

Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) (6574 - 21–28)

October 2018 (Version 1.0)

Qualification Handbook

Qualification at a glance

Subject area	Construction
City & Guilds number	6574
Age group approved	16-18, 19+
Entry requirements	None
Assessment types	Portfolio of evidence
Approvals	Qualification approval
Support materials	Centre Handbook and Candidate Logbook
Registration and certification	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	Handbook created based on current CITB units (2017 v6)	

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Unit 740	Identifying and marking the location of utilities apparatus and sub-structures in the workplace	128
Unit 741	Controlling, directing and guiding the operation of plant or machinery in the workplace	134
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1 Introduction

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

Area	Description
Who is the qualification for?	This qualification is ideal for individuals who work as operatives in the construction sector, laying pavements, kerbs, channels and drainage, working with concrete or excavating holes or trenches.
What does the qualification cover?	It covers the following specialist areas: <ul style="list-style-type: none">• modular paving• laying kerbs and channels• general construction operations• drainage construction• structural and non-structural concreting• excavation and reinstatement Upon completion, learners show that they have the required skills and knowledge and are competent in this specialist trade area.
What opportunities for progression are there?	As the requirements of the occupational area are met by this level 2 qualification, there is no level 3 diploma or an advanced apprenticeship for construction operations. After gaining work experience, however, there are opportunities to progress into plant operations related to construction operations and also occupational work supervision, management or technical support areas.
Who did we develop the qualification with?	This qualification is based on a structure and unit content defined by CITB.
Is it part of an apprenticeship framework or initiative?	This qualification forms the competence based element of the Intermediate Apprenticeship in Construction Civil Engineering (Level 2), Pathway 1: Construction Operations.

Structure

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.

City & Guilds unit no.	Unit title	Unit level
Mandatory		
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.

City & Guilds unit no.	Unit title	Unit level
Mandatory		
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.

City & Guilds unit no.	Unit title	Unit level
Mandatory		
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
Optional A		
712	Installing drainage in the workplace	2
735	Pouring concrete to form structures in the workplace	2
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
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.

City & Guilds unit no.	Unit title	Unit level
Mandatory		
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.

City & Guilds unit no.	Unit title	Unit level
Mandatory		
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
Optional		
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.

City & Guilds unit no.	Unit title	Unit level
Mandatory		
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
Optional		
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.

City & Guilds unit no.	Unit title	Unit level
Mandatory		
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
Optional		
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.

City & Guilds unit no.	Unit title	Unit level
Mandatory		
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
Optional		
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

Total Qualification Time

Total qualification time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. Guided learning, also expressed in hours, is time spent under the direct supervision of a provider of education or training (including assessment). Guided learning contributes to TQT.

TQT and GL values are estimates.

Title and level	GLH	TQT
City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Modular Pavement Construction	228	430
City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Laying Kerbs and Channels	242	430
City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Construction Operations	242	400
City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Drainage Construction	355	570
City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Structural Concreting	242	400
City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Non-structural Concreting	309	580
City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Excavation and Reinstatement	328	570
City & Guilds Level 2 NVQ Diploma in Construction and Civil Engineering Operations (Construction) – Excavation	275	440

2 Centre requirements

Approval

The approval process for Construction qualifications is available at our website. Please visit www.cityandguilds.com/construction for further information.

Resource requirements

Centre staffing

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area[s] for which they are delivering training and/or have experience of providing training (this knowledge must be to the same level as the training being delivered)
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

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

Learner entry requirements

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

Age restrictions

City & Guilds cannot accept any registrations for learners under 16 as these qualifications are not approved for learners under 16.

3 Delivering the qualification

Initial assessment and induction

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

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

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

Support materials

The following resources are available for these qualifications:

Description	How to access
Candidate logbook	Available to download from the City & Guilds website

Recording documents

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

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

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

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

4 Assessment

Summary of assessment methods

Candidates must have a completed portfolio of evidence for each unit.

Aspects to be assessed through performance in the workplace

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

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

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

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

Recognition of prior learning (RPL)

Recognition of prior learning means using a person's previous experience or qualifications, which have already been achieved, to contribute to a new qualification.

For this qualification, RPL is allowed and is not sector specific.

5 Units

Structure of the units

These units each have the following:

- City & Guilds reference number
- title
- level
- guided learning hours (GLH)
- unit aim
- learning outcomes, which are comprised of a number of assessment criteria
- notes for guidance.

Unit 103

Conforming to general health, safety and welfare in the workplace

Unit level:	1
GLH:	17
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.

Learning outcome

The learner will:

- 1 comply with all workplace health, safety and welfare legislation requirements.

Assessment criteria

The learner can:

- 1.1 comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area
- 1.2 use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements
- 1.3 comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment
- 1.4 state why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to:
 - 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.

Learning outcome

The learner will:

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

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

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

Assessment criteria

The learner can:

- 3.1 interpret and comply with given instructions to maintain safe systems of work and quality working practices
- 3.2 contribute to discussions by offering/providing feedback relating to health, safety and welfare
- 3.3 contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures
- 3.4 safely store health and safety control equipment in accordance with given instructions
- 3.5 dispose of waste and/or consumable items in accordance with legislation
- 3.6 state the organisational policies and procedures for health, safety and welfare, in relation to:
 - 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.
-

Learning outcome

The learner will:

- 4 work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.

Assessment criteria

The learner can:

- 4.1 demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare
- 4.2 state how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to:
- 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.
-

Learning outcome

The learner will:

- 5 comply with and support all organisational security arrangements and approved procedures.

Assessment criteria

The learner can:

- 5.1 provide appropriate support for security arrangements in accordance with approved procedures:
- a during the working day
 - b on completion of the day's work
 - c for unauthorised personnel (other operatives and the general public)
 - d for theft
- 5.2 state how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.

Unit 103

Conforming to general health, safety and welfare in the workplace

Supporting Information

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

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

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

Workplace evidence of skills cannot be simulated.

Unit 104

Preparing and mixing concrete and mortars in the workplace

Unit level:	1
GLH:	37
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• interpret information• adopt safe and healthy working practices• select resources and methods of work• prepare and mix concrete and mortars.

Learning outcome

The learner will:

- 1 know how to comply with relevant legislation and official guidance when preparing and mixing concrete and mortars.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

- 2 maintain safe and healthy working practices when preparing and mixing concrete and mortars.

Assessment criteria

The learner can:

- 2.1 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
 - 2.2 comply with information relating to specific risks to health when preparing and mixing concrete and mortars
 - 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.
-

Learning outcome

The learner will:

- 3 select the required quantity and quality of resources for the methods of work to prepare and mix concrete and mortars.

Assessment criteria

The learner can:

- 3.1 select resources associated with own work in relation to materials, components, tools and equipment
- 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.

Learning outcome

The learner will:

- 4 minimise the risk of damage to the work and surrounding area when preparing and mixing concrete and mortars.

Assessment criteria

The learner can:

- 4.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures
- 4.2 minimise damage and maintain a clean work space
- 4.3 dispose of waste in accordance with current legislation
- 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.

Learning outcome

The learner will:

- 5 complete the work within the allocated time when preparing and mixing concrete and mortars.

Assessment criteria

The learner can:

- 5.1 demonstrate completion of the work within the allocated time
- 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.

Learning outcome

The learner will:

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

Assessment criteria

The learner can:

- 6.1 demonstrate the following work skills when preparing and mixing concrete and mortars:
 - a gauging
 - b mixing
- 6.2 gauge and mix mortars and/or concrete to given working instructions
- 6.3 safely use materials, hand tools, mixing plant and equipment and ancillary equipment

- 6.4 safely store the materials, tools and equipment used when preparing and mixing concrete and mortars
- 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

Supporting Information

This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

Unit 219

Conforming to productive working practices in the workplace

Unit level:	2
GLH:	20
Unit aim:	To raise awareness of productive working practices including: <ul style="list-style-type: none">• communication with line management, colleagues and customers• interpreting information• planning and carrying out work practices• working with others.

Learning outcome

The learner will:

- 1 communicate with others to establish productive work practices.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 2 follow organisational procedures to plan the sequence of work.

Assessment criteria

The learner can:

- 2.1 interpret relevant information from organisational procedures in order to plan the sequence of work
- 2.2 plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively
- 2.3 describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to:

- 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.
-

Learning outcome

The learner will:

- 3 maintain relevant records in accordance with the organisational procedures.

Assessment criteria

The learner can:

- 3.1 complete relevant documentation according to the occupation as required by the organisation
 - 3.2 describe how to complete and maintain documentation in accordance with organisational procedures, in relation to:
 - 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.
-

Learning outcome

The learner will:

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

Assessment criteria

The learner can:

- 4.1 carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships
- 4.2 apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others
- 4.3 describe how to maintain good working relationships, in relation to:
 - 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

Supporting Information

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

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

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

Workplace evidence of skills cannot be simulated.

Unit 226

Erecting and dismantling access/working platforms in the workplace

Unit level:	2
GLH:	37
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• interpret information• adopt safe and healthy working practices• select resources and methods of work• erect and dismantle access/working platforms.

Learning outcome

The learner will:

- 1 interpret the given information relating to the work and resources when erecting and dismantling access/working platforms.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 2 know how to comply with relevant legislation and official guidance when erecting and dismantling access/working platforms.

Assessment criteria

The learner can:

- 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.
-

Learning outcome

The learner will:

- 3 maintain safe working practices when erecting and dismantling access/working platforms.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 4 select the required quantity and quality of resources for the methods of work to erect and dismantle access/working platforms.

Assessment criteria

The learner can:

- 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 select resources associated with own work in relation to materials, components, tools and equipment
- 4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used
- 4.4 outline potential hazards associated with the resources and method of work
- 4.5 describe how to calculate quantity of equipment required associated with the method/procedure to erect and dismantle access equipment/working platforms.
-

Learning outcome

The learner will:

- 5 minimise the risk of damage to the work and surrounding area when erecting and dismantling access/working platforms.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

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

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

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

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when erecting and dismantling access/working platforms:
 - a moving
 - b positioning/erecting
 - c securing
 - d checking
 - e dismantling
 - f removing
- 7.2 erect, dismantle and store two of the following access equipment to given access regulations:
 - a ladders/crawler boards
 - b stepladders/platform steps
 - c proprietary towers
 - d trestle platforms
 - e mobile scaffold towers
 - f proprietary staging/podiums
- 7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
 - 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 safely use and store materials, hand tools and ancillary equipment
- 7.5 state the needs of other occupations and how to communicate within a team when erecting and dismantling access/working platforms
- 7.6 describe how to maintain the tools and equipment used when erecting and dismantling access/working platforms.

Unit 226

Erecting and dismantling access/working platforms in the workplace

Supporting Information

This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the following endorsements:

- construction and civil engineering operations
- plus two or more of the following:
- ladders/crawler boards
- step ladders/platform steps
- proprietary towers
- trestle platforms
- mobile scaffold towers
- proprietary staging/podiums.

Unit level:	2
GLH:	60
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• interpret information• adopt safe and healthy working practices• select materials, components and equipment• prepare and lay modular pavement manually or by machine.

Learning outcome

The learner will:

- 1 interpret the given information relating to the work and resources when laying modular pavement.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 2 know how to comply with relevant legislation and official guidance when laying modular pavement.

Assessment criteria

The learner can:

- 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.
-

Learning outcome

The learner will:

- 3 maintain safe and healthy working practices when laying modular pavement.

Assessment criteria

The learner can:

- 3.1 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
 - 3.2 demonstrate compliance with given information and relevant legislation when laying modular pavement in relation to the following:
 - a safe use, storage and handling of materials, tools and equipment
 - b specific risks to health
 - 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.
-

Learning outcome

The learner will:

- 4 select the required quantity and quality of resources for the methods of work to lay modular pavement.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials and components, and tools and equipment
 - 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
 - a 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.
-

Learning outcome

The learner will:

- 5 minimise the risk of damage to the work and surrounding area when laying modular pavement.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 6 complete the work within the allocated time when laying modular pavement.

Assessment criteria

The learner can:

- 6.1 demonstrate completion of the work within the allocated time
- 6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:
 - 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.
-

Learning outcome

The learner will:

- 7 comply with the given contract information to lay modular pavement to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when laying modular pavement:
 - a setting out
 - b preparing
 - c measuring
 - d marking out
 - e cutting
 - f placing
 - g laying
 - h levelling
 - i aligning
 - j compacting
 - k finishing
- 7.2 use and maintain hand tools, power tools and ancillary equipment
- 7.3 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:
 - a block paving
 - b brick paving
 - c stone and/or concrete setts
 - d flags
 - e natural stone rough cut (riven and/or cropped)
 - f natural stone uniformly cut (sawn in dimension)
- 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

Supporting Information

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

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

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

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of following endorsements:

- block paving
- brick paving
- stone/concrete setts
- flags
- natural stone rough cut
- natural stone uniformly cut.

Unit 317

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

Unit level:	2
GLH:	63
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• 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.

Learning outcome

The learner will:

- 1 interpret the given information relating to the preparation and use of forward tipping dumpers to carry out transporting and discharging operations.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

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

Assessment criteria

The learner can:

- 2.1 organise the work according to given information or instructions
- 2.2 describe how to communicate ideas between team members
- 2.3 organise and communicate with team members and other associated occupations
- 2.4 describe how to organise resources prior to and during transporting and discharging operations.

Learning outcome

The learner will:

- 3 know how to comply with relevant legislation and official guidance when carrying out transporting and discharging operations using forward tipping dumpers.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

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

Assessment criteria

The learner can:

- 4.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during transporting and discharging operations
 - 4.2 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:
 - a safe use and storage of plant or machinery
 - b safe use and storage of tools and equipment
 - c specific risks to health
 - 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.
-

Learning outcome

The learner will:

- 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.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with forward tipping dumpers in relation to consumables, materials, tools, ancillary equipment and/or accessories
- 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.
-

Learning outcome

The learner will:

- 6 minimise the risk of damage to the work and surrounding area when preparing to and transporting and discharging materials.

Assessment criteria

The learner can:

- 6.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures
 - 6.2 prevent damage and maintain a clean work space
 - 6.3 dispose of waste in accordance with current legislation
 - 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.
-

Learning outcome

The learner will:

- 7 complete the work within the allocated time when preparing to and transporting and discharging materials using forward tipping dumpers.

Assessment criteria

The learner can:

- 7.1 demonstrate completion of the work within the allocated time
 - 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.
-

Learning outcome

The learner will:

- 8 comply with the given contract information to receive, transport and discharge materials using forward tipping dumpers to the required specification

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and transporting and discharging materials using forward tipping dumpers:
 - a checking
 - b adjusting
 - c communicating
 - d manoeuvring
 - e positioning
 - f receiving
 - g depositing
 - h transporting
 - i discharging
- 8.2 use and maintain hand tools, ancillary equipment and/or accessories
- 8.3 prepare to, position, set up and operate forward tipping dumpers to receive, transport and discharge loads to given working instructions
- 8.4 shut down and secure forward tipping dumpers
- 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

Supporting Information

This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the following endorsements:

- forward tipping dumper wheeled
- forward tipping dumper tracked.

Unit 332

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

Unit level:	2
GLH:	63
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• 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.

Learning outcome

The learner will:

- 1 interpret the given information relating to the preparation and use of ride-on rollers to carry out compacting operations.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 2 organise with others the sequence and operation in which compacting operations using ride-on rollers are to be carried out.

Assessment criteria

The learner can:

- 2.1 organise the work according to given information or instructions
- 2.2 describe how to communicate ideas between team members
- 2.3 organise and communicate with team members and other associated occupations
- 2.4 describe how to organise resources prior to and during compacting operations using ride-on rollers.

Learning outcome

The learner will:

- 3 know how to comply with relevant legislation and official guidance when carrying out compacting operations using ride-on rollers.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

- 4 maintain safe and healthy working practices when preparing for and carrying out compacting operations using ride-on rollers.

Assessment criteria

The learner can:

- 4.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during compacting operations
 - 4.2 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:
 - a safe use and storage of plant or machinery
 - b safe use and storage of tools and equipment
 - c specific risks to health
 - 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.
-

Learning outcome

The learner will:

- 5 request and select the required quantity and quality of resources to prepare for and carry out compacting operations using ride-on rollers.

Assessment criteria

The learner can:

- 5.1 request and select resources associated with ride-on rollers in relation to consumables, materials, tools, ancillary equipment and/or accessories
- 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.
-

Learning outcome

The learner will:

- 6 minimise the risk of damage to the work and surrounding area when preparing for and compacting materials.

Assessment criteria

The learner can:

- 6.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures
- 6.2 prevent damage and maintain a clean work space
- 6.3 dispose of waste in accordance with current legislation
- 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.
-

Learning outcome

The learner will:

- 7 complete the work within the allocated time when preparing to and compacting materials.

Assessment criteria

The learner can:

- 7.1 demonstrate completion of the work within the allocated time
- 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.
-

Learning outcome

The learner will:

- 8 comply with the given contract information to compact materials using ride-on rollers to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing for and compacting materials using ride-on rollers:
 - a checking
 - b adjusting
 - c communicating
 - d manoeuvring
 - e positioning
 - f compacting
- 8.2 use and maintain hand tools, ancillary equipment and/or accessories
- 8.3 prepare for, position, set up and operate ride-on rollers to compact a variety of materials, in various locations, to given working instructions
- 8.4 shut down and secure ride-on rollers
- 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

Supporting Information

This unit must be assessed in a work environment and in accordance with the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the following endorsement:

- ride-on roller.

Unit 363

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

Unit level:	2
GLH:	43
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• 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.

Learning outcome

The learner will:

- 1 interpret the given information relating to the preparation for and the slinging and signalling of loads.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 2 organise with others the sequence and operation in which the slinging and signalling of loads is to be carried out.

Assessment criteria

The learner can:

- 2.1 organise the work according to given information or instructions
- 2.2 describe how to communicate ideas between team members
- 2.3 organise and communicate with team members and other associated occupations
- 2.4 describe how to organise resources prior to and when slinging and signalling of loads.

Learning outcome

The learner will:

- 3 know how to comply with relevant legislation and official guidance to carry out slinging and signalling of loads.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

- 4 maintain safe and healthy working practices when preparing for and slinging and signalling loads.

Assessment criteria

The learner can:

- 4.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when slinging and signalling loads
- 4.2 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:
 - a safe use and storage of tools and equipment
 - b safe use, storage and handling of lifting accessories
 - c safe use of access equipment
 - d specific risks to health
- 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.

Learning outcome

The learner will:

- 5 select the required quantity and quality of resources to prepare for and when slinging and signalling loads.

Assessment criteria

The learner can:

- 5.1 select resources associated with slinging/signalling in relation to lifting accessories/aids, hand tools and ancillary equipment
- 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.
-

Learning outcome

The learner will:

- 6 minimise the risk of damage to the work and surrounding area when preparing to and slinging and signalling loads.

Assessment criteria

The learner can:

- 6.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures
 - 6.2 prevent damage and maintain a clean work space
 - 6.3 dispose of waste in accordance with current legislation
 - 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.
-

Learning outcome

The learner will:

- 7 complete the work within the allocated time when preparing to and slinging and signalling loads.

Assessment criteria

The learner can:

- 7.1 demonstrate completion of the work within the allocated time
 - 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.
-

Learning outcome

The learner will:

- 8 comply with the given contract information to prepare to and sling and signal suspended loads for movement to the required specification.

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when preparing to and slinging and signalling loads:
 - a measuring
 - b gauging
 - c estimating
 - d calculating
 - e fitting
 - f fixing
 - g testing
 - h balancing
 - i interpreting
 - j inspecting
 - k judging
 - l explaining
 - m preparing
 - n indicating
 - o informing
 - p instructing
 - q signing
 - r positioning
 - s adjusting
 - t configuring
 - u moving
 - v securing
 - w signalling
 - x relaying
- 8.2 use and maintain lifting accessories, lifting aids and equipment
- 8.3 inspect and prepare lifting accessories prior to slinging
- 8.4 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:
 - a balanced
 - b unbalanced
 - c loose
 - d bundled
 - e container
 - f drum
 - g a load where the machine operator cannot observe its full movement path
- 8.5 guide, move and place suspended loads to specified destinations, using hand signals, to given working instructions for three of the following:
 - a balanced
 - b unbalanced

- c loose
 - d bundled
 - e container
 - f drum
- 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

Supporting Information

This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the following endorsement:

- slinger signaller – construction and civil engineering operations only.

Unit 367

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

Unit level:	2
GLH:	33
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• interpret information• adopt safe and healthy working practices• select and prepare specialised powered tools and/or ancillary equipment• operate specialised powered tools and equipment.

Learning outcome

The learner will:

- 1 interpret the given information relating to the preparation and use of powered units, tools or pedestrian plant, machinery or equipment.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 2 know how to comply with relevant legislation and official guidance to prepare and use powered units, tools or pedestrian plant, machinery or equipment.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

- 3 maintain safe and healthy working practices when preparing for and using powered units, tools or pedestrian plant, machinery or equipment.

Assessment criteria

The learner can:

- 3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when using powered units, tools or pedestrian plant, machinery or equipment
- 3.2 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:
 - a safe use of access equipment
 - b safe handling of materials
 - c safe use and storage of materials, tools and equipment
 - d specific risks to health
- 3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to 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.
-

Learning outcome

The learner will:

- 4 select the required quantity and quality of resources to prepare for and sustain powered units, tools or pedestrian plant, machinery or equipment.

Assessment criteria

The learner can:

- 4.1 select resources associated with the type of work in relation to fuel/power source, lubricants and consumables
- 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.
-

Learning outcome

The learner will:

- 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.

Assessment criteria

The learner can:

- 5.1 protect the work and its surrounding area from damage. In accordance with safe working practices and organisational procedures
- 5.2 prevent damage and maintain a clean work space

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

Learning outcome

The learner will:

- 6 complete the work within the allocated time when preparing to and using powered units, tools or pedestrian plant, machinery or equipment.

Assessment criteria

The learner can:

- 6.1 demonstrate completion of the work within the allocated time
 - 6.2 describe the purpose of the work programme and 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.
-

Learning outcome

The learner will:

- 7 comply with the given contract information to operate powered units, tools or pedestrian plant, machinery or equipment to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when using powered units, tools or pedestrian plant, machinery or equipment:
 - a starting
 - b stopping
 - c replenishing
 - d controlling
 - e cleaning
- 7.2 use and maintain powered units, tools and ancillary equipment
- 7.3 operate and monitor powered units and tools or pedestrian plant, machinery or associated equipment to given working instructions relating to:
 - a continual running
 - b closing down
 - c cleaning

- 7.4 return powered unit, tools or pedestrian plant, machinery or equipment to a safe operational condition on completion of work
- 7.5 disassemble and/or clean powered unit, tools or pedestrian plant, machinery or equipment
- 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

Supporting Information

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

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

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

Workplace evidence of skills cannot be simulated.

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

- generators
- pumps
- pedestrian operated plant or machinery
- mixers
- compressors
- self-powered tools.

Unit 369

Moving, handling and storing resources in the workplace

Unit level:	2
GLH:	27
Unit aim:	To provide the learner with the skills and knowledge required to: <ul style="list-style-type: none">• 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.

Learning outcome

The learner will:

- 1 comply with given information when moving, handling and/or storing resources.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 2 know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.

Assessment criteria

The learner can:

- 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.
-

Learning outcome

The learner will:

- 3 maintain safe working practices when moving, handling and/or storing resources.

Assessment criteria

The learner can:

- 3.1 use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when moving, handling and/or storing resources
- 3.2 use lifting aids safely as appropriate to the work
- 3.3 protect the environment in accordance with safe working practices as appropriate to the work
- 3.4 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling and/or storing resources, and the types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to:
- 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.

Learning outcome

The learner will:

- 4 select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources.

Assessment criteria

The learner can:

- 4.1 select the relevant resources to be moved, handled and/or stored, associated with own work
- 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to:
 - 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.

Learning outcome

The learner will:

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

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

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

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

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

Assessment criteria

The learner can:

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

Unit 369

Moving, handling and storing resources in the workplace

Supporting Information

This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

Unit 371

Setting out secondary dimensional work control in the workplace

Unit level:	2
GLH:	33
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• 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.

Learning outcome

The learner will:

- 1 interpret the given information relating to setting out dimensional control of the work.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 2 know how to comply with relevant legislation and official guidance to set out dimensional control of the work.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

- 3 maintain safe and healthy working practices when setting out dimensional control of the work.

Assessment criteria

The learner can:

- 3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during setting out dimensional control of the work
- 3.2 demonstrate compliance with given information and relevant legislation when setting out dimensional control of the work in relation to two or more of the following:
 - a safe use of access equipment/working platforms
 - b safe handling of materials
 - c safe use and storage of materials, tools and equipment
 - d specific risks to health
- 3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to setting out dimensional control of the work, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:
 - a collective protective measures
 - b personal protective equipment (PPE)
 - c respiratory protective equipment (RPE)
 - d local exhaust ventilation (LEV)
- 3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions

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

Learning outcome

The learner will:

- 4 select the required quantity and quality of resources to set out dimensional control of the work.

Assessment criteria

The learner can:

- 4.1 select resources associated with the work in relation to measuring tools and instruments, marking materials/components, tools and equipment
- 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.
-

Learning outcome

The learner will:

- 5 minimise the risk of damage to the work and surrounding area when setting out dimensional control of the work.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 6 complete the work within the allocated time when setting out dimensional control of the work.

Assessment criteria

The learner can:

- 6.1 demonstrate completion of the work within the allocated time
- 6.2 describe the purpose of the work programme and 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.

Learning outcome

The learner will:

- 7 comply with the given contract information to set out dimensional control of the work to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when setting out dimensional control of the work:
 - a transferring
 - b transposing
 - c levelling
 - d measuring
 - e marking
 - f positioning
 - g fixing
 - h securing
- 7.2 use and maintain hand tools, measuring and marking equipment
- 7.3 set out secondary dimensional control for the work to given working instructions for three or more of the following:
 - a line
 - b level
 - c depth
 - d area
 - e height
 - f angle
- 7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:
 - a measure and set out secondary dimensional control for the work
 - b measure, align and level to dimensional control requirements
 - c transfer and set out 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

Supporting Information

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

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

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

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

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of setting out secondary dimensional work control to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the following endorsements:

- lines
- levels
- depths
- areas
- heights
- angles.

Unit 613

Placing and finishing non-specialist concrete in the workplace

Unit level:	2
GLH:	80
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• interpret information• adopt safe and healthy working practices• select resources and methods of work• place and finish non-specialist concrete in the workplace.

Learning outcome

The learner will:

- 1 interpret the given information relating to the work and resources when placing and finishing non-specialist concrete.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 2 know how to comply with relevant legislation and official guidance when placing and finishing non-specialist concrete.

Assessment criteria

The learner can:

- 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.
-

Learning outcome

The learner will:

- 3 maintain safe and healthy working practices when placing and finishing non-specialist concrete.

Assessment criteria

The learner can:

- 3.1 use health and safety control equipment safely to carry out the activity in accordance with current legislation and organisational requirements when placing and finishing non-specialist concrete
 - 3.2 comply with information relating to specific risks to health when placing and finishing non-specialist concrete
 - 3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to placing and finishing non-specialist concrete, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:
 - a collective protective measures
 - b personal protective equipment (PPE)
 - c respiratory protective equipment (RPE)
 - d local exhaust ventilation (LEV)
 - 3.4 describe how the relevant health and safety control equipment should be used in accordance with the given instructions
 - 3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.
-

Learning outcome

The learner will:

- 4 select the required quantity and quality of resources for the methods of work to place and finish non-specialist concrete.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components and fixings, and tools and equipment
 - 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
 - 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.
-

Learning outcome

The learner will:

- 5 minimise the risk of damage to the work and surrounding area when placing and finishing non-specialist concrete.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 6 complete the work within the allocated time when placing and finishing non-specialist concrete.

Assessment criteria

The learner can:

- 6.1 demonstrate completion of the work within the allocated time

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

Learning outcome

The learner will:

- 7 comply with the given contract information to place and finish non-specialist concrete to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when placing and finishing non-specialist concrete:
- a measuring
 - b marking out
 - c laying
 - d compacting
 - e finishing
 - f positioning
 - g securing
- 7.2 lay and finish concrete to given working instructions for three of the following:
- a concrete slabs/bases (footing, oversites or paths)
 - b form slab edging
 - c position reinforcement
 - d form surface finish (tamped, floated, brushed and trowelled)
- 7.3 safely use materials, hand tools and ancillary equipment
- 7.4 safely store the materials, tools and equipment used when placing and finishing non-specialist concrete
- 7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
- a handle, transport and test concrete
 - b transport, lay, compact, cure and protect concrete with tamped, floated, brushed and trowelled finishes
 - c cure and protect
 - d place fabric reinforcement
 - e concrete mix ratios (volume and gauge boxes)
 - f place concrete into formwork and shuttering
 - g form slab edging
 - h work with plant and machinery
 - i use hand tools and ancillary equipment
- 7.6 describe the needs of other occupations and how to effectively communicate within a team when placing and finishing non-specialist concrete
- 7.7 describe how to maintain the tools and equipment used when placing and finishing non-specialist concrete.

Unit 613

Placing and finishing non-specialist concrete in the workplace

Supporting Information

This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

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

- concrete slabs/bases
- form slab edging
- position reinforcement
- form surface finish.

Unit 712

Installing drainage in the workplace

Unit level:	2
GLH:	110
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• interpret information• adopt safe and healthy working practices• select resources and methods of work• install drainage.

Learning outcome

The learner will:

- 1 interpret the given information relating to the work and resources when installing drainage.

Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from:
 - a drawings
 - b specifications
 - c schedules
 - d risk assessments
 - e method statements
 - f manufacturers' information
- 1.2 comply with information and/or instructions derived from risk assessments and method statements
- 1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented
- 1.4 describe different types of information, their source and how they are interpreted in relation to:
 - a drawings
 - b specifications
 - c schedules
 - d risk assessments
 - e method statements
 - f manufacturers' information
 - g verbal, written and graphical instructions
 - h permits

- i current regulations and official guidance governing the installation and construction of drainage systems.
-

Learning outcome

The learner will:

- 2 know how to comply with relevant legislation and official guidance when installing drainage.

Assessment criteria

The learner can:

- 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.
-

Learning outcome

The learner will:

- 3 maintain safe and healthy working practices when installing drainage.

Assessment criteria

The learner can:

- 3.1 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
- 3.2 demonstrate compliance with given information and relevant legislation when installing drainage in relation to at least two of the following:
 - a safe use of access equipment
 - b safe use, storage and handling of materials, tools and equipment
 - c specific risks to health
- 3.3 explain why and when health and safety control equipment, 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.
-

Learning outcome

The learner will:

- 4 select the required quantity and quality of resources for the methods of work to install drainage.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components and fixings, and tools and equipment
- 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
- 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.
-

Learning outcome

The learner will:

- 5 minimise the risk of damage to the work and surrounding area when installing drainage.

Assessment criteria

The learner can:

- 5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures
- 5.2 maintain a clear and tidy work space

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

Learning outcome

The learner will:

- 6 complete the work within the allocated time when installing drainage.

Assessment criteria

The learner can:

- 6.1 demonstrate completion of the work within the allocated time
 - 6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:
 - 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.
-

Learning outcome

The learner will:

- 7 comply with the given contract information to install drainage to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when installing drainage:
 - a checking
 - b measuring
 - c marking out
 - d cutting
 - e laying
 - f positioning
 - g fitting
 - h joining
 - i levelling
 - j plumbing
 - k aligning
 - l securing
 - m testing

- 7.2 use and maintain hand tools, power tools and ancillary equipment
- 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:
 - a inspection chambers (e.g. brick, concrete, metal or plastic)
 - b surface water systems (e.g. cells, culverts, high capacity, linear, balancing ponds, interceptors, recycling equipment, soak-a-ways, sustainable urban drainage systems)
 - c foul water systems (e.g. cess pools, septic tanks, reed beds, treatment plants)
 - d surround pipe with specified materials
 - e place backfill to trench using given work instructions for both compacted and free drainage material
- 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

Supporting Information

This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the following endorsements:

- Construction and Civil Engineering Operations

Plus four of the following:

- protective screens, hoardings and covers
- access and egress routes
- supports
- supporting structures
- removal equipment
- diverting equipment
- site facilities
- stabilisation.

Unit 734

Reinstating ground condition in the workplace

Unit level:	2
GLH:	53
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• interpret information• adopt safe and healthy working practices• select resources and methods of work• reinstate ground condition.

Learning outcome

The learner will:

- 1 interpret the given information relating to the work and resources when reinstating ground condition.

Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from drawings, specifications, schedules method statements, risk assessments and manufacturers' information
- 1.2 comply with information and/or instructions derived from risk assessments and method statements
- 1.3 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.

Learning outcome

The learner will:

- 2 know how to comply with relevant legislation and official guidance when reinstating ground condition.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

- 3 maintain safe and healthy working practices when reinstating ground condition.

Assessment criteria

The learner can:

- 3.1 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
- 3.2 demonstrate compliance with given information and relevant legislation when reinstating ground condition in relation to at two of the following:
 - a safe use of access equipment
 - b safe use, storage and handling of materials, tools and equipment
 - c specific risks to health
- 3.3 explain why and when health and safety control equipment, 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.
-

Learning outcome

The learner will:

- 4 select the required quantity and quality of resources for the methods of work to reinstate ground condition.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components, fixings, tools and equipment
 - 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
 - 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.
-

Learning outcome

The learner will:

- 5 minimise the risk of damage to the work and surrounding area when reinstating ground condition.

Assessment criteria

The learner can:

- 5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures
- 5.2 maintain a clean work space
- 5.3 dispose of waste in accordance with current legislation
- 5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions

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

Learning outcome

The learner will:

- 6 complete the work within the allocated time when reinstating ground condition.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 7 comply with the given contract information to reinstate ground condition to the required specification.

Assessment criteria

The learner can:

- 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

Supporting Information

This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

Unit 735

Pouring concrete to form structures in the workplace

Unit level:	2
GLH:	80
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• interpret information• adopt safe and healthy working practices• select resources and methods of work• pour concrete to form structures.

Learning outcome

The learner will:

- 1 interpret the given information relating to the work and resources when pouring concrete to form structures.

Assessment criteria

The learner can:

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

- g verbal, written and graphical instructions
 - h current regulations and official guidance associated with pouring concrete to form structures.
-

Learning outcome

The learner will:

- 2 know how to comply with relevant legislation and official guidance when pouring concrete to form structures.

Assessment criteria

The learner can:

- 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.
-

Learning outcome

The learner will:

- 3 maintain safe and healthy working practices when pouring concrete to form structures.

Assessment criteria

The learner can:

- 3.1 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
- 3.2 demonstrate compliance with given information and relevant legislation when pouring concrete to form structures in relation to at least two of the following:
 - a safe use of access equipment
 - b safe use, storage and handling of materials, tools and equipment
 - c specific risks to health
- 3.3 explain why and when health and safety control equipment, 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.
-

Learning outcome

The learner will:

- 4 select the required quantity and quality of resources for the methods of work to pour concrete to form structures.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components and fixings, and tools and equipment
- 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
- 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.
-

Learning outcome

The learner will:

- 5 minimise the risk of damage to the work and surrounding area when pouring concrete to form structures.

Assessment criteria

The learner can:

- 5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures

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

Learning outcome

The learner will:

- 6 complete the work within the allocated time when pouring concrete to form structures.

Assessment criteria

The learner can:

- 6.1 demonstrate completion of the work within the allocated time
 - 6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:
 - 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.
-

Learning outcome

The learner will:

- 7 comply with the given contract information to pour concrete to form structures to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when pouring concrete to form structures:
 - a measuring
 - b positioning
 - c placing
 - d spreading
 - e vibrating
 - f compacting
 - g finishing
 - h protecting
- 7.2 use and maintain hand tools, power tools and ancillary equipment
- 7.3 place, compact and finish concrete to given working instructions relating to at least two of the following placement methods:
 - a chute

- b elephant's trunk
 - c skip
 - d pump
 - e mono-rail
 - f manually
- 7.4 protect concrete and ensure the completion of the curing process
- 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

Supporting Information

This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed below:

- construction and civil engineering operations
- plus two of the following:
- chute
- elephant's trunk
- skip
- pump
- mono-rail
- manually.

Unit 736

Erecting and striking proprietary formwork in the workplace

Unit level:	2
GLH:	100
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• interpret information• adopt safe and healthy working practices• select resources and methods of work• erect and strike proprietary formwork.

Learning outcome

The learner will:

- 1 interpret the given information relating to the work and resources when erecting and striking proprietary formwork.

Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from drawings, specifications, schedules, risk assessments, method statements and manufacturers' and suppliers' information
- 1.2 comply with information and/or instructions derived from risk assessments and method statements
- 1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented
- 1.4 describe different types of information, their source and how they are interpreted in relation to:
 - a drawings
 - b specifications
 - c schedules
 - d risk assessments
 - e method statements
 - f permits
 - g manufacturers' and suppliers' information
 - h verbal, written and graphical instructions
 - i current regulations and official guidance associated with formwork.

Learning outcome

The learner will:

- 2 know how to comply with relevant legislation and official guidance when erecting and striking proprietary formwork.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

- 3 maintain safe and healthy working practices when erecting and striking proprietary formwork.

Assessment criteria

The learner can:

- 3.1 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
- 3.2 demonstrate compliance with given information and relevant legislation when erecting and striking proprietary formwork in relation to at least three of the following:
 - a safe use of access equipment
 - b safe use, storage and handling of materials, tools and equipment
 - c working with and around utility services including ground penetration
 - d specific risks to health
- 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.
-

Learning outcome

The learner will:

- 4 select the required quantity and quality of resources for the methods of work to erect and strike proprietary formwork.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components, fixings, tools and equipment
- 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
- 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.
-

Learning outcome

The learner will:

- 5 minimise the risk of damage to the work and surrounding area when erecting and striking proprietary formwork.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 6 complete the work within the allocated time when erecting and striking proprietary formwork.

Assessment criteria

The learner can:

- 6.1 demonstrate completion of the work within the allocated time
- 6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:
 - a types of productivity targets and timescales
 - b how times are estimated
 - c organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

- 7 comply with the given contract information to erect and strike proprietary formwork to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when erecting and striking proprietary formwork:
 - a measuring
 - b marking out
 - c aligning
 - d positioning
 - e levelling
 - f plumbing
 - g securing
 - h removing
 - i storing
- 7.2 use and maintain hand tools, power tools and ancillary equipment
- 7.3 erect and strike proprietary formwork to given working instructions
- 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

Supporting Information

This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

Unit 737

Laying preformed kerbs and channels in the workplace

Unit level:	2
GLH:	74
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• interpret information• adopt safe and healthy working practices• select materials, components and equipment• prepare for and lay kerbs and channels.

Learning outcome

The learner will:

- 1 interpret the given information relating to the work and resources when laying preformed kerbs and channels.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 2 know how to comply with relevant legislation and official guidance when laying preformed kerbs and channels.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

- 3 maintain safe and healthy working practices when laying preformed kerbs and channels.

Assessment criteria

The learner can:

- 3.1 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
- 3.2 demonstrate compliance with given information and relevant legislation when laying preformed kerbs and channels in relation to the following:
 - a safe use, storage and handling of materials, tools and equipment
 - b specific risks to health
 - c 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 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.

Learning outcome

The learner will:

- 4 select the required quantity and quality of resources for the methods of work to lay preformed kerbs and channels.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components, fixings, tools and equipment
- 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
 - 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.

Learning outcome

The learner will:

- 5 minimise the risk of damage to the work and surrounding area when laying preformed kerbs and channels.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 6 complete the work within the allocated time when laying preformed kerbs and channels.

Assessment criteria

The learner can:

- 6.1 demonstrate completion of the work within the allocated time
 - 6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:
 - 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.
-

Learning outcome

The learner will:

- 7 comply with the given contract information to lay preformed kerbs and channels to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when laying preformed kerbs and channels:
 - a measuring
 - b marking out
 - c cutting
 - d positioning
 - e levelling
 - f aligning
 - g compacting
 - h sealing
 - i finishing
- 7.2 use and maintain hand tools, power tools and ancillary equipment
- 7.3 lay preformed kerbs and/or channels and/or combined drainage and kerb systems to given working instructions
- 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

Supporting Information

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

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

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

Workplace evidence of skills cannot be simulated.

Unit 738

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

Unit level:	2
GLH:	65
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• 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.

Learning outcome

The learner will:

- 1 interpret the given information relating to the work and resources when installing, maintaining and removing work area protection and safety equipment.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

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

Assessment criteria

The learner can:

- 2.1 describe their responsibilities regarding potential accidents, 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.
-

Learning outcome

The learner will:

- 3 maintain safe and healthy working practices when installing, maintaining and removing work area protection and safety equipment.

Assessment criteria

The learner can:

- 3.1 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
- 3.2 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:
 - a safe use of access equipment
 - b safe use, storage and handling of materials, tools and equipment
 - c specific risks to health
- 3.3 explain why and when health and safety control equipment, 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.

Learning outcome

The learner will:

- 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.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components and fixings, and tools and equipment
- 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
- 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.

Learning outcome

The learner will:

- 5 minimise the risk of damage to the work and surrounding area when installing, maintaining and removing work area protection and safety equipment.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 6 complete the work within the allocated time when installing, maintaining and removing work area protection and safety equipment.

Assessment criteria

The learner can:

- 6.1 demonstrate completion of the work within the allocated time
 - 6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:
 - 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.
-

Learning outcome

The learner will:

- 7 comply with the given contract information to install, maintain and remove work area protection and safety equipment to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when installing, maintaining and removing work area protection and safety equipment:
 - a measuring
 - b setting out
 - c positioning
 - d assembling
 - e constructing
 - f securing

- g dismantling
- h removing
- 7.2 use and maintain hand tools, power tools and ancillary equipment
- 7.3 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:
 - a protection and safety notices
 - b safety lighting.
- 7.4 report work undertaken
- 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.

Unit 738

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

Supporting Information

This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the following endorsements:

- modular pavement
- laying kerbs and channels
- drainage construction
- structural concrete
- non-structural concrete
- construction operations
- excavation and reinstatement
- excavation.

Unit 739

Forming and finishing excavations manually in the workplace

Unit level:	2
GLH:	65
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• interpret information• adopt safe and healthy working practices• select resources and methods of work• form and finish excavations.

Learning outcome

The learner will:

- 1 interpret the given information relating to the work and resources when forming and finishing excavations manually.

Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from drawings, specifications, schedules, risk assessments and method statements
- 1.2 comply with information and/or instructions derived from risk assessments and method statements
- 1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented
- 1.4 describe different types of information, their source and how they are interpreted in relation to:
 - a drawings
 - b specifications
 - c schedules
 - d risk assessments
 - e method statements
 - f manufacturers' information
 - g verbal, written and graphical instructions
 - h permits
 - i current legislation and official guidance governing excavations and the support of excavations.

Learning outcome

The learner will:

- 2 know how to comply with relevant legislation and official guidance when forming and finishing excavations manually.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

- 3 maintain safe and healthy working practices when forming and finishing excavations manually.

Assessment criteria

The learner can:

- 3.1 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
- 3.2 demonstrate compliance with given information and relevant legislation when forming and finishing excavations manually in relation to at least two of the following:
 - a safe use of access equipment
 - b safe use, storage and handling of materials, tools and equipment
 - c specific risks to health
- 3.3 explain why and when health and safety control equipment, 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.
-

Learning outcome

The learner will:

- 4 select the required quantity and quality of resources for the methods of work to form and finish excavations manually.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials and components, and tools and equipment
- 4.2 describe the characteristics, quality, uses, sustainability limitations and defects associated with the resources in relation to:
- a digging equipment
 - 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.
-

Learning outcome

The learner will:

- 5 minimise the risk of damage to the work and surrounding area when forming and finishing excavations manually.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 6 complete the work within the allocated time when forming and finishing excavations manually.

Assessment criteria

The learner can:

- 6.1 demonstrate completion of the work within the allocated time
- 6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:
 - a types of productivity targets and timescales
 - b how times are estimated
 - c organisational procedures for reporting circumstances which will affect the work programme.

Learning outcome

The learner will:

- 7 comply with the given contract information to form and finish excavations manually to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when forming and finishing excavations manually:
 - a checking
 - b locating
 - c measuring
 - d marking out
 - e excavating
 - f securing
- 7.2 use and maintain hand tools, power tools and ancillary equipment
- 7.3 form and finish excavations manually to given working instructions
- 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.

Unit 739

Forming and finishing excavations manually in the workplace

Supporting Information

This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the following endorsement:

- construction and civil engineering operations.

Unit 740

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

Unit level:	2
GLH:	75
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• 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.

Learning outcome

The learner will:

- 1 interpret the given information relating to the work and resources when identifying and marking the location of utilities apparatus and sub-structures.

Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from drawings, specifications, schedules, risk assessments, method statements, survey and utility company information and manufacturers' information
- 1.2 comply with information and/or instructions derived from risk assessments and method statements
- 1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented
- 1.4 describe different types of information, their source and how they are interpreted in relation to:
 - a drawings
 - b specifications
 - c schedules
 - d risk assessments
 - e method statements
 - f organisational and manufacturers' information
 - g verbal, written and graphical instructions
 - h current regulations and official guidance governing utilities.

Learning outcome

The learner will:

- 2 know how to comply with relevant legislation and official guidance when identifying and marking the location of utilities apparatus and sub-structures.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

- 3 maintain safe and healthy working practices when identifying and marking the location of utilities apparatus and sub-structures.

Assessment criteria

The learner can:

- 3.1 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
- 3.2 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:
 - a safe use, storage and handling of materials, tools and equipment
 - b specific risks to health
 - c 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 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.
-

Learning outcome

The learner will:

- 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.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components, tools, equipment and electronic location instruments
- 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
- a electronic location instruments
 - b marking materials and equipment
 - c hand tools, power tools and equipment
 - d 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 and area associated with the method and procedure to identify and mark the location of utilities apparatus and sub-structures
-

Learning outcome

The learner will:

- 5 minimise the risk of damage to the work and surrounding area when identifying and marking the location of utilities apparatus and sub-structures.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 6 complete the work within the allocated time when identifying and marking the location of utilities apparatus and sub-structures.

Assessment criteria

The learner can:

- 6.1 demonstrate completion of the work within the allocated time
 - 6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:
 - 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.
-

Learning outcome

The learner will:

- 7 comply with the given contract information to identify and mark the location of utilities apparatus and sub-structures to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when identifying and marking the location of utilities apparatus and sub-structures:
 - a measuring
 - b locating
 - c identifying
 - d marking out
 - e positioning
 - f protecting
-

- g securing
- 7.2 use and maintain hand tools, power tools and ancillary equipment
- 7.3 survey, identify and mark the location of utilities apparatus and sub-structures to given working instructions
- 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 in the workplace

Supporting Information

This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the following endorsement:

- construction and civil engineering operations.

Unit 741

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

Unit level:	2
GLH:	70
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• interpret information• adopt safe and healthy working practices• select resources and methods of work• control, direct and guide the operation of plant and machinery.

Learning outcome

The learner will:

- 1 interpret the given information relating to controlling, directing and guiding the operation of plant or machinery.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 2 organise with others the sequence and operation in which directing and guiding operations are to be carried out.

Assessment criteria

The learner can:

- 2.1 organise the work according to given information or instructions
- 2.2 describe how to communicate ideas between team members
- 2.3 organise and communicate with team members and other associated occupations.
- 2.4 describe how to organise resources prior to and during directing and guiding the operation of plant and machinery.

Learning outcome

The learner will:

- 3 know how to comply with relevant legislation and official guidance when carrying out controlling, directing and guiding operations of plant or machinery.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

- 4 maintain safe and healthy working practices when controlling, directing and guiding the operation of plant and machinery.

Assessment criteria

The learner can:

- 4.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements during controlling, directing and guiding the operation of plant and machinery
 - 4.2 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:
 - a safe use and storage of tools
 - b safe use and storage of equipment
 - c specific risks to health
 - 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.
-

Learning outcome

The learner will:

- 5 select the required quantity and quality of resources to direct and guide the operation of plant and machinery.

Assessment criteria

The learner can:

- 5.1 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
- 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.
-

Learning outcome

The learner will:

- 6 minimise the risk of damage to the work and surrounding area when controlling, directing and guiding the operation of plant and machinery.

Assessment criteria

The learner can:

- 6.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures
 - 6.2 prevent damage and maintain a clean work space
 - 6.3 dispose of waste in accordance with current legislation
 - 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.
-

Learning outcome

The learner will:

- 7 complete the work within the allocated time when controlling, directing and guiding the operation of plant and machinery.

Assessment criteria

The learner can:

- 7.1 demonstrate completion of the work within the allocated time
 - 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.
-

Learning outcome

The learner will:

- 8 comply with the given contract information to control, direct and guide the operation of plant or machinery to the required specification.
-

Assessment criteria

The learner can:

- 8.1 demonstrate the following work skills when controlling, directing and guiding the operation of plant or machinery:
 - a measuring
 - b gauging
 - c estimating
 - d interpreting
 - e judging
 - f explaining
 - g preparing
 - h commanding
 - i directing
 - j guiding
 - k indicating
 - l informing
 - m instructing
 - n signing
 - o positioning
 - p moving
 - q securing
 - r signalling
 - s relaying
- 8.2 use and maintain hand tools, ancillary equipment, and signalling and communication equipment
- 8.3 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:
 - a hand signals
 - b hand signalling equipment
 - c verbal and electronic communication equipment
- 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 recognise 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

Supporting Information

This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

Unit 742

Locating and excavating to expose buried utility services in the workplace

Unit level:	2
GLH:	80
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• interpret information• adopt safe and healthy working practices• select resources and methods of work• locate and excavate to expose buried utility services.

Learning outcome

The learner will:

- 1 interpret the given information relating to the work and resources when locating and excavating to expose buried utility services.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 2 know how to comply with relevant legislation and official guidance when locating and excavating to expose buried utility services.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

- 3 maintain safe and healthy working practices when locating and excavating to expose buried utility services.

Assessment criteria

The learner can:

- 3.1 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
- 3.2 demonstrate compliance with given information and relevant legislation when locating and excavating to expose buried utility services in relation to the following:
 - a safe use, storage and handling of materials, tools and equipment
 - b specific risks to health
 - c working with and around utility services including ground penetration
 - d working in excavations
 - 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.
-

Learning outcome

The learner will:

- 4 select the required quantity and quality of resources for the methods of work when locating and excavating to expose buried utility services.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components, tools, equipment and electronic location instruments
 - 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
 - a electronic instruments
 - b marking and protection materials
 - c 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.
-

Learning outcome

The learner will:

- 5 minimise the risk of damage to the work and surrounding area when locating and excavating to expose buried utility services.
-

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 6 complete the work within the allocated time when locating and excavating to expose buried utility services.

Assessment criteria

The learner can:

- 6.1 demonstrate completion of the work within the allocated time
 - 6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:
 - a types of productivity targets and timescales
 - b how times are estimated
 - c organisational procedures for reporting circumstances which will affect the work programme.
-

Learning outcome

The learner will:

- 7 comply with the given contract information when locating and excavating to expose buried utility services to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when locating and excavating to expose buried utility services:
 - a measuring
 - b locating
 - c exposing
 - d marking out
 - e positioning

- f protecting
- g securing
- 7.2 use and maintain hand tools, power tools, ancillary equipment and electronic instruments
- 7.3 locate and excavate to expose buried utility services to given working instructions
- 7.4 apply protection measures to utility services
- 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

Supporting Information

This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

Unit 743

Cutting, drilling and shaping construction related materials in the workplace

Unit level:	1
GLH:	75
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• interpret information• adopt safe and healthy working practices• select resources and methods of work• cut, drill and shape construction related materials.

Learning outcome

The learner will:

- 1 interpret the given information relating to the work and resources when cutting, drilling and shaping construction related materials.

Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information
- 1.2 comply with information and/or instructions derived from risk assessments and method statements
- 1.3 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.

Learning outcome

The learner will:

- 2 know how to comply with relevant legislation and official guidance when cutting, drilling and shaping construction related materials

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

- 3 maintain safe and healthy working practices when cutting, drilling and shaping construction related materials.

Assessment criteria

The learner can:

- 3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when cutting, drilling and shaping construction related materials
- 3.2 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:
 - a safe use of access equipment
 - b safe use, storage and handling of materials, tools and equipment
 - c specific risks to health
- 3.3 explain why and when health and safety control equipment, 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.
-

Learning outcome

The learner will:

- 4 select the required quantity and quality of resources for the methods of work to cut, drill and shape construction related materials.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components, fixings, tools, equipment and consumables
- 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.
-

Learning outcome

The learner will:

- 5 minimise the risk of damage to the work and surrounding area when cutting, drilling and shaping construction related materials.

Assessment criteria

The learner can:

- 5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures
- 5.2 maintain a clear and tidy work space
- 5.3 dispose of waste in accordance with current legislation
-

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

Learning outcome

The learner will:

- 6 complete the work within the allocated time when cutting, drilling and shaping construction related materials.

Assessment criteria

The learner can:

- 6.1 demonstrate completion of the work within the allocated time
 - 6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:
 - a types of productivity targets and timescales
 - b how times are estimated
 - c organisational procedures for reporting circumstances which will affect the work programme.
-

Learning outcome

The learner will:

- 7 comply with the given contract information to cut, drill and shape construction related materials to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when cutting, drilling and shaping construction related materials:
 - a measuring
 - b marking out
 - c positioning
 - d securing
 - e severing
 - f cutting
 - g drilling
 - h shaping
- 7.2 use and maintain hand tools, power tools and ancillary equipment
- 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:
 - a composites

- b plastic
 - c masonry
 - d vitreous clay
 - e metal
 - f timber and timber based
 - g cementitious
 - h bituminous
 - i geotextiles
- 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

Supporting Information

This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

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

- composites
- plastic
- masonry
- vitreous clay
- metal
- timber and timber based material
- cementitious materials
- bituminous material
- geotextiles.

Unit 744

Laying, placing or applying construction related materials in the workplace

Unit level:	1
GLH:	75
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• interpret information• adopt safe and healthy working practices• select resources and methods of work• lay, place or apply construction related materials.

Learning outcome

The learner will:

- 1 interpret the given information relating to the work and resources when laying, placing or applying construction related materials.

Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information
- 1.2 comply with information and/or instructions derived from risk assessments and method statements
- 1.3 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

Learning outcome

The learner will:

- 2 know how to comply with relevant legislation and official guidance when laying, placing or applying construction related materials.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

- 3 maintain safe and healthy working practices when laying, placing or applying construction related materials.

Assessment criteria

The learner can:

- 3.1 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
- 3.2 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:
 - a safe use of access equipment
 - b safe use, storage and handling of materials, tools and equipment
 - c specific risks to health
- 3.3 explain why and when health and safety control equipment, 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.
-

Learning outcome

The learner will:

- 4 select the required quantity and quality of resources for the methods of work to lay, place or apply construction related materials.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components, fixings, tools and equipment
- 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
- a concrete, screeds, sub-base, aggregate and bituminous materials
 - 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 lay, place or apply construction related materials.
-

Learning outcome

The learner will:

- 5 minimise the risk of damage to the work and surrounding area when laying, placing or applying construction related materials.

Assessment criteria

The learner can:

- 5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures
- 5.2 maintain a clear and tidy work space
- 5.3 dispose of waste in accordance with current legislation
- 5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions
-

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

Learning outcome

The learner will:

- 6 complete the work within the allocated time when laying, placing or applying construction related materials.

Assessment criteria

The learner can:

- 6.1 demonstrate completion of the work within the allocated time.
6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:
- 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.
-

Learning outcome

The learner will:

- 7 comply with the given contract information to lay, place or apply construction related materials to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when laying, placing or applying construction related materials:
- a setting out
 - b laying
 - c compacting
 - d levelling
 - e finishing
- 7.2 use and maintain hand tools, power tools and equipment
- 7.3 lay, place or apply at least three of the following construction related materials by oneself or with others to given working instructions:
- a top soil or subsoil
 - b granular fill
 - c cohesive fill
 - d concrete
 - e cementitious
 - f bituminous

- g geotextiles
- 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, 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

Supporting Information

This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

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

- top soil of subsoil
- granular fill materials
- cohesive fill materials
- concrete
- other cementitious materials
- bituminous materials
- geotextiles.

Unit 745

Preparing and mixing construction related materials in the workplace

Unit level:	1
GLH:	85
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• interpret information• adopt safe and healthy working practices• select resources and methods of work• prepare and mix construction related materials.

Learning outcome

The learner will:

- 1 interpret the given information relating to the work and resources when preparing and mixing construction related materials.

Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information
- 1.2 comply with information and/or instructions derived from risk assessments and method statements
- 1.3 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.

Learning outcome

The learner will:

- 2 know how to comply with relevant legislation and official guidance when preparing and mixing construction related materials.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

- 3 maintain safe working practices when preparing and mixing construction related materials.

Assessment criteria

The learner can:

- 3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when preparing and mixing construction related materials
- 3.2 demonstrate compliance with given information and relevant legislation when preparing and mixing construction related materials in relation to at least two of the following:
 - a safe use of access equipment
 - b safe use, storage and handling of materials, tools and equipment
 - c specific risks to health.
- 3.3 explain why and when health and safety control equipment, 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.
-

Learning outcome

The learner will:

- 4 select the required quantity and quality of resources for the methods of work to prepare and mix construction related materials.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, tools and equipment
 - 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
 - a 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.
-

Learning outcome

The learner will:

- 5 minimise the risk of damage to the work and surrounding area when preparing and mixing construction related materials.

Assessment criteria

The learner can:

- 5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures
 - 5.2 maintain a clear and tidy work space
 - 5.3 dispose of waste in accordance with current legislation
-

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

Learning outcome

The learner will:

- 6 complete the work within the allocated time when preparing and mixing construction related materials.

Assessment criteria

The learner can:

- 6.1 demonstrate completion of the work within the allocated time
 - 6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:
 - a types of productivity targets, and timescales
 - b how times are estimated
 - c organisational procedures for reporting circumstances which will affect the work programme.
-

Learning outcome

The learner will:

- 7 comply with the given contract information to prepare and mix construction related materials to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when preparing and mixing construction related materials:
 - a measuring
 - b gauging
 - c stirring
 - d mixing
 - e agitating
 - f blending
- 7.2 use and maintain hand tools, power tools and equipment
- 7.3 prepare at least two of the following materials for use to given working instructions:
 - a cementitious
 - b plasters
 - c resins
 - d adhesives

- e bonding agents
 - f colourings
 - g waterproof coatings
 - h grouts
 - i pre-mixed compounds
- 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

Supporting Information

This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

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

- cementitious materials
- plasters
- resins
- adhesives
- bonding agents
- colourings
- waterproof coatings
- grouts
- pre-mixed compounds.

Unit 746

Installing, maintaining and removing temporary excavation support in the workplace

Unit level:	2
GLH:	110
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• interpret information• adopt safe and healthy working practices• select resources and methods of work• install, maintain and remove temporary excavation support.

Learning outcome

The learner will:

- 1 interpret the given information relating to the work and resources when installing, maintaining and removing temporary excavation support.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 2 know how to comply with relevant legislation and official guidance when installing, maintaining and removing temporary excavation support.

Assessment criteria

The learner can:

- 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.

Learning outcome

The learner will:

- 3 maintain safe and healthy working practices when installing, maintaining and removing temporary excavation support.

Assessment criteria

The learner can:

- 3.1 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
- 3.2 demonstrate compliance with given information and relevant legislation when installing, maintaining and removing temporary excavation support in relation to the following:
 - a safe use of access equipment
 - b safe use, storage and handling of materials, tools and equipment
 - c specific risks to health
- 3.3 explain why and when health and safety control equipment, 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.
-

Learning outcome

The learner will:

- 4 select the required quantity and quality of resources for the methods of work to install, maintain and remove temporary excavation support.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components and fixings, and tools and equipment
- 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
- 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.
-

Learning outcome

The learner will:

- 5 minimise the risk of damage to the work and surrounding area when installing, maintaining and removing temporary excavation support.

Assessment criteria

The learner can:

- 5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures
-

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

Learning outcome

The learner will:

- 6 complete the work within the allocated time when installing, maintaining and removing temporary excavation support.

Assessment criteria

The learner can:

- 6.1 demonstrate completion of the work within the allocated time
 - 6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:
 - 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.
-

Learning outcome

The learner will:

- 7 comply with the given contract information to install, maintain and remove temporary excavation support to the required specification.

Assessment criteria

The learner can:

- 7.1 demonstrate the following work skills when installing, maintaining and removing temporary excavation support:
 - a measuring
 - b marking out
 - c preparing
 - d positioning
 - e fitting
 - f supporting
 - g fixing
 - h securing
 - i dismantling
- 7.2 use and maintain hand tools, power tools and ancillary equipment

- 7.3 install, maintain and remove temporary excavation support to given working instructions, relating to at least one of the following:
- a proprietary systems e.g. drag box, trench box, manhole box
 - b open and closed support systems
 - c piling systems e.g. diaphragm wall, trench sheets, sheet piles, secant support or contiguous support
 - d bespoke support systems
- 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

Supporting Information

This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

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

- proprietary system
- open and closed support system
- piling systems
- bespoke support system.

Unit 747

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

Unit level:	2
GLH:	83
Unit aim:	To provide the learner with the necessary skills and knowledge to: <ul style="list-style-type: none">• 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.

Learning outcome

The learner will:

- 1 interpret the given information relating to the work and resources when installing, constructing, maintaining, dismantling and removing temporary works.

Assessment criteria

The learner can:

- 1.1 interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.
- 1.2 comply with information and/or instructions derived from risk assessments and method statements
- 1.3 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.
-

Learning outcome

The learner will:

- 2 know how to comply with relevant legislation and official guidance when installing, constructing, maintaining, dismantling and removing temporary works.

Assessment criteria

The learner can:

- 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.
-

Learning outcome

The learner will:

- 3 maintain safe and healthy working practices when installing, constructing, maintaining, dismantling and removing temporary works.

Assessment criteria

The learner can:

- 3.1 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, constructing, maintaining, dismantling and removing temporary works
- 3.2 demonstrate compliance with given information and relevant legislation when installing, constructing, maintaining, dismantling and removing temporary works in relation to the following:
 - a safe use of access equipment
 - b safe use, storage and handling of materials, tools and equipment
 - c specific risks to health
- 3.3 explain why and when health and safety control equipment, 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.
-

Learning outcome

The learner will:

- 4 select the required quantity and quality of resources for the methods of work to install, construct, maintain, dismantle and remove temporary works.

Assessment criteria

The learner can:

- 4.1 select resources associated with own work in relation to materials, components, fixings, tools and equipment.
 - 4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
 - 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.
-

Learning outcome

The learner will:

- 5 minimise the risk of damage to the work and surrounding area when installing, constructing, maintaining, dismantling and removing temporary works.
-

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 6 complete the work within the allocated time when installing, constructing, maintaining, dismantling and removing temporary works.

Assessment criteria

The learner can:

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

Learning outcome

The learner will:

- 7 comply with the given contract information to install, construct, maintain, dismantle and remove temporary works to the required specification.

Assessment criteria

The learner can:

- 7.1 Demonstrate the following work skills when installing, constructing, maintaining, dismantling and removing temporary works:
 - a measuring
 - b marking out
 - c aligning
 - d altering
 - e assembling
 - f building

- g erecting
 - h laying
 - 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 use and maintain hand tools, portable power tools and ancillary equipment
- 7.3 install, construct, maintain, dismantle and remove to given working instructions for four of the following as temporary works to allow or enable permanent construction:
- a protective screens, hoardings and covers
 - b access and egress routes
 - c supports
 - d supporting structures
 - e removal equipment
 - f diverting equipment
 - g site facilities
 - h stabilisation
- 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

Supporting Information

This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

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

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the following endorsements:

- construction and civil engineering operations.

Plus four of the following:

- protective screens, hoardings and covers
- access and egress routes
- supports
- supporting structures
- removal equipment
- diverting equipment
- site facilities
- stabilisation.

Appendix 1 Relationships to other qualifications

Links to other qualifications

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

Literacy, language, numeracy and ICT skills development

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

- Functional Skills (England) – see www.cityandguilds.com/functionalskills
- Essential Skills (Northern Ireland) – see www.cityandguilds.com/essentialskillsni
- Essential Skills Wales – see www.cityandguilds.com/esw

Appendix 2 Sources of general information

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

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

Specifically, the document includes sections on:

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

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

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

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

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

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

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

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

Specifically, the document includes sections on:

- The centre and qualification approval process and forms

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

Appendix 3 Useful contacts

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

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

City & Guilds Group

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

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City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)844 543 0000

F +44 (0)20 7294 2413

www.cityandguilds.com
