

# SVQ in Carpentry and Joinery (Construction): Site Carpentry at SCQF Level 6 (8172-01)

Version 1.3 (August 2018)

Qualification Handbook

## Qualification at a glance

<b>Subject area</b>	Construction
<b>City &amp; Guilds number</b>	8172
<b>Age group approved</b>	16-19, 19+
<b>Entry requirements</b>	None
<b>Assessment types</b>	Portfolio; Synoptic Assessment; Logbook
<b>Approvals</b>	Full centre and qualification approval
<b>Support materials</b>	Qualification handbook; Assessment pack
<b>Registration and certification</b>	Consult the Walled Garden/Online Catalogue for last dates

<b>Title and level</b>	<b>City &amp; Guilds number</b>	<b>Accreditation number</b>
SVQ Level 3 in Carpentry and Joinery (Construction): Site Carpentry at SCQF Level 6	8172-01	GM99 46

<b>Version and date</b>	<b>Change detail</b>	<b>Section</b>
1.2	Amended Quality Assurance Requirements	Appendix 1
1.3	Revised Expert Witness details	2. Centre Requirements
	Simulated Working Conditions Skills Test	4. Assessment

# Contents

<b>Qualification at a glance</b>	<b>2</b>
<b>Contents</b>	<b>3</b>
<b>1 Introduction</b>	<b>4</b>
Structure	5
<b>2 Centre requirements</b>	<b>6</b>
Approval	6
Resource requirements	6
Learner entry requirements	9
Age restrictions	9
<b>3 Delivering the qualification</b>	<b>10</b>
Initial assessment and induction	10
Support materials	10
<b>4 Assessment</b>	<b>11</b>
Summary of assessment methods	11
Assessment strategy	11
<b>5 Units</b>	<b>14</b>
Structure of the units	14
<b>Unit 251 Confirm work activities and resources for the work</b>	<b>15</b>
<b>Unit 252 Develop and maintain good working relationships</b>	<b>20</b>
<b>Unit 253 Confirm the occupational method of work</b>	<b>26</b>
<b>Unit 254 Conform to general workplace health, safety and welfare</b>	<b>32</b>
<b>Unit 255 Install first fixing components</b>	<b>37</b>
<b>Unit 256 Install second fixing components</b>	<b>45</b>
<b>Unit 257 Set up and use transportable cutting and shaping machines</b>	<b>53</b>
<b>Unit 258 Erect structural carcassing components</b>	<b>62</b>
<b>Unit 259 Maintain non-structural or structural components</b>	<b>70</b>
<b>Unit 260 Erect roof structure carcassing components</b>	<b>80</b>
<b>Appendix 1 Sources of general information</b>	<b>88</b>
<b>Appendix 2 Useful contacts</b>	<b>90</b>

# 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 for candidates who work or want to work as a site carpenter in the construction sector in Scotland.
What does the qualification cover?	It allows candidates to learn, develop and practise the skills required for employment, an apprenticeship and/or career progression in carpentry. Its content covers the following specialist areas: <ul style="list-style-type: none"><li>- installing first and second fixing components</li><li>- erecting/maintaining structural carcassing components</li><li>- using transportable cutting and shaping machines.</li></ul>
What opportunities for progression are there?	It allows candidates to progress into employment or onto other SVQ qualifications in carpentry.  Site carpenters can have a varied career working on new builds, refurbishments or in specialist areas.  After gaining work experience in the chosen occupational area there are also opportunities to progress into occupational work supervision, management or technical support areas.
Who did we develop the qualification with?	The qualification is based on National Occupational Standards developed by CITB, the industry board for the construction industry.

## Structure

To achieve the **SVQ in Carpentry and Joinery (Construction): Site Carpentry at SCQF Level 6**, learners must achieve

- mandatory units 251 – 257 plus
- **two** optional units from 258 – 260 and
- the Skills Test (020).

City & Guilds unit number	Unit title
<b>Mandatory</b>	
251	Confirm work activities and resources for the work
252	Develop and maintain good working relationships
253	Confirm the occupational method of work
254	Conform to general workplace health, safety and welfare
255	Install first fixing components
256	Install second fixing components
257	Set up and use transportable cutting and shaping machines
020	Skills Test
<b>Optional</b>	
258	Erect structural carcassing components
259	Maintain non-structural or structural components
260	Erect roof structure carcassing components

## 2 Centre requirements

### Approval

To offer these qualifications, centres will need to gain both centre and qualification approval. Centres will also need to be approved as a Skills Test Assessment Centre. Please refer to the Centre Manual - Supporting Customer Excellence for further information.

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

### 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, eg tutor and assessor or internal quality assurer, but cannot internally verify their own assessments.

#### Assessors and Internal Quality Assurers (IQAs)

Assessors and IQAs must have sufficient, verifiable, relevant current industry experience, knowledge and understanding of the occupational working area at, or above, the level being assessed. This must be of sufficient depth to be effective and reliable when judging or verifying judgments of candidates' competence. Their experience, knowledge and understanding will need to be verified by one or more of the following:

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

Documentary evidence must be maintained by centres for audit by our External Quality Assurers (EQAs).

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

Assessors and IQAs:

- should only engage with assessment activities related to their acknowledged area of occupational competence
- shall be prepared to participate in training activities for their continued professional development
- must have a sound, in-depth knowledge of, and uphold the integrity of, the sector's NOS and Assessment Strategy.

Assessors must hold, or be working towards an appropriate qualification, such as:

- RQF/QCF Level 3 Award in Assessing Competence in the Work Environment
- RQF/QCF Level 3 Award in Assessing Vocationally Related Achievement
- RQF/QCF Level 3 Certificate in Assessing Competence in the Work Environment
- RQF/QCF Level 3 Certificate in Assessing Vocational Achievement
- an appropriate Assessor qualification in the SCQF as identified by SQA Accreditation
- A1 Assess Candidates Using a Range of Methods
- D32/33 Assess Candidate Performance Using Different Sources of Evidence.

Holders of A1 and D32/33 must ensure that they adopt assessment practices that meet the requirement of current NOS for Learning and Development.

IQAs must hold, or be working towards an appropriate qualification, such as:

- RQF/QCF Level 4 Award in the Internal Quality Assurance of the Assessment Process and Practice
- RQF/QCF Level 4 Certificate in Leading the Internal Quality Assurance of the Assessment Process and Practice
- an appropriate Internal Verifier/Internal Quality Assurer qualification in the SCQF as identified by SQA Accreditation
- V1 Conduct Internal Quality Assurance of the Assessment Process
- D34 Internally Verify the Assessment Process.

Holders of V1 and D34 must ensure that they adopt assessment practices that meet the requirement of current NOS for Learning and Development.

It is strongly recommended that IQAs also hold one of the following qualifications:

- RQF/QCF Level 3 Award in Assessing Competence in the Work Environment
- RQF/QCF Level 3 Certificate in Assessing Vocational Achievement
- an appropriate Assessor qualification in the SCQF as identified by SCQF Accreditation.

For the Skills Test, Assessors and IQAs must engage in standardisation activities:

- before the first Skills Test takes place and
- at least once a year, or more often if their internal review and evaluation deems a higher level of risk should be applied.

Documentary evidence must be maintained by centres for audit by our External Quality Assurers (EQAs).

### ***Continuing Professional Development***

Centres must support their staff to ensure that they have current knowledge of the occupational area, that delivery, mentoring, training, assessment and verification is in

line with best practice, and that it takes account of any national or legislative developments.

Records of continuing professional development must be maintained for audit by our EQAs.

### **Expert Witness**

An Expert Witness must have sufficient, verifiable, relevant and current industry experience, knowledge and understanding of the occupational working area being assessed. This must be of sufficient depth to be effective and reliable when observing the marking of the Skills Test. Their experience, knowledge and understanding will need to be verified by one or more of the following:

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

The Expert Witness must be an experienced and reputable tradesperson in the occupational area that is being assessed. Centres professional judgement should be used to select an appropriate Expert Witness. This cannot include anyone employed by the college as they are not independent to the process. They may however, wish to look at some form of reciprocal arrangement with another college, while still meeting the requirements of the Assessment Strategy.

Centres are required to provide training to the Expert Witness. The training must address:

- their role
- their responsibilities
- the assessment tasks and process
- the documentation to be completed
- the standards against which judgements will be made
- the process to be followed if there are concerns regarding the assessment decisions.

Documentary evidence must be maintained by centres for audit by our External Quality Assurers (EQAs).

### **What do I do if I cannot find an Expert Witness?**

If you are unable to find a suitable Expert Witness, please contact CITB via [qualifications.scotland@citb.co.uk](mailto:qualifications.scotland@citb.co.uk) to provide them with details of your search. CITB hold a list of a limited number of industry representative who are willing to take on this role. This list can be shared as appropriate.

### **What should I do if the Expert Witness does not show up on the day of the Skills Test?**

The Expert Witness must be in attendance to observe the marking of the Skills Tests in person. However, if they do not attend on the day, centres should inform City and Guilds at the earliest opportunity to be given instruction on how to proceed with this Test.



## **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 qualification, 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
Assessment pack	<a href="http://www.cityandguilds.com">www.cityandguilds.com</a>

### Recording documents

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

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

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

Although new centres are expected to use these forms, centres may devise or customise alternative forms, which must be approved for use by the EQA, 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.

For the Skills Test, centres must use the documentation provided in the Skills Test Assessment, unless they have prior approval from their EQA.

## 4 Assessment

### Summary of assessment methods

Candidates must have a completed portfolio for each unit. Learners must also complete the Skills Test (020).

### Assessment strategy

#### ***Holistic Assessment***

Each unit sets out the minimum evidence requirements. However, a holistic approach to the collection of evidence is strongly recommended. Assessors should focus on assessing activities generated by the whole work experience rather than focussing on specific tasks or assessment criterion in the unit. Assessors, supported by IQAs, should encourage the use of evidence produced in one unit to meet the exact same requirements in another unit, where it is appropriate, allowing for the most efficient use of evidence. For example, where workplace evidence does not cover the whole range, knowledge evidence met for an assessment criterion in another unit related to a similar task, may be considered. Similarly, a candidate's knowledge and understanding can be inferred through practical activities.

#### ***Assessment 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.

#### ***How Simulated Working Conditions may be used to Assess Competence***

Simulations (designed situations for producing artificially generated evidence) may only be used where candidates are prevented from gathering direct evidence from the workplace in the normal way because:

- there are hazards
- it is difficult to distinguish individual performance in team situations
- circumstances occur infrequently or long term results are involved
- confidentiality is important
- there are organisational constraints.

Details of any instances where simulation is considered please refer to Assessment Strategy 3.2 Any instances where simulation is considered to be acceptable as an alternative (to direct workplace evidence) means of generating evidence, will be determined by the relevant ConstructionSkills National Working Group and stated in the unit.

### ***The Skills Test***

The Skills Test is designed to require the candidate to make use of the practical skills built up through the delivery of the qualification.

During the learning programme, it is expected that tutors will have taken the opportunity to set similar, formative tasks that allow candidates to be supported to independently use the learning they have so far covered, so they are familiar with the format, conditions and expectations of the assessment.

The Skills Test can only be attempted by a candidate when all other units for the qualification have been completed and passed. The Skills Test must be undertaken in an approved Skills Test Assessment Centre. Centres may however, enter into an agreement with a satellite college/training provider for the delivery of this Unit but must make City and Guilds aware of any arrangements as set out in the Centre Approval documentation.

The Skills Test must be administered in controlled conditions. These are set out in the Skills Test Assessment and Centre Manual, both of which can be found on the City & Guilds website.

The Skills Test and the assessment of the candidates must be observed by an Expert Witness. The role of the Expert Witness is to:

- Must be in attendance to observe the marking of the Skills Tests in line with NOS and Consolidated Assessment Strategy
- Inform the centre IQA and City and Guilds if they disagree with an assessment decision.

Centres are expected to apply their internal quality assurance processes to the Skills Test. IQA of assessment decisions must be completed within 15 days of the Skills Test. All evidence used for the assessment must be maintained for one year from the date of the IQA.

Candidates are allowed to resit the Skills Test. It is strongly recommended that there is a delay between the Skills Tests to support candidates to develop the skills required to achieve a Pass grade in the assessment. This would normally be a minimum of two weeks. Centres must maintain evidence of each Skills Test undertaken.

### ***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.

RPL cannot be applied to the Skills Test.

## 5 Units

### Structure of the units

These units each have the following:

- City & Guilds reference number
- Title
- SCQF Level
- Credit value
- Learning outcomes, which are comprised of a number of assessment criteria:
  - Performance assessment criteria
  - Knowledge and understanding assessment criteria
- Range content related to knowledge and understanding assessment criteria
- Evidence requirements for performance criteria.

Centres must deliver the full breadth of the range.

## Unit 251

## Confirm work activities and resources for the work

<b>Unit level:</b>	SCQF 6
<b>Credit value:</b>	18
<b>Unit aim:</b>	This standard, in the context of your occupation and work environment, is about: 1. identifying own work activities 2. adopting safe and healthy working practices 3. identifying resources to carry out the work 4. confirmation of a work programme/schedule for own occupational area of work being carried out
<b>Relationship to NOS:</b>	COSVR209

---

### Outcome

- 1 Identify the work activities and assess the resources required from the information available and plan the sequence of work

#### **You will need to:**

1.1 identify the work activities and assess the resources required from the information available and plan the sequence of work (P1)

#### **You need to know and understand:**

- 1.2 how to identify the work activities (K1)
- 1.3 how to assess the resources needed from the information available (K2)
- 1.4 how to prepare a work programme (K3)

---

### Range

(1.3) **Resources:**

- other occupations/people associated with the work
- tools, plant and/or ancillary equipment
- materials and components
- awareness of zero and low carbon requirements and the way resources may be used to make a positive contribution to the environment.

- (1.4) **Programme:**  
documentation relating to the following and/or occupation specific requirements
- action lists
  - method statements
  - duration
  - schedules.
- 

## Outcome

- 2 Obtain clarification and advice where the resources required are not available

### You will need to:

- 2.1 obtain clarification and advice where the resources required are not available (P2)

### You need to know and understand:

- 2.2 how to obtain clarification and advice where the resources required are not available (K4)
- 

## Range

- (2.2) **Clarification and advice:**
- the customer/customer's representative
  - manufacturer's technical information
  - trade literature
  - organisational procedures.
- 

## Outcome

- 3 Evaluate the work activities against project requirements and the requirements of any significant external factors

### You will need to:

- 3.1 evaluate the work activities against project requirements and the requirements of any significant external factors (P3)

### You need to know and understand:

- 3.2 evaluation of the work activities against project requirements and the requirements of significant external factors (K5)
-



---

## Range

- (3.2) **External factors:**  
external factors influencing the work relating to
- other occupations and/or customers
  - resources
  - weather conditions
  - health and safety requirements.
- (3.2) **Evaluation:**
- by work study
  - by risk assessment
- (3.2) **Project requirements:**
- contract conditions
  - contract programme stipulations
  - health and safety requirements of operatives.
- (3.2) **External factors:**
- other related programmes
  - special working conditions
  - weather conditions
  - other occupations/people
  - resources
  - health and safety requirements.

---

## Outcome

- 4 Identify work activities which influence each other and make the best use of the resources available

### **You will need to:**

- 4.1 identify work activities which influence each other and make the best use of the resources available (P4)

### **You need to know and understand:**

- 4.2 how to identify which work activities influence each other (K6)
- 4.3 how to determine how long each work activity will take and the sequence of activities (K7)
- 4.4 how work activities and the use of resources can impact on zero and low carbon requirements (K8)

---

## Outcome

- 5 Identify changed circumstances that will require alterations to the work programme and justify them to the decision makers

### **You will need to:**

- 5.1 identify changed circumstances that will require alterations to the work programme and justify them to the decision makers (P5)

### **You need to know and understand:**

- 5.2 how to identify alterations to the work programme to meet changed circumstances (K9)
- 5.3 how to assess the contractual/work effects resulting from alterations to the work programme (K10)
- 5.4 how to justify to decision makers the effects resulting from alterations to the work programme (K11)

---

## Range

(5.2, 5.3, **Programme:**

- 5.4) documentation relating to the following and/or occupation specific requirements
  - action lists
  - method statements
  - duration
  - schedules.

## Unit 251

# Confirm work activities and resources for the work

## Supporting Information

### **Evidence requirements**

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Records containing the resources required for the work relating to:
  - Occupations associated with the work
  - Tools, plant and/or ancillary equipment
  - materials and components.
- P1 Their own plan for the sequence of work
- P2 Records which confirm and advise on what resources are, or are not, available for the work
- P3 Records covering project requirements for each of the external factors in the range
- P4 Records covering activities that have an influence on each other and the best use of resources in terms of:
  - other occupations and/or customers
  - materials and components
  - tools, plant and/or ancillary equipment
- P5 Records of proposed alterations to the work and the circumstances to justify them
- P5 Confirmation that line management and/or customer is informed of required changes.

## Unit 252

# Develop and maintain good working relationships

<b>Credit value:</b>	8
<b>Unit aim:</b>	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. working with, informing and supporting people 4. developing and maintaining good occupational working relationships
<b>Relationship to NOS:</b>	COSVR210

### Outcome

- 1 Develop, maintain and encourage working relationships to promote goodwill and trust

#### You will need to:

- 1.1 develop, maintain and encourage working relationships to promote goodwill and trust (P1)

#### You need to know and understand:

- 1.2 how to maintain and encourage working relationships to promote goodwill and trust with relevant people (K1)
- 1.3 how to develop working relationships to promote goodwill and trust (K2)
- 1.4 how to apply the principles of equality and diversity (K3)

### Range

#### (1.2, 1.3) Working relationships:

- formal
- informal.

#### (1.2, 1.3) Goodwill and trust:

- keeping promises and undertakings
- honest relationships
- constructive relationships
- co-operation and dialogue.

- (1.2) **People:**
- colleagues
  - employers
  - customers
  - contractors
  - suppliers of products and services
  - those affected by the work/project.

- (1.4) **Equality and diversity:**  
show consideration for the needs of individuals by applying the principles of equality and diversity.

---

## Outcome

- 2 Inform relevant people about work activities in an appropriate level of detail and with an appropriate degree of urgency

### **You will need to:**

- 2.1 inform relevant people about work activities in an appropriate level of detail and with an appropriate degree of urgency (P2)

### **You need to know and understand:**

- 2.2 how to inform relevant people about work activities in an appropriate level of detail and with an appropriate degree of urgency (K4)

---

## Range

- (2.1) **People:**
- colleagues
  - employers
  - customers
  - contractors
  - suppliers of products and services
  - those affected by the work/project.

- (2.2) **Inform:**
- orally
  - in writing
  - using drawings/sketches.

- (2.2) **Work activities:**
- progress
  - results
  - achievements
  - occupational problems
  - occupational opportunities
  - health and safety requirements
  - co-ordinated work.
- 

## Outcome

- 3 Offer advice and help to relevant people about work activities and encourage questions, requests for clarification and comments

### You will need to:

- 3.1 offer advice and help to relevant people about work activities and encourage questions, requests for clarification and comments (P3)

### You need to know and understand:

- 3.2 how to encourage questions, requests for clarification and comments (K5)  
3.3 how to offer advice and help to people about work activities (K6)
- 

## Range

- (3.3) **Offer advice:**
- orally
  - in writing
  - using drawings/sketches.
- (3.3) **People:**
- colleagues
  - employers
  - customers
  - contractors
  - suppliers of products and services
  - those affected by the work/project.
- (3.3) **Work activities:**
- progress
  - results
  - achievements
  - occupational problems
  - occupational opportunities
  - health and safety requirements
  - co-ordinated work.
-

---

## Outcome

- 4 Clarify the proposals with the relevant people and discuss alternative suggestions

### **You will need to:**

- 4.1 clarify the proposals with the relevant people and discuss alternative suggestions (P4)

### **You need to know and understand:**

- 4.2 how to clarify alternative proposals with the relevant people (K7)
- 4.3 how to suggest alternative proposals (K8)

---

## Range

### (4.2) **People:**

- colleagues
- employers
- customers
- contractors
- suppliers of products and services
- those affected by the work/project.

---

## Outcome

- 5 Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect

### **You will need to:**

- 5.1 resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect (P5)

### **You need to know and understand:**

- 5.2 how to resolve differences of opinion in ways which minimise offence and maintain goodwill, trust and respect (K9)

---

## Range

### (5.2) **Goodwill and trust:**

- keeping promises and undertakings
- honest relationships
- constructive relationships
- co-operation and dialogue.





## Unit 252

## Develop and maintain good working relationships

### Supporting Information

#### ***Evidence requirements***

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 Records of information on advice provided about occupational work activities and/or associated occupations
- P1 The application of the principles of equality and diversity
- P2 Records of information and advice given about carrying out the work activities, including:
  - appropriate timescales
  - health and safety requirements
  - co-ordination of work procedures
- P3 Records of information and advice given about methods of occupational work activities to achieve the required outcome
- P4 Outline notes of discussions relating to the occupational work activity and/or other occupations involved
- P5 Outline notes of agreed activities that satisfy those involved, to meet the required outcome of the proposed method of work.

## Unit 253

## Confirm the occupational method of work

<b>Unit level:</b>	SCQF 6
<b>Credit value:</b>	14
<b>Unit aim:</b>	This unit, in the context of your occupation and work environment, is about: 1. assessing project data to determine occupational work methods 2. adopting safe and healthy working practices 3. selecting the methods of work 4. confirming the methods of work to the relevant people associated with the occupation 5. sourcing additional information
<b>Relationship to NOS:</b>	COSVR211

---

### Outcome

- 1 Assess the available project data accurately to determine the occupational work method

#### You will need to:

- 1.1 assess the available project data accurately to determine the occupational work method (P1)

#### You need to know and understand:

- 1.2 how to summarise project data (K1)
- 1.3 how to assess the available project data and interpret the work method (K2)

---

### Range

#### (1.2, 1.3) Project data:

- quantities required
- specifications
- detailed drawings
- health and safety requirements
- timescales
- scope of works.



- (1.3) **Work method:**
- standard work procedures
  - sequence of work
  - organisation of resources (people, equipment, materials)
  - work techniques
  - working conditions (health, safety, welfare)
  - risk assessment
- 

## Outcome

- 2 Obtain additional information from alternative sources in cases where the available project data is insufficient

### You will need to:

- 2.1 obtain additional information from alternative sources in cases where the available project data is insufficient (P2)

### You need to know and understand:

- 2.2 how to obtain additional information from alternative sources when the available project data is insufficient (K3)
- 

## Range

- (2.2) **Alternative sources:**
- the customer(s) or their representative
  - suppliers
  - regulatory authorities
  - manufacturer's literature.

- (2.2) **Project data:**
- quantities required
  - specifications
  - detailed drawings
  - health and safety requirements
  - timescales
  - scope of works.

---

## Outcome

- 3 Identify work methods that will make the best use of resources and meet project, statutory and contractual requirements

### **You will need to:**

- 3.1 identify work methods that will make the best use of resources and meet project, statutory and contractual requirements (P3)

### **You need to know and understand:**

- 3.2 how to identify work methods against technical and project criteria to make the best use of resources and meet project, statutory and contractual requirements (K4)
- 3.3 how methods of work can achieve zero or low carbon outcomes (K5)

---

## Range

### (3.2) **Work method:**

- standard work procedures
- sequence of work
- organisation of resources (people, equipment, materials)
- work techniques
- working conditions (health, safety, welfare)
- risk assessment

### (3.2) **Technical criteria:**

- materials
- health, safety and welfare (principles of protection)
- fire protection
- access and egress
- equipment availability
- availability of competent workforce
- pollution risk
- waste and disposal
- zero and low carbon outcomes
- weather conditions.

### (3.2) **Project criteria:**

- conformity to statutory requirements
- customer and user needs
- contract requirements in terms of time, quantity and quality
- environmental considerations.

---

## Outcome

- 4 Confirm and communicate the selected work method to relevant personnel

### **You will need to:**

- 4.1 confirm and communicate the selected work method to relevant personnel (P4)

### **You need to know and understand:**

- 4.2 how to confirm and communicate the work method to relevant people (K6)  
4.3 how to apply the principles of equality and diversity when communicating (K7)

---

## Range

(4.2) **Work method:**

- standard work procedures
- sequence of work
- organisation of resources (people, equipment, materials)
- work techniques
- working conditions (health, safety, welfare)
- risk assessment

## Unit 253

# Confirm the occupational method of work

## Supporting Information

### ***Evidence requirements***

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance evidence is also required:

- P1 The interpretation of drawings, specifications, schedules, manufacturer's information, method of work, risk assessment and programme of work
- P2 Outline notes on information obtained from alternative sources about the work to be carried out
- P3 Records of potential work methods to carry out the occupational work activity and meet health and safety requirements relating to technical and/or project criteria
- P4 Outline notes for confirmation and communication on the selected occupational work method.

## Unit 254

## Conform to general workplace health, safety and welfare

<b>Unit level:</b>	SCQF 6
<b>Credit value:</b>	12
<b>Unit aim:</b>	This unit, in the context of your occupation and work environment, is about awareness of relevant current statutory requirements and official guidance; responsibilities, to self and others, relating to workplace health, safety and welfare; personal behaviour and security in the workplace
<b>Relationship to NOS:</b>	COSVR641

---

### Outcome

- 1 Comply with all workplace health, safety and welfare legislation requirements at all times

#### You will need to:

- 1.1 comply with all workplace health, safety and welfare legislation requirements at all times (P1)

#### You need to know and understand:

- 1.2 what and why health, safety and welfare legislation is relevant to the occupational area (K1)
- 1.3 what health, safety and welfare legislation notices and warning signs are relevant to the occupational area and associated equipment (K2)
- 1.4 how to comply with control measures identified by risk assessments and safe systems of work (K3)
- 1.5 why, when and how health and safety control equipment should be used (K4)

---

### Range

- (1.3) **Notices and warning signs:**  
statutory requirements and/or official guidance for the occupation and the work area



(1.5) **Health and safety control equipment:**

identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment

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

## Outcome

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

**You will need to:**

- 2.1 recognise hazards, associated with the workplace, that have not been previously controlled, and report them in accordance with organisational procedures (P2)

**You need to know and understand:**

- 2.2 the hazards associated with the work environment (K5)  
2.3 how changing circumstances can create hazards (K6)  
2.4 the method of reporting hazards in the workplace (K7)
- 

## Range

(2.2, 2.3) **Hazards:**

associated with the occupational area

- resources, workplace, environment, substances, asbestos, equipment, obstructions, storage, services and work activities
- current common safety risks
- current common health risks

(2.4) **Reporting:**

organisational recording procedures and statutory requirements

---

## Outcome

- 3 Accept responsibility for, and comply with, organisational policies and procedures in order to contribute to health, safety and welfare

**You will need to:**

---

- 3.1 accept responsibility for, and comply with, organisational policies and procedures in order to contribute to health, safety and welfare (P3)

**You need to know and understand:**

- 3.2 what the organisational policies and procedures are for health, safety and welfare (K8)
- 3.3 how to take active responsibility for health, safety and welfare (K9)
- 3.4 how individual actions and behaviour may affect others (K10)
- 3.5 what the types of fire extinguishers are and how and when they are used (K11)
- 

**Range**

(3.2) **Policies and procedures:**

in accordance with organisational requirements

- dealing with accidents and emergencies associated with the type of work being undertaken and the work environment
- methods of receiving or sourcing information
- reporting
- stopping work
- evacuation
- fire risks and safe exit procedures
- consultation and feedback

(3.3) **Responsibility:**

behaviour that affects health, safety and welfare

- recognising when to stop work in the face of serious and imminent danger
- contributing to discussions and providing feedback
- reporting changed circumstances and incidents in the workplace
- adhering to the environmental requirements of the workplace

(3.5) **Fire extinguishers:**

water, CO<sub>2</sub>, foam, powder, vaporising liquid and their uses

---

**Outcome**

- 4 Comply with and support all organisational security arrangements and approved procedures

**You will need to:**

- 4.1 comply with and support all organisational security arrangements and approved procedures (P4)

**You need to know and understand:**

- 4.2 how security arrangements are implemented in the workplace (K12)
-

---

## Range

(4.2) **Security:**

organisational procedures relating to the workplace, general public, site personnel and resources

## Unit 254

# Conform to general workplace health, safety and welfare

## Supporting Information

### **Evidence requirements**

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance requirements must be met:

- P1 Comply with all workplace health, safety and welfare legislation:
  - avoid risk by complying with given information relating to induction, briefings and application of prior training (safe use of health and safety control equipment)
  - adherence to statutory requirements and/or safety notices and warning signs displayed in the workplace or on equipment
- P2 Recognise hazards created by changing circumstances and report them
- P3 Show personal behaviour which demonstrates active responsibility for general workplace health, safety and welfare
- P3 Comply with organisational policies and procedures relating to the following:
  - consideration of others
  - interpretation of given instructions to maintain safe systems of work
  - contributing to discussions (offer and provide feedback)
  - maintaining quality working practices
  - contributing to the maintenance of workplace welfare facilities
  - storage and use of equipment provided to keep people safe
  - disposal of waste and/or consumable items.
- P4 Comply with organisational procedures for maintaining the security of the workplace:
  - during the working day
  - on completion of the day's work
  - from unauthorised personnel (other operatives and/or the general public)
  - from theft.

## Unit 255

## Install first fixing components

<b>Unit level:</b>	SCQF 5
<b>Credit value:</b>	19
<b>Unit aim:</b>	This unit is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting materials, components and equipment 4. preparing and carrying out first fixing
<b>Relationship to NOS:</b>	COSVR09
<b>Endorsed by</b>	CITB

---

### Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

#### You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

#### You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

---

### Range

(1.2, 1.3, **Information:**

- 1.4) drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing buildings

(1.2) **Resources:**

materials, components and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist:

- timber, manufactured sheet material, metals, frames, linings, staircases, adhesives, sealants, fixings and associated ancillary items
- hand and/or powered tools and equipment

methods of calculating quantity, length, area and wastage associated with the method/procedure to install first fixing components.

(1.4) **Problems:**

those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

---

## Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe working practices

### You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe working practices (P2)

### You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 the types of fire extinguishers and how and when they are used (K5)
- 2.4 how emergencies should be responded to and who should respond (K6)
- 2.5 the organisational security procedures for tools, equipment and personal belongings (K7)
- 2.6 what the accident reporting procedures are and who is responsible for making the report (K8)
- 2.7 why, when and how health and safety control equipment should be used (K9)

---

## Range

(2.2) **Information:**

drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing buildings.

(2.2) **Legislation and official guidance:**

this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.



- (2.3) **Fire extinguishers:**  
water, CO<sub>2</sub>, foam, powder and their uses
- (2.4) **Emergencies:**  
operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
  - emergencies relating to occupational activities.
- (2.5) **Security procedures:**  
site, workplace, company and operative.
- (2.7) **Health and safety control equipment:**  
identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures
  - personal protective equipment (PPE)
  - respiratory protective equipment (RPE)
  - local exhaust ventilation (LEV)
- 

## Outcome

- 3 Select the required quantity and quality of resources for the methods of work

### You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

### You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K10)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K11)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K12)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K13)
- 

## Range

### (3.2, 3.3, Resources:

- 3.4, 3.5) materials, components and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
- timber, manufactured sheet material, metals, frames, linings, staircases, adhesives, sealants, fixings and associated ancillary items
-



- hand and/or powered tools and equipment

(3.3) **Problems:**

those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:**

those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:**

- application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used
  - prepare and fix standard door and window frames, window boards, linings, flooring/decking, partitions full or partial height, plasterboard, staircases straight or with turns
  - form joints associated with first fixing
  - use hand tools, power tools and equipment
  - work at height
  - use access equipment
- team work and communication
- needs of other occupations associated with installing first fixing components

---

## Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

### You will need to:

- 4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

### You need to know and understand:

- 4.2 how to protect work from damage and the purpose of protection (K14)  
4.3 why disposal of waste should be carried out safely and how it is achieved (K15)

---

## Range

(4.2) **Protect work:**

protect work against damage from general workplace activities, other occupations and adverse weather conditions

(4.3) **Disposal of waste:**

environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

---

## Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

### You will need to:

- 5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

### You need to know and understand:

- 5.2 how methods of work, to meet the specification, are carried out and problems reported (K16)
- 5.3 how maintenance of tools and equipment is carried out (K17)

---

## Range

(5.2) **Methods of work:**

- application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used
  - prepare and fix standard door and window frames, window boards, linings, flooring/decking, partitions full or partial height, plasterboard, staircases straight or with turns
  - form joints associated with first fixing
  - use hand tools, power tools and equipment
  - work at height
  - use access equipment
- team work and communication
- needs of other occupations associated with installing first fixing components

(5.2) **Problems:**

those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(5.3) **Maintenance:**

sharpening of hand tools and operative care of portable power tools and ancillary equipment

---

## Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

**You will need to:**

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

**You need to know and understand:**

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K18)
- 

**Range**

(6.2) **Programme:**

- types of progress charts, timetables and estimated times (K18)
- organisational procedures for reporting circumstances which will affect the work programme

## Unit 255

## Install first fixing components

### Supporting Information

#### **Evidence requirements**

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance requirements must be met:

- P1 Interpret drawings, specifications, schedules, method statements, risk assessments and manufacturer's information related to the work to be carried out
- P2 Maintain safe practices including the avoidance of risk by following given information relating to the following:
  - methods of work
  - safe use of health and safety control equipment
  - safe use of access equipment/working platforms
  - safe use, storage and handling of materials
  - safe use and storage of tools and equipment
- P3 Select resources associated with own work including:
  - materials, components and fixings
  - tools and equipment
- P4 Minimise the risk of damage including:
  - protection of the work and its surrounding area from damage
  - minimise damage and maintain a clear work space
  - dispose of waste in accordance with legislation
- P5 Demonstrate work skills to measure, mark out, fit, finish, position and secure
- P5 Use and maintain hand tools, portable power tools and ancillary equipment
- P5 Install at least four of the following to given working instructions:
  - frames (door and/or window)
  - linings (door and/or hatch)
  - floor joist coverings (or flat rood decking)
  - partitions
  - staircases
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## Unit 256

## Install second fixing components

<b>Unit level:</b>	SCQF 5
<b>Credit value:</b>	24
<b>Unit aim:</b>	This standard is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting materials, components and equipment 4. preparing and carrying out second fixing
<b>Relationship to NOS:</b>	COSVR10

---

### Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

#### You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

#### You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

---

### Range

(1.2) **Information:**

drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing buildings.

(1.2) **Resources:**

- materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:
  - timber, manufactured sheet material, timber boarding, plastics, metals, doors, mouldings, ironmongery, wall and floor units/fitments, adhesives, sealants, fixings and associated ancillary items
  - hand and/or powered tools and equipment
- methods of calculating quantity, length, area and wastage associated with the method/procedure to install second fixings

(1.4) **Problems:**

those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

---

## Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

**You will need to:**

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices (P2)

**You need to know and understand:**

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 the types of fire extinguishers and how and when they are used (K5)
- 2.4 how emergencies should be responded to and who should respond (K6)
- 2.5 the organisational security procedures for tools, equipment and personal belongings (K7)
- 2.6 what the accident reporting procedures are and who is responsible for making the report (K8)
- 2.7 why, when and how health and safety control equipment should be used (K9)

---

## Range

(2.2) **Information:**

drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing buildings

(2.2) **Legislation and official guidance:**

this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and

substances, with movement/storage of materials and by manual handling and mechanical lifting

- (2.3) **Fire extinguishers:**  
water, CO2, foam, powder and their uses
- (2.4) **Emergencies:**  
operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
  - emergencies relating to occupational activities
- (2.5) **Security procedures:**  
site, workplace, company and operative
- (2.7) **Health and safety control equipment:**  
identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures
  - personal protective equipment (PPE)
  - respiratory protective equipment (RPE)
  - local exhaust ventilation (LEV)
- 

## Outcome

- 3 Select the required quantity and quality of resources for the methods of work

### You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

### You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K10)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K11)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K12)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K13)



---

## Range

(3.2, 3.3, **Resources:**

- 3.4, 3.5) • materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
- timber, manufactured sheet material, timber boarding, plastics, metals, doors, mouldings, ironmongery, wall and floor units/fitments, adhesives, sealants, fixings and associated ancillary items
  - hand and/or powered tools and equipment (K10, K11, K12, K13)
- methods of calculating quantity, length, area and wastage associated with the method/procedure to install second fixings

(3.3) **Problems:**

those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:**

those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:**

- application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to
  - prepare and fix internal and external side hung doors, fire resisting and non-fire resisting doors, door closers, ironmongery, architraves, skirting, dado rails, picture rails, internal and external cladding, service encasements, wall and floor units/fitments, stair components (balustrades, handrails, spindles)
  - form joints associated with second fixing
  - use hand tools, power tools and equipment
  - work at height
  - use access equipment (K13)
- team work and communication (K13)
- needs of other occupations associated with installing second fixing components

---

## Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

**You will need to:**

- 4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

**You need to know and understand:**

- 4.2 how to protect work from damage and the purpose of protection (K14)

#### 4.3 why disposal of waste should be carried out safely and how it is achieved (K15)

---

#### Range

- (4.2) **Protect work:**  
protect work against damage from general workplace activities, other occupations and adverse weather conditions
- (4.3) **Disposal of waste:**  
environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance
- 

#### Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification
- 5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

#### You need to know and understand:

- 5.2 how methods of work, to meet the specification, are carried out and problems reported (K16)
- 5.3 how maintenance of tools and equipment is carried out (K17)
- 

#### Range

- (5.2) **Methods of work:**
- application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to
    - prepare and fix internal and external side hung doors, fire resisting and non-fire resisting doors, door closers, ironmongery, architraves, skirting, dado rails, picture rails, internal and external cladding, service encasements, wall and floor units/fitments, stair components (balustrades, handrails, spindles)
    - form joints associated with second fixing
    - use hand tools, power tools and equipment
    - work at height
    - use access equipment (K16)
  - team work and communication (K16)
  - needs of other occupations associated with installing second fixing components
- (5.2) **Problems:**  
those arising from information, resources and methods of work
- own authority to rectify
  - organisational reporting procedures
-

- (5.2) **Maintenance:**  
sharpening of hand tools and operative care of portable power tools and ancillary equipment
- 

## Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

### You will need to:

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

### You need to know and understand:

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K18)
- 

## Range

- (6.2) **Programme:**
- types of progress charts, timetables and estimated times
  - organisational procedures for reporting circumstances which will affect the work programme

## Unit 256

## Install second fixing components

### Supporting Information

#### **Evidence requirements**

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance requirements must be met:

- P1 Interpret drawings, specifications, schedules, method statements, risk assessments and manufacturer's information related to the work to be carried out
- P2 Maintain safe practices including the avoidance of risk by following given information relating to the following:
  - methods of work
  - safe use of health and safety control equipment
  - safe use of access equipment/working platforms
  - safe use, storage and handling of materials
  - safe use and storage of tools and equipment
- P3 Select resources associated with own work including:
  - materials, components and fixings
  - tools and equipment
- P4 Minimise the risk of damage including:
  - protection of the work and its surrounding area from damage
  - minimise damage and maintain a clear work space
  - dispose of waste in accordance with legislation
- P5 Demonstrate work skills to measure, mark out, fit, finish, position and secure
- P5 Use and maintain hand tools, portable power tools and ancillary equipment
- P5 Install at least five of the following to given working instructions:
  - side hung doors
  - mouldings (architrave, skirting)
  - ironmongery
  - service encasement
  - wall and floor units/fitments
  - cladding
  - stair components (balustrades, handrails, spindles)
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

## Unit 257

# Set up and use transportable cutting and shaping machines

<b>Unit level:</b>	SCQF 5
<b>Credit value:</b>	24
<b>Unit aim:</b>	This unit is about interpreting information, adopting safe and healthy working practices and selecting materials, components and equipment for setting up, preparing and using cutting and shaping machines. This unit is for people working in the occupational area of wood occupations and can be used by operatives, supervisors and managers.
<b>Relationship to NOS:</b>	COSVR628

---

### Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

#### You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

#### You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

---

### Range

(1.2, 1.3, **Information:**

- 1.4) drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing buildings

(1.2) **Resources:**

- materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
  - accessories
  - tools and equipment
- methods of calculating quantity, length, area and wastage associated with the method/procedure to process materials when operating powered transportable cutting and shaping machines

(1.4) **Problems:**

those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

---

## Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

**You will need to:**

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices (P2)

**You need to know and understand:**

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 the types of fire extinguishers and how and when they are used (K5)
- 2.4 how emergencies should be responded to and who should respond (K6)
- 2.5 the organisational security procedures for tools, equipment and personal belongings (K7)
- 2.6 what the accident reporting procedures are and who is responsible for making the report (K8)
- 2.7 why, when and how health and safety control equipment should be used (K9)

---

## Range

(2.2) **Information:**

drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing buildings

(2.2) **Legislation and official guidance:**

this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

- (2.3) **Fire extinguishers:**  
water, CO<sub>2</sub>, foam, powder and their uses
- (2.4) **Emergencies:**  
operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
  - emergencies relating to occupational activities
- (2.5) **Security procedures:**  
site, workplace, company and operative
- (2.7) **Health and safety control equipment:**  
identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures
  - personal protective equipment (PPE)
  - respiratory protective equipment (RPE)
  - local exhaust ventilation (LEV)
- 

## Outcome

- 3 Select the required quantity and quality of resources for the methods of work

### You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

### You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K10)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K11)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K12)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K13)
- 

## Range

(3.2, 3.3, **Resources:**

- 3.4, 3.5) • materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
- accessories
-

- tools and equipment
- methods of calculating quantity, length, area and wastage associated with the method/procedure to process materials when operating powered transportable cutting and shaping machines

(3.3) **Problems:**

those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:**

those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:**

- application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
  - check powered transportable cutting and shaping machines (fuel and electric mains/battery) for serviceability
  - set up machines in preparation for use
  - check voltage requirements, safety cut offs and circuit breakers
  - fix and secure work
  - select and ensure safety guards are in place in accordance with machine instructions
  - select accessories for the machine and the work
  - identify maintenance requirements for accessories
  - cut and shape materials to agreed tolerances
  - change saw blades: circular, chop, mitre, bench, jig, reciprocating, alligator and scroll
  - change accessories: drill bits, router bits, discs, planer blades, abrasives
  - use templates, profiles and jigs
  - operate fixed machines
  - use tools, accessories and equipment
  - work at height
  - use access equipment (K13)
- team work and communication
- needs of other occupations associated with operating powered transportable cutting and shaping machines

## Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

### You will need to:

- 4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)



**You need to know and understand:**

- 4.2 how to protect work from damage and the purpose of protection (K14)
  - 4.3 why disposal of waste should be carried out safely and how it is achieved (K15)
- 

**Range**

- (4.2) **Protect work:**  
protect work against damage from general workplace activities, other occupations and adverse weather conditions
  - (4.3) **Disposal of waste:**  
environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance
- 

**Outcome**

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

**You will need to:**

- 5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

**You need to know and understand:**

- 5.2 how methods of work, to meet the specification, are carried out and problems reported (K16)
- 5.3 how maintenance of tools and equipment is carried out (K17)

---

## Range

### (5.2) **Methods of work:**

- application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
  - check powered transportable cutting and shaping machines (fuel and electric mains/battery) for serviceability
  - set up machines in preparation for use
  - check voltage requirements, safety cut offs and circuit breakers
  - fix and secure work
  - select and ensure safety guards are in place in accordance with machine instructions
  - select accessories for the machine and the work
  - identify maintenance requirements for accessories
  - cut and shape materials to agreed tolerances
  - change saw blades: circular, chop, mitre, bench, jig, reciprocating, alligator and scroll
  - change accessories: drill bits, router bits, discs, planer blades, abrasives
  - use templates, profiles and jigs
  - operate fixed machines
  - use tools, accessories and equipment
  - work at height
  - use access equipment
- team work and communication
- needs of other occupations associated with operating powered transportable cutting and shaping machines

### (5.2) **Problems:**

those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

### (5.3) **Maintenance:**

operative care of tools, accessories and ancillary equipment

---

## Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

### **You will need to:**

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

### **You need to know and understand:**

6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K18)

---

### Range

(6.2) **Programme:**

- types of progress charts, timetables and estimated times
- organisational procedures for reporting circumstances which will affect the work programme

## Unit 257

# Set up and use transportable cutting and shaping machines

## Supporting Information

### **Evidence requirements**

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance requirements must be met:

- P1 Interpret drawings, specifications, schedules, method statements, risk assessments and manufacturer's information related to the work to be carried out
- P2 Maintain safe practices including the avoidance of risk by following given information relating to the following:
  - methods of work
  - safe use of health and safety control equipment
  - safe use of access equipment/working platforms
  - safe use, storage and handling of materials
  - safe use and storage of tools and equipment
- P3 Select resources associated with own work including:
  - materials, components and fixings
  - tools and equipment
  - accessories
- P4 Minimise the risk of damage including:
  - protection of the work and its surrounding area from damage
  - minimise damage and maintain a clear work space
  - dispose of waste in accordance with legislation
- P5 Demonstrate work skills to measure, mark out, fit, finish, position and secure
- P5 Use and maintain hand tools, portable power tools and ancillary equipment
- P5 Set up and use at least three of the following powered cutting machines to given work instructions:
  - saw (at least three from the following: circular, chop, mitre, bench, jig, reciprocating, alligator, scroll
  - drill
  - planer
  - biscuit jointer
  - disc cutter
- P5 Set up and use at least two of the following powered shaping machines to given working instructions:
  - thicknesser

- sander (orbital, belt, disc)
- router
- laminate trimmer
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client.

## Unit 258

## Erect structural carcassing components

<b>Unit level:</b>	SCQF 5
<b>Credit value:</b>	20
<b>Unit aim:</b>	This standard is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting materials, components and equipment 4. the erection of carcassing components for roofs and floors
<b>Relationship to NOS:</b>	COSVR11

---

### Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

#### You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

#### You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important that they are followed (K3)

---

### Range

(1.2, 1.3, **Information:**

- 1.4) drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing buildings

- (1.2) **Resources:**
- materials, components and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist (K1)
    - timber, manufactured sheet material, plastic mouldings, metals, trussed rafters, adhesives, sealants, fixings and associated ancillary items
    - hand and/or powered tools and equipment
  - methods of calculating quantity, length, area and wastage associated with the method/procedure to erect structural carcassing components
- (1.4) **Problems:**
- those arising from information, resources and methods of work
- own authority to rectify
  - organisational reporting procedures
- 

## Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices

### You will need to:

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices (P2)

### You need to know and understand:

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 the types of fire extinguishers and how and when they are used (K5)
- 2.4 how emergencies should be responded to and who should respond (K6)
- 2.5 the organisational security procedures for tools, equipment and personal belongings (K7)
- 2.6 what the accident reporting procedures are and who is responsible for making the report (K8)
- 2.7 why, when and how health and safety control equipment should be used (K9)
- 

## Range

(2.2) **Information:**

drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing buildings

(2.2) **Legislation and official guidance:**

this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

---

- (2.3) **Fire extinguishers:**  
water, CO<sub>2</sub>, foam, powder and their uses
- (2.4) **Emergencies:**  
operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
  - emergencies relating to occupational activities
- (2.5) **Security procedures:**  
site, workplace, company and operative
- (2.7) **Health and safety control equipment:**  
identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures
  - personal protective equipment (PPE)
  - respiratory protective equipment (RPE)
  - local exhaust ventilation (LEV)
- 

## Outcome

- 3 Select the required quantity and quality of resources for the methods of work

### You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

### You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K10)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K11)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K12)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K13)
- 

## Range

### (3.2, 3.3, Resources:

- 3.4, 3.5) • materials, components and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist (K1)
- timber, manufactured sheet material, plastic mouldings, metals, trussed rafters, adhesives, sealants, fixings and associated ancillary items
-



- hand and/or powered tools and equipment
- methods of calculating quantity, length, area and wastage associated with the method/procedure to erect structural carcassing components

(3.3) **Problems:**

those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:**

those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:**

- application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
  - prepare and fix gable roof trussed rafters, cut roofs, ground, upper and flat roof joists
  - cut, fit and fix coverings and finishings in timber and plastic (flat roofs, verges and eaves, floors, decks)
  - form joints associated with carcassing
  - use hand tools, power tools and equipment
  - work at height
  - use access equipment
- team work and communication
- needs of other occupations associated with erecting structural carcassing components

---

## Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

### You will need to:

- 4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

### You need to know and understand:

- 4.2 how to protect work from damage and the purpose of protection (K14)  
4.3 why disposal of waste should be carried out safely and how it is achieved (K15)

---

## Range

(4.2) **Protect work:**

protect work against damage from general workplace activities, other occupations and adverse weather conditions

(4.3) **Disposal of waste:**

environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

---

## Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

### You will need to:

- 5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

### You need to know and understand:

- 5.2 how methods of work, to meet the specification, are carried out and problems reported (K16)
- 5.3 how maintenance of tools and equipment is carried out (K17)

---

## Range

(5.2) **Methods of work:**

- application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
  - prepare and fix gable roof trussed rafters, cut roofs, ground, upper and flat roof joists
  - cut, fit and fix coverings and finishings in timber and plastic (flat roofs, verges and eaves, floors, decks)
  - form joints associated with carcassing
  - use hand tools, power tools and equipment
  - work at height
  - use access equipment
- team work and communication
- needs of other occupations associated with erecting structural carcassing components

(5.2) **Problems:**

those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(5.3) **Maintenance:**

sharpening of hand tools and operative care of portable power tools and ancillary equipment

---

## Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

### **You will need to:**

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

### **You need to know and understand:**

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K18)
- 

## Range

(6.2) **Programme:**

- types of progress charts, timetables and estimated times
- organisational procedures for reporting circumstances which will affect the work programme

## Unit 258

## Erect structural carcassing components

### Supporting Information

#### **Evidence requirements**

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance requirements must be met:

- P1 Interpret drawings, specifications, schedules, method statements, risk assessments and manufacturer's information related to the work to be carried out
- P2 Maintain safe practices including the avoidance of risk by following given information relating to the following:
  - methods of work
  - safe use of health and safety control equipment
  - safe use of access equipment/working platforms
  - safe use, storage and handling of materials
  - safe use and storage of tools and equipment
- P3 Select resources associated with own work including:
  - materials, components and fixings
  - tools and equipment
- P4 Minimise the risk of damage including:
  - protection of the work and its surrounding area from damage
  - minimise damage and maintain a clear work space
  - dispose of waste in accordance with legislation
- P5 Demonstrate work skills to measure, mark out, fit, finish, position and secure
- P5 Use and maintain hand tools, portable power tools and ancillary equipment
- P5 Erect at least one of the following to given working instructions:
  - inclined rood with gables
  - roof verge and eaves finishing
  - joists (ground, upper or flat roof), including coverings (flat roofs, decks or floors)
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client.

## Unit 259

## Maintain non-structural or structural components

<b>Unit level:</b>	SCQF 6
<b>Credit value:</b>	29
<b>Unit aim:</b>	This unit is about, interpreting information, adopting safe and healthy working practices, selecting materials, components and equipment for repairing non-structural and/or structural components This unit is for people working in the occupational area of wood occupations and can be used by operatives, supervisors and managers
<b>Relationship to NOS:</b>	COSVR25

---

### Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

#### You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

#### You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

---

### Range

(1.2, 1.3, **Information:**

- 1.4) drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing buildings

(1.2) **Resources:**

- materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:
  - timber, manufactured sheet material, metals, mouldings, sash cord, paint, bricks, tiles, cement, sand, plaster, preservatives, adhesives, sealants, fixings, guttering, ironmongery, downpipes and associated ancillary items
  - hand tools, portable power tools and equipment (K1)
- methods of calculating quantity, length, area and wastage associated with the method/procedure to maintain non-structural or structural components

(1.4) **Problems:**

those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

---

## Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

**You will need to:**

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices (P2)

**You need to know and understand:**

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 the types of fire extinguishers and how and when they are used (K5)
- 2.4 how emergencies should be responded to and who should respond (K6)
- 2.5 the organisational security procedures for tools, equipment and personal belongings (K7)
- 2.6 what the accident reporting procedures are and who is responsible for making the report (K8)
- 2.7 why, when and how health and safety control equipment should be used (K9)

---

## Range

(2.2) **Information:**

drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing buildings

(2.2) **Legislation and official guidance:**

this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, in confined spaces, at height,

with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting



- (2.3) **Fire extinguishers:**  
water, CO<sub>2</sub>, foam, powder and their uses
- (2.4) **Emergencies:**  
operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
  - emergencies relating to occupational activities
- (2.5) **Security procedures:**  
site, workplace, company and operative
- (2.7) **Health and safety control equipment:**  
identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures
  - personal protective equipment (PPE)
  - respiratory protective equipment (RPE)
  - local exhaust ventilation (LEV)
- 

## Outcome

- 3 Select the required quantity and quality of resources for the methods of work

### You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

### You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K10)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K11)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K12)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K13)

---

## Range

(3.2, 3.3, **Resources:**

- 3.4, 3.5) • materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:
- timber, manufactured sheet material, metals, mouldings, sash cord, paint, bricks, tiles, cement, sand, plaster, preservatives, adhesives, sealants, fixings, guttering, ironmongery, downpipes and associated ancillary items
  - hand tools, portable power tools and equipment
- methods of calculating quantity, length, area and wastage associated with the method/procedure to maintain non-structural or structural components

(3.3) **Problems:**

those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:**

those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:**

- application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
  - replace and splice door and window frames, mouldings and structural timbers, replace sash cords, re-glaze, re-lay brick/blockwork, make good paintwork, plasterwork, brickwork, wall tiling
  - identify load bearing points
  - prop and support existing structures
  - replace frames and mouldings
  - repair or replace door and window ironmongery
  - repair and/or replace guttering and downpipes
  - repair or replace fascia, soffits and bargeboards
  - form joints associated with repairs
  - use hand tools, portable power tools and equipment
  - work at height
  - use access equipment
- team work and communication
- needs of other occupations associated with maintaining non-structural or structural components

---

## Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

**You will need to:**

- 4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

**You need to know and understand:**

- 4.2 how to protect work from damage and the purpose of protection (K14)  
4.3 why disposal of waste should be carried out safely and how it is achieved (K15)
- 

**Range**

- (4.2) **Protect work:**  
protect work against damage from general workplace activities, other occupations and adverse weather conditions
- (4.3) **Disposal of waste:**  
environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance
- 

**Outcome**

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

**You will need to:**

- 5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

**You need to know and understand:**

- 5.2 how methods of work, to meet the specification, are carried out and problems reported (K16)  
5.3 how maintenance of tools and equipment is carried out (K17)

---

## Range

### (5.2) **Methods of work:**

- application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:
  - replace and splice door and window frames, mouldings and structural timbers, replace sash cords, re-glaze, re-lay brick/blockwork, make good paintwork, plasterwork, brickwork, wall tiling
  - identify load bearing points
  - prop and support existing structures
  - replace frames and mouldings
  - repair or replace door and window ironmongery
  - repair and/or replace guttering and downpipes
  - repair or replace fascia, soffits and bargeboards
  - form joints associated with repairs
  - use hand tools, portable power tools and equipment
  - work at height
  - use access equipment
- team work and communication
- needs of other occupations associated with maintaining non-structural or structural components

### (5.2) **Problems:**

those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

### (5.3) **Maintenance:**

sharpening of hand tools, operative care of hand tools, portable power tools and ancillary equipment

---

## Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

### **You will need to:**

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

### **You need to know and understand:**

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K18)

---

## Range

(6.2) **Programme:**

- types of progress charts, timetables and estimated times
- organisational procedures for reporting circumstances which will affect the work programme

## Unit 259

# Maintain non-structural or structural components

## Supporting Information

### **Evidence requirements**

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance requirements must be met:

- P1 Interpret drawings, specifications, schedules, method statements, risk assessments and manufacturer's information related to the work to be carried out
- P2 Maintain safe practices including the avoidance of risk by following given information relating to the following:
  - methods of work
  - safe use of health and safety control equipment
  - safe use of access equipment/working platforms
  - safe use, storage and handling of materials
  - safe use and storage of tools and equipment
- P3 Select resources associated with own work including:
  - materials, components and fixings
  - tools and equipment
- P4 Minimise the risk of damage including:
  - protection of the work and its surrounding area from damage
  - minimise damage and maintain a clear work space
  - dispose of waste in accordance with legislation
- P5 Demonstrate work skills to measure, mark out, fit, finish, position and secure
- P5 Use and maintain hand tools, portable power tools and ancillary equipment
- P5 Repair at least five of the following components to given working instructions:
  - frames (to including priming the repair)
  - mouldings (to including priming the repair)
  - floor joist covering (or flat roof)
  - door and/or window ironmongery
  - guttering and downpipes
  - sash cords
  - replacement glazing
  - structural joists (including support)
  - structural rafters (including support)
  - fascia, soffits and bargeboards

- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client.

## Unit 260

## Erect roof structure carcassing components

<b>Unit level:</b>	SCQF 6
<b>Credit value:</b>	26
<b>Unit aim:</b>	This standard is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting materials, components and equipment 4. preparing and carrying out carcassing for roofs with gables, hips, valleys and dormers
<b>Relationship to NOS:</b>	COSVR631

---

### Outcome

- 1 Interpret the given information relating to the work and resources to confirm its relevance

#### You will need to:

- 1.1 interpret the given information relating to the work and resources to confirm its relevance (P1)

#### You need to know and understand:

- 1.2 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented (K1)
- 1.3 the types of information, their source and how they are interpreted (K2)
- 1.4 the organisational procedures to solve problems with the information and why it is important they are followed (K3)

---

### Range

(1.2, 1.3, **Information:**

- 1.4) drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing buildings



(1.2) **Resources:**

- materials, components and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
  - timber, manufactured sheet material, metals, trussed rafters, adhesives, sealants, fixings and associated ancillary items
  - hand and/or powered tools and equipment
- methods of calculating quantity, length, area and wastage associated with the method/procedure to erect roof structure carcassing components

(1.4) **Problems:**

those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

---

## Outcome

- 2 Comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices

**You will need to:**

- 2.1 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices (P2)

**You need to know and understand:**

- 2.2 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied (K4)
- 2.3 the types of fire extinguishers and how and when they are used (K5)
- 2.4 how emergencies should be responded to and who should respond (K6)
- 2.5 the organisational security procedures for tools, equipment and personal belongings (K7)
- 2.6 what the accident reporting procedures are and who is responsible for making the report (K8)
- 2.7 why, when and how health and safety control equipment should be used (K9)

---

## Range

(2.2) **Information:**

drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing buildings

(2.2) **Legislation and official guidance:**

this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with

movement/storage of materials and by manual handling and mechanical lifting

- (2.3) **Fire extinguishers:**  
water, CO<sub>2</sub>, foam, powder and their uses
- (2.4) **Emergencies:**  
operative's response to situations in accordance with organisational authorisation and personal skills when involved with
- fires, spillages, injuries
  - emergencies relating to occupational activities
- (2.5) **Security procedures:**  
site, workplace, company and operative
- (2.7) **Health and safety control equipment:**  
identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
- collective protective measures
  - personal protective equipment (PPE)
  - respiratory protective equipment (RPE)
  - local exhaust ventilation (LEV)
- 

## Outcome

- 3 Select the required quantity and quality of resources for the methods of work

### You will need to:

- 3.1 select the required quantity and quality of resources for the methods of work (P3)

### You need to know and understand:

- 3.2 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified (K10)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K11)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K12)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K13)

---

## Range

(3.2, 3.3, **Resources:**

- 3.4, 3.5) • materials, components and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
- timber, manufactured sheet material, metals, trussed rafters, adhesives, sealants, fixings and associated ancillary items
  - hand and/or powered tools and equipment
- methods of calculating quantity, length, area and wastage associated with the method/procedure to erect roof structure carcassing components

(3.3) **Problems:**

those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

(3.5) **Hazards:**

those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

(3.5) **Methods of work:**

- application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
  - check existing levels and setting out lines
  - prepare and fix trussed rafters, cut roofs, timber and plastic verge and eaves finishings
  - apply geometry to determine bevels and lengths for cut, equal and unequal, gabled and hipped roofs, with valleys and dormer
  - form joints associated with carcassing
  - make and assemble cut roofs
  - use hand tools, power tools and equipment
  - work at height
  - use access equipment
- team work and communication
- needs of other occupations associated with erecting roof structure carcassing components

---

## Outcome

- 4 Comply with organisational procedures to minimise the risk of damage to the work and surrounding area

### **You will need to:**

- 4.1 comply with organisational procedures to minimise the risk of damage to the work and surrounding area (P4)

### **You need to know and understand:**

- 4.2 how to protect work from damage and the purpose of protection (K14)
- 4.3 why disposal of waste should be carried out safely and how it is achieved (K15)

---

## Range

(4.2) **Protect work:**

protect work against damage from general workplace activities, other occupations and adverse weather conditions

(4.3) **Disposal of waste:**

environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

---

## Outcome

- 5 Comply with the given contract information to carry out the work efficiently to the required specification

### **You will need to:**

- 5.1 comply with the given contract information to carry out the work efficiently to the required specification (P5)

### **You need to know and understand:**

- 5.2 how methods of work, to meet the specification, are carried out and problems reported (K16)
- 5.3 how maintenance of tools and equipment is carried out (K17)

---

## Range

### (5.2) **Methods of work:**

- application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
  - check existing levels and setting out lines
  - prepare and fix trussed rafters, cut roofs, timber and plastic verge and eaves finishings
  - apply geometry to determine bevels and lengths for cut, equal and unequal, gabled and hipped roofs, with valleys and dormer
  - form joints associated with carcassing
  - make and assemble cut roofs
  - use hand tools, power tools and equipment
  - work at height
  - use access equipment
- team work and communication
- needs of other occupations associated with erecting roof structure carcassing components

### (5.2) **Problems:**

those arising from information, resources and methods of work

- own authority to rectify
- organisational reporting procedures

### (5.3) **Maintenance:**

operative care of hand tools and operative care of portable power tools and ancillary equipment

---

## Outcome

- 6 Complete the work within the allocated time, in accordance with the programme of work

### **You will need to:**

- 6.1 complete the work within the allocated time, in accordance with the programme of work (P6)

### **You need to know and understand:**

- 6.2 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept (K18)

---

## Range

### (6.2) **Programme:**

- types of progress charts, timetables and estimated times
- organisational procedures for reporting circumstances which will affect the work programme

## Unit 260

# Erect roof structure carcassing components

## Supporting Information

### **Evidence requirements**

Direct evidence through normal performance in the workplace is the primary source for meeting the requirements.

A holistic approach to the collection of evidence should be taken, assessing activities generated by whole work experience rather than focussing on specific tasks of an assessment criterion in the unit.

In addition to evidence that meets the knowledge requirements, the following performance requirements must be met:

- P1 Interpret drawings, specifications, schedules, method statements, risk assessments and manufacturer's information related to the work to be carried out
- P2 Maintain safe practices including the avoidance of risk by following given information relating to the following:
  - methods of work
  - safe use of health and safety control equipment
  - safe use of access equipment/working platforms
  - safe use, storage and handling of materials
  - safe use and storage of tools and equipment
- P3 Select resources associated with own work including:
  - materials, components and fixings
  - tools and equipment
- P4 Minimise the risk of damage including:
  - protection of the work and its surrounding area from damage
  - minimise damage and maintain a clear work space
  - dispose of waste in accordance with legislation
- P5 Demonstrate work skills to measure, mark out, fit, finish, position and secure
- P5 Use and maintain hand tools, portable power tools and ancillary equipment
- P5 Erect at least two of the following to given working instructions:
  - inclined roofs with hips and/or valleys
  - roof verge and eaves finishing
  - dormers
- P5 Determine the specification of cut roof component bevels and lengths
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client.

## Appendix 1 Sources of general information

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

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

Specifically, the document includes sections on:

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

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

- SQA Regulatory Principles Version 2 (December 2014)
- NVQ Code of Practice (2006)

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

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

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

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

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



Specifically, the document includes sections on:

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

## Appendix 2 Useful contacts

---

### UK learners

General qualification information

**E: [learnersupport@cityandguilds.com](mailto:learnersupport@cityandguilds.com)**

---

### International learners

General qualification information

**E: [intcg@cityandguilds.com](mailto:intcg@cityandguilds.com)**

---

### Centres

Exam entries, Certificates,  
Registrations/enrolment, Invoices,  
Missing or late exam materials,  
Nominal roll reports, Results

**E: [centresupport@cityandguilds.com](mailto: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](mailto:singlesubjects@cityandguilds.com)**

---

### International awards

Results, Entries, Enrolments, Invoices,  
Missing or late exam materials,  
Nominal roll reports

**E: [intops@cityandguilds.com](mailto: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](mailto:walledgarden@cityandguilds.com)**

---

### Employer

Employer solutions, Mapping,  
Accreditation, Development Skills,  
Consultancy

**E: [business@cityandguilds.com](mailto:business@cityandguilds.com)**

---

### Publications

Logbooks, Centre documents, Forms,  
Free literature

---

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

If you have a complaint, or any suggestions for improvement about any of the services that we provide, email: [feedbackandcomplaints@cityandguilds.com](mailto:feedbackandcomplaints@cityandguilds.com)

## About City & Guilds

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

## City & Guilds Group

The City & Guilds Group 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.

## Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent. However, approved City & Guilds centres and candidates studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching candidates working towards a City & Guilds qualification, or for internal administration purposes
- candidates may copy the material only for their own use when working towards a City & Guilds qualification

The Standard Copying Conditions (see the City & Guilds website) also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Published by City & Guilds, a registered charity established to promote education and training

### **City & Guilds**

---

**1 Giltspur Street**

---

**London EC1A 9DD**

---

**[www.cityandguilds.com](http://www.cityandguilds.com)**

---