordance with the given working instructions  |  |  |  |  |  |  |  |
| 3.5 | describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.  |  |  |  |  |  |  |  |

|     |   |      |    |    |    |    |    |    |
|-----|---|------|----|----|----|----|----|----|
| 4   | Select the required quantity and quality of resources for the methods of work to lay, place or apply construction related materials.      |      |    |    |    |    |    |    |
|     | You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 4.1 | <b>select resources associated with own work in relation to materials, components, fixings, tools and equipment</b>                       |      |    |    |    |    |    |    |
| 4.2 | <b>describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</b> |      |    |    |    |    |    |    |
| a   | <b>concrete, screeds, sub-base, aggregate and bituminous materials</b>  |      |    |    |    |    |    |    |
| b   | <b>hand tools, power tools and equipment</b>  |      |    |    |    |    |    |    |
| 4.3 | describe how to confirm that the resources and materials conform to the specification   |      |    |    |    |    |    |    |
| 4.4 | describe how the resources should be used correctly and how problems associated with the resources are reported                           |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|
| 4.5 | explain why the organisational procedures have been developed and how they are used for the selection of required resources  |  |  |  |  |  |  |
| 4.6 | describe any potential hazards associated with the resources and methods of work   |  |  |  |  |  |  |
| 4.7 | describe how to calculate quantity, length, area, volume and wastage associated with the method and procedure to lay, place or apply construction related materials. |  |  |  |  |  |  |

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

|  |   |      |    |    |    |    |       |
|--|---|------|----|----|----|----|-------|
| 6 Complete the work within the allocated time when laying, placing or applying construction related materials. |   |      |    |    |    |    |       |
| You must be able to:   |   | *PER | SO | OQ | WQ | WT | PS PD |
| 6.1  | <b>demonstrate completion of the work within the allocated time</b>                                 |      |    |    |    |    |       |
| 6.2  | describe the purpose of the work programme and explain why deadlines should be kept in relation to: |      |    |    |    |    |       |
|  | a types of productivity targets and time scales   |      |    |    |    |    |       |
|  | b how times are estimated   |      |    |    |    |    |       |

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| c organisational procedures for reporting circumstances which will affect the work programme. |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 7 Comply with the given contract information to lay, place or apply construction related materials to the required specification.                            |      |    |    |    |    |    |    |
| You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| <b>7.1 demonstrate the following work skills when laying, placing or applying construction related materials:</b>  |      |    |    |    |    |    |    |
| a <b>setting out</b>   |      |    |    |    |    |    |    |
| b <b>laying</b>  |      |    |    |    |    |    |    |
| c <b>compacting</b>  |      |    |    |    |    |    |    |
| d <b>levelling</b>   |      |    |    |    |    |    |    |
| e <b>finishing</b>   |      |    |    |    |    |    |    |
| <b>7.2 use and maintain hand tools, power tools and equipment</b>  |      |    |    |    |    |    |    |
| <b>7.3 lay, place or apply at least THREE of the following construction related materials by oneself or with others to given working instructions:</b>       |      |    |    |    |    |    |    |
| a <b>top soil or subsoil</b>   |      |    |    |    |    |    |    |
| b <b>granular fill</b>   |      |    |    |    |    |    |    |
| c <b>cohesive fill</b>   |      |    |    |    |    |    |    |
| d <b>concrete</b>  |      |    |    |    |    |    |    |
| e <b>cementitious</b>  |      |    |    |    |    |    |    |
| f <b>bituminous</b>  |      |    |    |    |    |    |    |
| g <b>geotextiles</b>   |      |    |    |    |    |    |    |
| <b>7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</b> |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| a   | plan, set out, lay, place, compact and finish soil and sub-soils, granular fill materials, cohesive fill materials, concrete, cementitious materials, bituminous materials and geotextiles |  |  |  |  |  |  |  |
| b   | conform with agreed specifications   |  |  |  |  |  |  |  |
| c   | identify and confirm the protection of services  |  |  |  |  |  |  |  |
| d   | work with, around and in close proximity to plant and machinery including lifting equipment  |  |  |  |  |  |  |  |
| e   | recognise types of material  |  |  |  |  |  |  |  |
| f   | identify methods of placement, laying and compaction for different materials   |  |  |  |  |  |  |  |
| g   | identify requirements for quality control including tests  |  |  |  |  |  |  |  |
| h   | recognise and determine when specialist skills and knowledge are required and report accordingly   |  |  |  |  |  |  |  |
| i   | identify protection criteria for completed work  |  |  |  |  |  |  |  |
| j   | protect cementitious materials during the curing process   |  |  |  |  |  |  |  |
| k   | monitor and check the accuracy during progress and on completion of work   |  |  |  |  |  |  |  |
| l   | use hand tools, power tools and equipment  |  |  |  |  |  |  |  |
| m   | work at height   |  |  |  |  |  |  |  |
| n   | use access equipment   |  |  |  |  |  |  |  |
| 7.5 | describe the needs of other occupations and how to communicate effectively within a team when laying, placing or applying construction related materials                                   |  |  |  |  |  |  |  |
| 7.6 | describe how to maintain the tools and equipment used when laying, placing or applying construction related materials.   |  |  |  |  |  |  |  |

## Unit 744

## Laying, placing or applying construction related materials in the workplace

### Declaration

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

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |



## Unit 745

## Preparing and mixing construction related materials in the workplace

Level 1

### Unit aim

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

- interpret information
- adopt safe and healthy working practices
- select resources and methods of work
- prepare and mix construction related materials.

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

PS – Product supplementary    PD – Professional discussion

**Assessment criteria that are practical activities are highlighted in bold.**

|     |  |      |    |    |    |    |    |    |
|-----|--|------|----|----|----|----|----|----|
| 1   | Interpret the given information relating to the work and resources when preparing and mixing construction related materials.                           |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 1.1 | <b>interpret and extract relevant information from:</b>  |      |    |    |    |    |    |    |
| a   | <b>drawings</b>  |      |    |    |    |    |    |    |
| b   | <b>specifications</b>  |      |    |    |    |    |    |    |
| c   | <b>schedules</b>   |      |    |    |    |    |    |    |
| d   | <b>risk assessments</b>  |      |    |    |    |    |    |    |
| e   | <b>method statements</b>   |      |    |    |    |    |    |    |
| f   | <b>manufacturers' information</b>  |      |    |    |    |    |    |    |
| 1.2 | <b>comply with information and/or instructions derived from risk assessments and method statements</b>   |      |    |    |    |    |    |    |
| 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   | verbal, written and graphical instructions   |      |    |    |    |    |    |    |
| h   | current regulations and official guidance associated with preparing and mixing construction related materials.   |      |    |    |    |    |    |    |

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 2 Know how to comply with relevant legislation and official guidance when preparing and mixing construction related materials.                         |      |    |    |    |    |    |    |
| 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 and storage of materials by manual handling and mechanical lifting   |      |    |    |    |    |    |    |
| 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative |      |    |    |    |    |    |    |
| 2.3 explain what the accident reporting procedures are and who is responsible for making reports.  |      |    |    |    |    |    |    |

|   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| 3 Maintain safe working practices when preparing and mixing construction related materials.   |      |    |    |    |    |    |    |
| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 3.1 <b>use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when preparing and mixing construction related materials</b> |      |    |    |    |    |    |    |
| 3.2 <b>demonstrate compliance with given information and relevant legislation when preparing and mixing construction related materials in relation to at least TWO of the following:</b>  |      |    |    |    |    |    |    |
| a <b>safe use of access equipment</b>   |      |    |    |    |    |    |    |
| b <b>safe use, storage and handling of materials, tools and equipment</b>   |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| c   | <b>specific risks to health</b>  |  |  |  |  |  |  |  |
| 3.3 | explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to preparing and mixing construction related materials, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: |  |  |  |  |  |  |  |
| a   | collective protective measures   |  |  |  |  |  |  |  |
| b   | personal protective equipment (PPE)  |  |  |  |  |  |  |  |
| c   | respiratory protective equipment (RPE)   |  |  |  |  |  |  |  |
| d   | local exhaust ventilation (LEV)  |  |  |  |  |  |  |  |
| 3.4 | describe how the relevant health and safety control equipment should be used in accordance with the given working instructions   |  |  |  |  |  |  |  |
| 3.5 | describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.   |  |  |  |  |  |  |  |

|     |  |      |    |    |    |    |    |    |
|-----|--|------|----|----|----|----|----|----|
| 4   | Select the required quantity and quality of resources for the methods of work to prepare and mix construction related materials.     |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 4.1 | <b>select resources associated with own work in relation to materials, tools and equipment</b>                                       |      |    |    |    |    |    |    |
| 4.2 | describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:   |      |    |    |    |    |    |    |
| a   | cementitious materials, plasters, resins, adhesives, bonding agents, colourings, waterproof coatings, grouts and pre-mixed compounds |      |    |    |    |    |    |    |
| b   | hand tools, power tools and equipment  |      |    |    |    |    |    |    |
| 4.3 | describe how to confirm that the resources and materials conform to the specification  |      |    |    |    |    |    |    |
| 4.4 | describe how the resources should be used correctly and how problems associated with the resources are reported                      |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| 4.5 | explain why the organisational procedures have been developed and how they are used for the selection of required resources  |  |  |  |  |  |  |  |
| 4.6 | describe any potential hazards associated with the resources and methods of work including those identified by the Control of Substances Hazardous to Health (COSHH) assessments |  |  |  |  |  |  |  |
| 4.7 | describe how to calculate quantity, length, area, volume and wastage associated with the method and procedure to prepare and mix construction related materials.                 |  |  |  |  |  |  |  |

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

|   |   |      |    |    |    |    |    |    |
|---|---|------|----|----|----|----|----|----|
| 6 Complete the work within the allocated time when preparing and mixing construction related materials. |   |      |    |    |    |    |    |    |
| You must be able to:  |   | *PER | SO | OQ | WQ | WT | PS | PD |
| 6.1   | <b>demonstrate completion of the work within the allocated time</b>                                 |      |    |    |    |    |    |    |
| 6.2   | describe the purpose of the work programme and explain why deadlines should be kept in relation to: |      |    |    |    |    |    |    |
| a   | types of productivity targets, and timescales   |      |    |    |    |    |    |    |

|   |   |  |  |  |  |  |  |  |
|---|---|--|--|--|--|--|--|--|
| b | how times are estimated   |  |  |  |  |  |  |  |
| c | organisational procedures for reporting circumstances which will affect the work programme. |  |  |  |  |  |  |  |

|   |  |      |    |    |    |    |    |    |
|---|--|------|----|----|----|----|----|----|
| 7 Comply with the given contract information to prepare and mix construction related materials to the required specification. |  |      |    |    |    |    |    |    |
| You must be able to:  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| <b>7.1 demonstrate the following work skills when preparing and mixing construction related materials:</b>                    |  |      |    |    |    |    |    |    |
| a measuring   |  |      |    |    |    |    |    |    |
| b gauging   |  |      |    |    |    |    |    |    |
| c stirring  |  |      |    |    |    |    |    |    |
| d mixing  |  |      |    |    |    |    |    |    |
| e agitating   |  |      |    |    |    |    |    |    |
| f blending  |  |      |    |    |    |    |    |    |
| 7.2 use and maintain hand tools, power tools and equipment  |  |      |    |    |    |    |    |    |
| <b>7.3 prepare at least TWO of the following materials for use to given working instructions:</b>                             |  |      |    |    |    |    |    |    |
| a cementitious  |  |      |    |    |    |    |    |    |
| b plasters  |  |      |    |    |    |    |    |    |
| c resins  |  |      |    |    |    |    |    |    |
| d adhesives   |  |      |    |    |    |    |    |    |
| e bonding agents  |  |      |    |    |    |    |    |    |
| f colourings  |  |      |    |    |    |    |    |    |
| g waterproof coatings   |  |      |    |    |    |    |    |    |
| h grouts  |  |      |    |    |    |    |    |    |

|     |   |  |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|--|
| i   | <b>pre-mixed compounds</b>  |  |  |  |  |  |  |  |
| 7.4 | describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:                       |  |  |  |  |  |  |  |
| a   | plan, set out and prepare cementitious materials, plasters, resins, adhesives, bonding agents, colourings, water-proof coatings, grouts and pre-mixed compounds for use |  |  |  |  |  |  |  |
| b   | conform to agreed specifications  |  |  |  |  |  |  |  |
| c   | set up, prepare, conduct pre-start checks, start, operate, monitor the operation of and close down specialist mixing machinery and equipment                            |  |  |  |  |  |  |  |
| d   | recognise types of materials and constituents   |  |  |  |  |  |  |  |
| e   | work with, around and in close proximity to plant or machinery and lifting equipment  |  |  |  |  |  |  |  |
| f   | monitor and check accuracy during progress and on completion of work  |  |  |  |  |  |  |  |
| g   | protect constituents and mixed materials  |  |  |  |  |  |  |  |
| h   | identify requirements for quality control including tests   |  |  |  |  |  |  |  |
| i   | recognise and determine when specialist skills and knowledge are required and report accordingly  |  |  |  |  |  |  |  |
| j   | use hand tools, power tools and equipment   |  |  |  |  |  |  |  |
| k   | use access equipment  |  |  |  |  |  |  |  |
| 7.5 | describe the needs of other occupations and how to communicate effectively within a team when preparing and mixing construction related materials                       |  |  |  |  |  |  |  |
| 7.6 | describe how to maintain the tools and equipment used when preparing and mixing construction related materials.   |  |  |  |  |  |  |  |

## Unit 745

## Preparing and mixing construction related materials in the workplace 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.

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |



## Unit 746

# Installing, maintaining and removing temporary excavation support in the workplace

Level 2

### Unit aim

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

- interpret information
- adopt safe and healthy working practices
- select resources and methods of work
- install, maintain and remove temporary excavation support.

\*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, maintaining and removing temporary excavation support.             |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 1.1 | <b>interpret and extract relevant information from:</b>  |      |    |    |    |    |    |    |
| a   | <b>drawings</b>  |      |    |    |    |    |    |    |
| b   | <b>specifications</b>  |      |    |    |    |    |    |    |
| c   | <b>schedules</b>   |      |    |    |    |    |    |    |
| d   | <b>risk assessments</b>  |      |    |    |    |    |    |    |
| e   | <b>method statements</b>   |      |    |    |    |    |    |    |
| f   | <b>manufacturers' information</b>  |      |    |    |    |    |    |    |
| 1.2 | <b>comply with information and/or instructions derived from risk assessments and method statements</b>   |      |    |    |    |    |    |    |
| 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   | verbal, written and graphical instructions   |      |    |    |    |    |    |    |
| h   | current regulations and official guidance governing construction works and the support of excavations.   |      |    |    |    |    |    |    |

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 2 Know how to comply with relevant legislation and official guidance when installing, maintaining and removing temporary excavation support.           |      |    |    |    |    |    |    |
| 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 and storage of materials by manual handling and mechanical lifting.  |      |    |    |    |    |    |    |
| 2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative |      |    |    |    |    |    |    |
| 2.3 explain what the accident reporting procedures are and who is responsible for making reports.  |      |    |    |    |    |    |    |

|   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| 3 Maintain safe and healthy working practices when installing, maintaining and removing temporary excavation support.   |      |    |    |    |    |    |    |
| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 3.1 <b>use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing, maintaining and removing temporary excavation support</b> |      |    |    |    |    |    |    |
| 3.2 <b>demonstrate compliance with given information and relevant legislation when installing, maintaining and removing temporary excavation support in relation to the following:</b>  |      |    |    |    |    |    |    |
| a <b>safe use of access equipment</b>   |      |    |    |    |    |    |    |
| b <b>safe use, storage and handling of materials, tools and equipment</b>   |      |    |    |    |    |    |    |

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| <b>c specific risks to health</b>   |  |  |  |  |  |  |  |
| 3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to providing temporary excavation support, 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 fires, spillages, injuries and other task-related activities.  |  |  |  |  |  |  |  |

|   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| 4 Select the required quantity and quality of resources for the methods of work to install, maintain and remove temporary excavation support. |      |    |    |    |    |    |    |
| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 4.1 <b>select resources associated with own work in relation to materials, components and fixings, and tools and equipment</b>                |      |    |    |    |    |    |    |
| 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:        |      |    |    |    |    |    |    |
| a proprietary systems   |      |    |    |    |    |    |    |
| b open and closed support systems   |      |    |    |    |    |    |    |
| c piling systems  |      |    |    |    |    |    |    |
| d bespoke equipment   |      |    |    |    |    |    |    |
| e fixing devices  |      |    |    |    |    |    |    |
| f hand tools, power tools and ancillary equipment   |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|
| 4.3 | describe how to confirm that the resources and materials conform to the specification  |  |  |  |  |  |  |
| 4.4 | describe how the resources should be used correctly and how problems associated with the resources are reported                      |  |  |  |  |  |  |
| 4.5 | explain why the organisational procedures have been developed and how they are used for the selection of required resources          |  |  |  |  |  |  |
| 4.6 | describe any potential hazards associated with the resources and methods of work   |  |  |  |  |  |  |
| 4.7 | describe how to calculate quantity, length, area and wastage associated with the method and procedure to provide excavation support. |  |  |  |  |  |  |

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

|   |   |      |    |    |    |    |    |    |
|---|---|------|----|----|----|----|----|----|
| 6 Complete the work within the allocated time when installing, maintaining and removing temporary excavation support. |   |      |    |    |    |    |    |    |
| You must be able to:  |   | *PER | SO | OQ | WQ | WT | PS | PD |
| 6.1   | <b>demonstrate completion of the work within the allocated time</b>                                 |      |    |    |    |    |    |    |
| 6.2   | describe the purpose of the work programme and explain why deadlines should be kept in relation to: |      |    |    |    |    |    |    |

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| a types of productivity targets and time scales   |  |  |  |  |  |  |  |
| b how times are estimated   |  |  |  |  |  |  |  |
| c organisational procedures for reporting circumstances which will affect the work programme. |  |  |  |  |  |  |  |

|  |      |    |    |    |    |    |    |
|--|------|----|----|----|----|----|----|
| 7 Comply with the given contract information to install, maintain and remove temporary excavation support to the required specification.       |      |    |    |    |    |    |    |
| You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| <b>7.1 demonstrate the following work skills when installing, maintaining and removing temporary excavation support:</b>                       |      |    |    |    |    |    |    |
| a <b>measuring</b>   |      |    |    |    |    |    |    |
| b <b>marking out</b>   |      |    |    |    |    |    |    |
| c <b>preparing</b>   |      |    |    |    |    |    |    |
| d <b>positioning</b>   |      |    |    |    |    |    |    |
| e <b>fitting</b>   |      |    |    |    |    |    |    |
| f <b>supporting</b>  |      |    |    |    |    |    |    |
| g <b>fixing</b>  |      |    |    |    |    |    |    |
| h <b>securing</b>  |      |    |    |    |    |    |    |
| i <b>dismantling</b>   |      |    |    |    |    |    |    |
| <b>7.2 use and maintain hand tools, power tools and ancillary equipment</b>  |      |    |    |    |    |    |    |
| <b>7.3 install, maintain and remove temporary excavation support to given working instructions, relating to at least ONE of the following:</b> |      |    |    |    |    |    |    |
| a <b>proprietary systems e.g. drag box, trench box, manhole box</b>  |      |    |    |    |    |    |    |
| b <b>open and closed support systems</b>   |      |    |    |    |    |    |    |
| c <b>piling systems e.g. diaphragm wall, trench sheets, sheet piles, secant support or contiguous support</b>                                  |      |    |    |    |    |    |    |

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| d <b>bespoke support systems</b>  |  |  |  |  |  |  |  |
| 7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: |  |  |  |  |  |  |  |
| a recognise types of temporary support for excavations  |  |  |  |  |  |  |  |
| b conform to agreed specifications  |  |  |  |  |  |  |  |
| c plan, prepare and set out for the installation of the excavation support and edge protection  |  |  |  |  |  |  |  |
| d remove surface courses, ironwork, modular components, street furniture and sub-surface structures   |  |  |  |  |  |  |  |
| e recognise changes in ground conditions, ground water conditions, soil types and excavation stability  |  |  |  |  |  |  |  |
| f recognise the dangers of loads and structures at the edge of excavations  |  |  |  |  |  |  |  |
| g identify and locate utility services, excavate around services and protect  |  |  |  |  |  |  |  |
| h recognise inspection and test criteria for excavation support systems   |  |  |  |  |  |  |  |
| i provide for safe access and egress into the excavation and around the temporary excavation support  |  |  |  |  |  |  |  |
| j protect and monitor adjacent structures   |  |  |  |  |  |  |  |
| k excavate manually for the installation, maintenance and removal of excavation supports  |  |  |  |  |  |  |  |
| l construct, erect and install temporary excavation support as excavations progress and on completion   |  |  |  |  |  |  |  |
| m monitor and check accuracy at start, during progress and on completion of work  |  |  |  |  |  |  |  |
| n work with, around and in close proximity to plant and machinery including lifting equipment   |  |  |  |  |  |  |  |
| o inspect and maintain the integrity and safety of the temporary support structures   |  |  |  |  |  |  |  |
| p dismantle and remove the excavation support structure   |  |  |  |  |  |  |  |
| q recognise and determine when specialist skills and knowledge are required and report accordingly  |  |  |  |  |  |  |  |
| r use hand tools, power tools and equipment   |  |  |  |  |  |  |  |

|     |   |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|
| s   | work at height and in confined spaces   |  |  |  |  |  |  |
| t   | use access equipment  |  |  |  |  |  |  |
| 7.5 | describe the needs of other occupations and how to communicate effectively within a team when installing, maintaining and removing temporary excavation support |  |  |  |  |  |  |
| 7.6 | describe how to maintain the tools and equipment used when installing, maintaining and removing temporary excavation support.                                   |  |  |  |  |  |  |



## Unit 746

## Installing, maintaining and removing temporary excavation support 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.

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

## Unit 747

# Installing, constructing, maintaining, dismantling and removing temporary works in the workplace

Level 2

### Unit aim

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

- interpret information
- organise and communicate effectively with others
- adopt safe and healthy working practices
- select resources and methods of work
- install, construct, maintain, dismantle and remove temporary works.

\*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, constructing, maintaining, dismantling and removing temporary works. |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 1.1 | <b>interpret and extract relevant information from:</b>  |      |    |    |    |    |    |    |
| a   | <b>drawings</b>  |      |    |    |    |    |    |    |
| b   | <b>specifications</b>  |      |    |    |    |    |    |    |
| c   | <b>schedules</b>   |      |    |    |    |    |    |    |
| d   | <b>risk assessments</b>  |      |    |    |    |    |    |    |
| e   | <b>method statements</b>   |      |    |    |    |    |    |    |
| f   | <b>manufacturers' information</b>  |      |    |    |    |    |    |    |
| 1.2 | <b>comply with information and/or instructions derived from risk assessments and method statements</b>   |      |    |    |    |    |    |    |
| 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 statement   |      |    |    |    |    |    |    |
| e   | risk assessments   |      |    |    |    |    |    |    |
| f   | electronic data  |      |    |    |    |    |    |    |
| g   | written and verbal instructions  |      |    |    |    |    |    |    |
| h   | permits  |      |    |    |    |    |    |    |
| i   | manufacturers' information   |      |    |    |    |    |    |    |

|   |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|
| j | current regulations governing buildings, structures and official guidance associated with installation, construction, maintenance, dismantling and removal of temporary works. |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|

|  |  |      |    |    |    |    |    |    |
|--|--|------|----|----|----|----|----|----|
| 2 Know how to comply with relevant legislation and official guidance when installing, constructing, maintaining, dismantling and removing temporary works. |  |      |    |    |    |    |    |    |
| 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 and storage of materials and by manual handling and mechanical lifting   |      |    |    |    |    |    |    |
| 2.2  | describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative |      |    |    |    |    |    |    |
| 2.3  | explain what the accident reporting procedures are and who is responsible for making reports.  |      |    |    |    |    |    |    |

|   |  |      |    |    |    |    |    |    |
|---|--|------|----|----|----|----|----|----|
| 3 Maintain safe and healthy working practices when installing, constructing, maintaining, dismantling and removing temporary works. |  |      |    |    |    |    |    |    |
| You must be able to:  |  | *PER | SO | OQ | WQ | WT | PS | PD |
| 3.1   | <b>use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and</b> |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
|     | <b>organisational requirements when installing, constructing, maintaining, dismantling and removing temporary works</b>  |  |  |  |  |  |  |  |
| 3.2 | <b>demonstrate compliance with given information and relevant legislation when installing, constructing, maintaining, dismantling and removing temporary works in relation to the following:</b>   |  |  |  |  |  |  |  |
| a   | <b>safe use of access equipment</b>  |  |  |  |  |  |  |  |
| b   | <b>safe use, storage and handling of materials, tools and equipment</b>  |  |  |  |  |  |  |  |
| c   | <b>specific risks to health</b>  |  |  |  |  |  |  |  |
| 3.3 | explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to installing, constructing, maintaining, dismantling and removing temporary works 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 fires, spillages, injuries and other task-related activities.   |  |  |  |  |  |  |  |

|     |  |      |    |    |    |    |    |    |
|-----|--|------|----|----|----|----|----|----|
| 4   | Select the required quantity and quality of resources for the methods of work to install, construct, maintain, dismantle and remove temporary works. |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 4.1 | <b>select resources associated with own work in relation to materials, components, fixings, tools and equipment</b>                                  |      |    |    |    |    |    |    |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| 4.2 | describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:   |  |  |  |  |  |  |  |
| a   | protective measures  |  |  |  |  |  |  |  |
| b   | materials  |  |  |  |  |  |  |  |
| c   | supports   |  |  |  |  |  |  |  |
| d   | components, fittings and fixings   |  |  |  |  |  |  |  |
| e   | hand tools, portable power tools and equipment   |  |  |  |  |  |  |  |
| 4.3 | describe how the resources should be used correctly and how problems associated with the resources are reported  |  |  |  |  |  |  |  |
| 4.4 | explain why the organisational procedures have been developed and how they are used for the selection of required resources  |  |  |  |  |  |  |  |
| 4.5 | describe any potential hazards associated with the resources and methods of work   |  |  |  |  |  |  |  |
| 4.6 | describe how to calculate quantity, length, area, volume and wastage associated with the method and procedure to install, construct, maintain, dismantle and remove temporary works. |  |  |  |  |  |  |  |

|     |  |      |    |    |    |    |    |    |
|-----|--|------|----|----|----|----|----|----|
| 5   | Minimise the risk of damage to the work and surrounding area when installing, constructing, maintaining, dismantling and removing temporary works.                   |      |    |    |    |    |    |    |
|     | You must be able to:   | *PER | SO | OQ | WQ | WT | PS | PD |
| 5.1 | <b>protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures</b>                                 |      |    |    |    |    |    |    |
| 5.2 | <b>maintain a clean and tidy work space</b>  |      |    |    |    |    |    |    |
| 5.3 | <b>dispose of waste in accordance with current legislation</b>   |      |    |    |    |    |    |    |
| 5.4 | describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions |      |    |    |    |    |    |    |

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| 5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance. |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|

|   |      |    |    |    |    |    |    |
|---|------|----|----|----|----|----|----|
| 6 Complete the work within the allocated time when installing, constructing, maintaining, dismantling and removing temporary works. |      |    |    |    |    |    |    |
| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 6.1 <b>demonstrate completion of the work within the allocated time</b>   |      |    |    |    |    |    |    |
| 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, construct, maintain, dismantle and remove temporary works to the required specification. |      |    |    |    |    |    |    |
| You must be able to:  | *PER | SO | OQ | WQ | WT | PS | PD |
| 7.1 <b>demonstrate the following work skills when installing, constructing, maintaining, dismantling and removing temporary works:</b>            |      |    |    |    |    |    |    |
| a <b>measuring</b>  |      |    |    |    |    |    |    |
| b <b>marking out</b>  |      |    |    |    |    |    |    |
| c <b>aligning</b>   |      |    |    |    |    |    |    |
| d <b>altering</b>   |      |    |    |    |    |    |    |
| e <b>assembling</b>   |      |    |    |    |    |    |    |
| f <b>building</b>   |      |    |    |    |    |    |    |
| g <b>erecting</b>   |      |    |    |    |    |    |    |
| h <b>laying</b>   |      |    |    |    |    |    |    |

|     |   |  |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|--|
| i   | levelling   |  |  |  |  |  |  |  |
| j   | plumb   |  |  |  |  |  |  |  |
| k   | installing  |  |  |  |  |  |  |  |
| l   | checking  |  |  |  |  |  |  |  |
| m   | monitoring  |  |  |  |  |  |  |  |
| n   | adjusting   |  |  |  |  |  |  |  |
| o   | reinforcing   |  |  |  |  |  |  |  |
| p   | fitting   |  |  |  |  |  |  |  |
| q   | fixing  |  |  |  |  |  |  |  |
| r   | positioning   |  |  |  |  |  |  |  |
| s   | securing  |  |  |  |  |  |  |  |
| t   | dismantling   |  |  |  |  |  |  |  |
| u   | removing  |  |  |  |  |  |  |  |
| 7.2 | <b>use and maintain hand tools, portable power tools and ancillary equipment</b>  |  |  |  |  |  |  |  |
| 7.3 | <b>install, construct, maintain, dismantle and remove to given working instructions for FOUR of the following as temporary works to allow or enable permanent construction:</b> |  |  |  |  |  |  |  |
| a   | <b>protective screens, hoardings and covers</b>   |  |  |  |  |  |  |  |
| b   | <b>access and egress routes</b>   |  |  |  |  |  |  |  |
| c   | <b>supports</b>   |  |  |  |  |  |  |  |
| d   | <b>supporting structures</b>  |  |  |  |  |  |  |  |
| e   | <b>removal equipment</b>  |  |  |  |  |  |  |  |
| f   | <b>diverting equipment</b>  |  |  |  |  |  |  |  |
| g   | <b>site facilities</b>  |  |  |  |  |  |  |  |
| h   | <b>stabilisation</b>  |  |  |  |  |  |  |  |



|     |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|
| 7.4 | describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:  |  |  |  |  |  |  |
| a   | identify agreed quality requirements   |  |  |  |  |  |  |
| b   | conform to agreed specification  |  |  |  |  |  |  |
| c   | identify the roles of the temporary works supervisor and the temporary work co-ordinator   |  |  |  |  |  |  |
| d   | recognise the characteristics, critical factors of temporary works and interface with existing structures and permanent work   |  |  |  |  |  |  |
| e   | identify temporary works control mechanisms  |  |  |  |  |  |  |
| f   | check resources for type, quantity and damage and report discrepancies   |  |  |  |  |  |  |
| g   | install, construct, maintain, dismantle and remove protective screens, hoardings and covers in order to restrict access and maintain the integrity of the protected items  |  |  |  |  |  |  |
| h   | install, construct, maintain, dismantle and remove access and egress routes, new and alterations to existing routes including pedestrian routes, vehicle routes, bridges, decks, openings, stairs, ramps, passing and parking places |  |  |  |  |  |  |
| i   | assemble, build, align, erect, install, construct, dismantle and remove load bearing supports  |  |  |  |  |  |  |
| j   | assemble, build, align, erect, install, construct, dismantle and remove supports that hold in position including formwork, falsework and excavation support systems  |  |  |  |  |  |  |
| k   | identify the criteria, characteristics and differences between proprietary and bespoke support systems   |  |  |  |  |  |  |
| l   | check and maintain supporting structures including scaffolding, formwork, falsework, props, excavation support and dewatering systems  |  |  |  |  |  |  |
| m   | check condition, support and protection of utilities   |  |  |  |  |  |  |
| n   | recognise the checking, inspection, examination and certification criteria for temporary works   |  |  |  |  |  |  |
| o   | install removal equipment including gantries, hoists, skips, chutes, conveyors, vacuums, pumps and pipework  |  |  |  |  |  |  |
| p   | maintain removal and diverting equipment, including alterations by reinforcement   |  |  |  |  |  |  |

|     |  |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|--|
| q   | recognise the criteria for disconnecting, protecting and reconnecting utilities  |  |  |  |  |  |  |  |
| r   | fit, fix, position, align, secure, dismantle and remove supports and carriage systems, underground and overhead, to divert utility carrying equipment including electric, communications, water (foul, surface and fresh), gas and air |  |  |  |  |  |  |  |
| s   | work with, around and in close proximity to plant and machinery  |  |  |  |  |  |  |  |
| t   | recognise the criteria for directing and guiding the movement and operations of vehicles, plant and machinery  |  |  |  |  |  |  |  |
| u   | measure, mark out, transfer, set out and maintain lines, plumbs and levels   |  |  |  |  |  |  |  |
| v   | monitor wear and tear on temporary works and report  |  |  |  |  |  |  |  |
| w   | recognise and determine when additional specialist skills and knowledge are required and report accordingly  |  |  |  |  |  |  |  |
| x   | determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance   |  |  |  |  |  |  |  |
| y   | use hand tools, portable power tools and equipment   |  |  |  |  |  |  |  |
| z   | work at height   |  |  |  |  |  |  |  |
| aa  | use access equipment   |  |  |  |  |  |  |  |
| 7.5 | describe the needs of other occupations and how to effectively communicate within a team when installing, constructing, maintaining, dismantling and removing temporary works  |  |  |  |  |  |  |  |
| 7.6 | describe how to maintain the tools and equipment used when installing, constructing, maintaining, dismantling and removing temporary works.  |  |  |  |  |  |  |  |

## Unit 747

# Installing, constructing, maintaining, dismantling and removing temporary works 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.

|                             |  |
|-----------------------------|--|
| <b>Candidate name:</b>      |  |
| <b>Candidate signature:</b> |  |
| <b>Date:</b>                |  |

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.

|                            |  |
|----------------------------|--|
| <b>Assessor name:</b>      |  |
| <b>Assessor signature:</b> |  |
| <b>Date:</b>               |  |

|                       |  |
|-----------------------|--|
| <b>IQA name:</b>      |  |
| <b>IQA signature:</b> |  |
| <b>Date:</b>          |  |

Relationships to other qualifications

### ***Links to other qualifications***

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

### ***Literacy, language, numeracy and ICT skills development***

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

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

## Appendix 1 Sources of general information

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

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

Specifically, the document includes sections on:

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

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

- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

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

*Access to Assessment & Qualifications* provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

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

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

*Centre Guide – Delivering International Qualifications* contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification.

Specifically, the document includes sections on:

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

## Appendix 2 Useful contacts

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

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

## City & Guilds Group

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

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