

SVQ in Bricklaying (Construction) at SCQF Level 6 (8173-01)

Version 1-2 (August 2018)

Qualification Handbook

Qualification at a glance

Subject area	Construction
Age group approved	16-19, 19+
Entry requirements	None
Assessment types	Portfolio; Synoptic Assessment
Approvals	Full centre
Support materials	Qualification handbook; Assessment pack; Logbook
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	City & Guilds number	Accreditation number
SVQ in Bricklaying (Construction) at SCQF Level 6	8173-01	GN1X 46

Version and date	Change detail	Section
1.2	Revised Expert Witness details	2. Centre Requirements
	Simulated Working Conditions Skills Test	4. Assessment

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1 Introduction

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

Area	Description
Who is the qualification for?	This qualification is for candidates who work or want to work as a bricklayer in the construction sector in Scotland.
What does the qualification cover?	<p>It allows candidates to learn, develop and practise the skills required for employment, an apprenticeship and/or career progression in brickwork.</p> <p>Its content covers the following specialist areas:</p> <ul style="list-style-type: none">- setting out and erecting masonry and complex masonry structures <p>It also covers a range of optional areas including:</p> <ul style="list-style-type: none">- Erecting masonry cladding- Erecting thin joint masonry structures- Place and and finish non-specialist concrete- Maintaining slate and tile roofing- Repairing and maintaining masonry structures- Producing internal solid plastering finishes- Applying solid render to background surfaces and produce finishes- Installing drainage
What opportunities for progression are there?	<p>It allows candidates to progress into employment and can lead to a variety of careers in the construction industry, with a focus on bricklaying. It can also lead onto other SVQ qualifications in the construction trades.</p> <p>Bricklayers can have a varied career working on new builds, refurbishments or in specialist areas.</p> <p>After gaining work experience in the chosen occupational area there are also opportunities to progress into occupational work supervision, management or technical support areas.</p>
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 Bricklaying (Construction) at SCQF Level 6, learners must achieve

- mandatory units 201 – 208 plus
- one optional unit from 209 – 216 plus
- the Skills Test (020).

City & Guilds unit number	Unit title
Mandatory	
201	Confirm work activities and resources for the work
202	Develop and maintain good working relationships
203	Confirm the occupational method of work
204	Conform to general workplace health, safety and welfare
205	Erect masonry structures
206	Set out masonry structures
207	Set out complex masonry structures
208	Erect complex masonry structures
020	Skills Test
Optional	
209	Erect masonry cladding
210	Erect thin joint masonry structures
211	Place and finish non-specialist concrete
212	Maintain slate and tile roofing
213	Repair and maintain masonry structures
214	Produce internal solid plastering finishes
215	Apply solid render to background surfaces and produce finishes
216	Install drainage

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.

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

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.

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 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	www.cityandguilds.com

Recording documents

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

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

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

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

Centres must deliver the full breadth of the range. Specialist equipment or commodities may not be available to all centres, so centres should ensure that their delivery covers their use. This may be covered by a practical demonstration (e.g. video). For the practical assessments for this qualification, centres should ensure that there are sufficient resources to complete the task but are not required to use all the equipment or commodities in the range.

Unit 201

Confirm work activities and resources for the work

Unit level:	SCQF 6
Credit value:	18
Unit aim:	This unit, 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
Relationship to NOS:	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 201

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 202

Develop and maintain good working relationships

Unit level:	SCQF 8
Credit value:	8
Unit aim:	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
Relationship to NOS:	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 202

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 203

Confirm the occupational method of work

Unit level:	SCQF 6
Credit value:	14
Unit aim:	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
Relationship to NOS:	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 203

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 204

Conform to general workplace health, safety and welfare

Unit level:	SCQF 6
Credit value:	12
Unit aim:	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
Relationship to NOS:	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, CO₂, 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 204

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 205

Erect masonry structures

Unit level:	SCQF 5
Credit value:	27
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting materials, components and equipment 4. preparing and erecting brickwork and blockwork and/or structures of local materials and styles
Relationship to NOS:	COSVR40

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

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:
- bricks, blocks, mortars, frames, insulation, damp-proof barriers, lintels, fixings, ties

- hand and/or powered tools and equipment
- (1.2) **Resources:** methods of calculating quantity, length, area and wastage associated with the method/procedure to erect masonry structures
- (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 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
-

Range

- (2.2) **Information:** drawings, specifications, schedules, risk assessments, method statements, 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, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
- (2.3) **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
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **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 (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)
-

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist:

- bricks, blocks, mortars, frames, insulation, damp-proof barriers, lintels, fixings, ties
- hand and/or powered tools and equipment

(3.2, 3.3, **Resources:** methods of calculating quantity, length, area and wastage 3.4, 3.5) associated with the method/procedure to erect masonry structures

(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:

- erect cavity walling and solid walling using brick and block and local materials
 - erect walling of local style
 - lay blocks (traditional and thin joint)
-

- determine brick and block bonds
- form joint finishes
- form openings for doors and windows
- prop and support structures
- complete and remove temporary works
- position insulation materials
- position damp-proof barriers, cavity trays and weep holes
- position wall ties
- mix mortar
- use hand tools, power tools and equipment
- work with plant and machinery
- work at height
- use access equipment

(3.5) : team work and communication: needs of other occupations associated with erecting masonry structures

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 (K13)

4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

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 (K15)
- 5.3 how maintenance of tools and equipment is carried out (K16)

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:
- erect cavity walling and solid walling using brick and block and local materials
 - erect walling of local style
 - lay blocks (traditional and thin joint)
 - determine brick and block bonds
 - form joint finishes
 - form openings for doors and windows
 - prop and support structures
 - complete and remove temporary works
 - position insulation materials
 - position damp-proof barriers, cavity trays and weep holes
 - position wall ties
 - mix mortar
 - use hand tools, power tools and equipment
 - work with plant and machinery
 - work at height
 - use access equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with erecting masonry structures
- (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/or 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 (K17)

Range

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

Unit 205

Erect masonry structures

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 Interpretation of drawings, specifications, schedules, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials, components and fixings
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to measure, mark out, lay, position and secure
- P5 Use and maintain hand tools, portable power tools and ancillary equipment
- P5 Erect masonry in brick and block and/or local materials to given working instructions for the following
 - cavity wall structures
 - blockwork structures
 - solid wall structures
 - door and window openings
 - joint finishes

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

Unit 206

Set out masonry structures

Unit level:	SCQF 5
Credit value:	22
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting materials, components and equipment 4. setting out brickwork and blockwork and/or structures of local materials and styles
Relationship to NOS:	COSVR41

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

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:
- levels, lines, profiles, tape measures, pegs, squares and fixings

- hand tools and setting out equipment
- (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 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
-

Range

- (2.2) **Information:** drawings, specifications, schedules, risk assessments, method statements, 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, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
- (2.3) **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
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **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 (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist:

- levels, lines, profiles, tape measures, pegs, squares and fixings
- hand tools and setting out equipment

(3.2, 3.3, **Resources:** methods of calculating distances, length, levels and diagonals, 3.4, 3.5) quantity and area associated with the method/procedure to set out masonry structures

(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:

- set out brick, traditional and thin joint blocks and structures of local materials on level and sloping ground
- construct corner profiles
- plumb from ranging lines
- transfer levels (spirit level, straight-edge, water levels and laser level)
- use hand tools and setting out equipment

(3.5) **Methods of work:** team work and communication

- (3.5) **Methods of work:** needs of other occupations associated with setting out masonry structures
-

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 (K13)
4.3 why disposal of waste should be carried out safely and how it is achieved (K14)
-

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 (K15)
5.3 how maintenance of tools and equipment is carried out (K16)
-

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:
-

- set out brick, traditional and thin joint blocks and structures of local materials on level and sloping ground
 - construct corner profiles
 - plumb from ranging lines
 - transfer levels (spirit level, straight-edge, water levels and laser level)
- use hand tools and setting out equipment

(5.2) **Methods of work:** team work and communication

(5.2) **Methods of work:** needs of other occupations associated with setting out masonry structures

(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 setting out 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 (K17)

Range

(6.2) **Programme:** types of progress charts, timetables and estimated times

(6.2) **Programme:** organisational procedures for reporting circumstances which will affect the work programme

Unit 206

Set out masonry structures

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 Interpretation of drawings, specifications, schedules, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - hand tools
 - materials, components and fixings
 - setting out equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 6 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to measure, mark out, level, plumb, position and secure
- P5 Use and maintain hand tools and setting out equipment
- P5 Set out regular shaped structures to given working instructions in at least one of the following
 - brick
 - block
 - local materials
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 207

Set out complex masonry structures

Unit level:	SCQF 6
Credit value:	26
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting materials, components and equipment 4. setting out complex brickwork and blockwork and/or structures in local materials and styles
Relationship to NOS:	COSVR48

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:** 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:
 - levels, lines, trammels, templates, profiles, tape measures, pegs, squares and fixings

- hand tools and setting out equipment
- (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 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
-

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, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
- (2.3) **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
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **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 (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist:

- levels, lines, trammels, templates, profiles, tape measures, pegs, squares and fixings
- hand tools and setting out equipment

(3.2, 3.3, **Resources:** methods of calculating quantity, length, area and wastage 3.4, 3.5) associated with the method/procedure to set out complex masonry structures

(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:

- set out and check regular and irregular shaped brick, traditional and thin joint blocks and structures of local materials and styles on level and sloping ground
- set out and check curved, splayed, angled and battered brick and block and of local materials
- construct profiles

- transfer levels (spirit level, straight-edge, water levels, laser level, optical levels and ancillary equipment)
- use hand tools and setting out equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with setting out complex masonry structures

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 (K13)

4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

Range

(4.2) **Protect work:** protect work against damage from general workplace activities, other occupations and adverse weather conditions

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 (K15)

5.3 how maintenance of tools and equipment is carried out (K16)

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:
- set out and check regular and irregular shaped brick, traditional and thin joint blocks and structures of local materials and styles on level and sloping ground
 - set out and check curved, splayed, angled and battered brick and block and of local materials
 - construct profiles
 - transfer levels (spirit level, straight-edge, water levels, laser level, optical levels and ancillary equipment)
 - use hand tools and setting out equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with setting out complex masonry structures
- (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 setting out 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 (K17)
-

Range

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

Unit 207

Set out complex masonry structures

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 Interpretation of drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and building regulations related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials, components and fixings
 - hand tools
 - setting out equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to measure, mark out, level, position and secure
- P5 Use and maintain hand tools and setting out equipment
- P5 set out complex masonry structures on level and/or sloping ground to given working instructions for at least one of the following
 - curved
 - splayed
 - angled
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 208

Erect complex masonry structures

Unit level:	SCQF 6
Credit value:	30
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting materials, components and equipment 4. preparing and erecting brickwork and blockwork and/or structures of local materials, incorporating arches, curves, chimneys, battered and decorative features
Relationship to NOS:	COSVR49

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

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:

- bricks, blocks, mortars, frames, insulation, damp-proof barriers, lintels, fixings and ties
 - hand and/or powered tools and equipment
- (1.2) **Resources:** methods of calculating quantity, length, area and wastage associated with the method/procedure to erect complex masonry structures
- (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 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
-

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, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
- (2.3) **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
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **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 (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist:

- bricks, blocks, mortars, frames, insulation, damp-proof barriers, lintels, fixings and ties
- hand and/or powered tools and equipment

(3.2, 3.3, **Resources:** methods of calculating quantity, length, area and wastage 3.4, 3.5) associated with the method/procedure to erect complex masonry structures

(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:

- erect cavity walling and solid walling using brick, traditional and thin joint blocks and local materials

- erect walls using local materials and styles
- lay blocks (traditional and thin joint)
- work overhand
- form openings for doors and windows
- install fixings, cramps and ties
- form arches (rough, axed, purpose-made)
- form walls flush, projecting and decorative features
- form walls curved on plan and check with trammel, templates and bay moulds
- form walls splayed on plan and check with templates and bay moulds
- form walls curved and ramped in elevation and set out and check with trammels and profiles
- prop and support structures
- complete and remove temporary works
- form joint finishes
- select and install vertical and horizontal reinforcement
- position damp-proof barriers
- mix mortar
- work with plant and machinery
- use hand tools, power tools and equipment
- work at height
- use access equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with erecting masonry structures

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 (K13)

4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

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 (K15)
- 5.3 how maintenance of tools and equipment is carried out (K16)

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:
- erect cavity walling and solid walling using brick, traditional and thin joint blocks and local materials
 - erect walls using local materials and styles
 - lay blocks (traditional and thin joint)
 - work overhand
 - form openings for doors and windows
 - install fixings, cramps and ties
 - form arches (rough, axed, purpose-made)
 - form walls flush, projecting and decorative features
 - form walls curved on plan and check with trammel, templates and bay moulds
 - form walls splayed on plan and check with templates and bay moulds
 - form walls curved and ramped in elevation and set out and check with trammels and profiles
 - prop and support structures
 - complete and remove temporary works
 - form joint finishes
 - select and install vertical and horizontal reinforcement
 - position damp-proof barriers
 - mix mortar
 - work with plant and machinery
 - use hand tools, power tools and equipment
 - work at height
 - use access equipment
- (5.2) **Methods of work:** team work and communication

- (5.2) **Methods of work:** needs of other occupations associated with erecting masonry structures
- (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/or 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 (K17)
-

Range

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

Unit 208

Erect complex masonry structures

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 Interpretation of drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials, components and fixings
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to measure, check, mark out, lay, position and secure
- P5 Use and maintain hand tools, portable power tools and ancillary equipment
- P5 Erect complex masonry in brick and block and/or local materials to given working instructions, including forming joint finishes, for at least three of the following
 - arches
 - chimney stacks or fireplaces
 - walls with flush, projecting or decorative features
 - walls curved on plan
 - walls splayed on plan

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

Unit 209

Erect masonry cladding

Unit level:	SCQF 5
Credit value:	24
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting materials, components and equipment 4. preparing and erecting brickwork and blockwork and/or local material to pre-erected structures
Relationship to NOS:	COSVR42

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:** 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:
 - bricks, blocks, mortars, frames, insulation, damp-proof barriers, lintels, fixings and ties

- hand and/or powered tools and equipment
- (1.2) **Resources:** methods of calculating quantity, length, area and wastage associated with the method/procedure to erect masonry cladding
- (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 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
-

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, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
- (2.3) **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
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **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 (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)
-

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:

- bricks, blocks, mortars, frames, insulation, damp-proof barriers, lintels, fixings and ties
- 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 and healthy work practices, procedures and skills relating to the method/area of work and materials used to:

- erect brick, traditional and thin joint block cladding to pre-erected timber frame, concrete, steel and existing structures
 - clad structures using local materials
 - lay bricks, blocks (traditional and thin joint)
 - form joint finishes
 - form openings for doors and windows
 - prop and support structures
 - complete and remove temporary structures
-

- position damp-proof barriers
- mix mortar
- use hand tools, power tools and equipment
- work with plant and machinery
- work at height
- use access equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with erecting masonry cladding

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 (K13)

4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

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 (K15)

5.3 how maintenance of tools and equipment is carried out (K16)

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:
- erect brick, traditional and thin joint block cladding to pre-erected timber frame, concrete, steel and existing structures
 - clad structures using local materials
 - lay bricks, blocks (traditional and thin joint)
 - form joint finishes
 - form openings for doors and windows
 - prop and support structures
 - complete and remove temporary structures
 - position damp-proof barriers
 - mix mortar
 - use hand tools, power tools and equipment
 - work with plant and machinery
 - work at height
 - use access equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with erecting masonry cladding
- (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/or 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 (K17)

Range

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

Unit 209

Erect masonry cladding

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 Interpretation of drawings, risk assessments, method statements, specifications, schedules and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials, components and fixings
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to measure, mark out, lay, position and secure
- P5 Use and maintain hand tools, portable power tools and ancillary equipment
- P5 Erect brick and block and/or local material cladding to given working instructions, including the formation of door and window openings and joint finishes, for at least one of the following structures
 - pre-erected timber frame
 - pre-erected concrete
 - pre-erected steel
 - existing
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 210

Erect thin joint masonry structures

Unit level:	SCQF 5
Credit value:	23
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting materials, components and equipment 4. preparing and erecting thin joint block masonry structures
Relationship to NOS:	COSVR44

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

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:
 - blocks, jointing compounds, frames, insulation, damp-proof barriers, lintels, fixings, ties

- hand and/or powered tools and equipment
- (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 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
-

Range

- (2.2) **Information:** those arising from information, resources and methods of work
- own authority to rectify
 - organisational reporting procedures
- (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, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
- (2.3) **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
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **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 (K9)

3.3 how the resources should be used and how any problems associated with the resources are reported (K10)

3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)

3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:

- blocks, jointing compounds, frames, insulation, damp-proof barriers, lintels, fixings, ties
- hand and/or powered tools and equipment

(3.2, 3.3, **Resources:** methods of calculating quantity, length, area and wastage

3.4, 3.5) associated with the method/procedure to erect thin joint masonry structures

(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:

- erect cavity walling and solid walling using thin joint blocks
- determine thin joint block bonds
- level bed (course one)
- form openings for doors and windows

- position damp-proof barriers
- position and fix ties
- mix jointing compound
- work with plant and machinery
- use hand tools, power tools and equipment
- work at height
- use access equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** organisational reporting procedures

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 (K13)

4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

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 (K15)

5.3 how maintenance of tools and equipment is carried out (K16)

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:
- erect cavity walling and solid walling using thin joint blocks
 - determine thin joint block bonds
 - level bed (course one)
 - form openings for doors and windows
 - position damp-proof barriers
 - position and fix ties
 - mix jointing compound
 - work with plant and machinery
 - use hand tools, power tools and equipment
 - work at height
- use access equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** organisational reporting procedures
- (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/or 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 (K17)
-

Range

- (6.2) **Programme:** types of progress charts, timetables and estimated times
-

- (6.2) **Programme:** organisational procedures for reporting circumstances which will affect the work programme

Unit 210

Erect thin joint masonry structures

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 Interpretation of drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials, components and fixings
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to measure, mark out, cut, prepare, lay, position and secure
- P5 Use and maintain hand tools, portable power tools and ancillary equipment
- P5 Erect thin joint masonry block structures to given working instructions for at least three of the following
 - cavity wall structures
 - solid wall structures
 - form door and window openings
 - mix jointing compounds
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 211

Place and finish non-specialist concrete

Unit level:	SCQF 5
Credit value:	12
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting materials, components and equipment 4. preparing, laying, compacting and finishing concrete slabs, footings or bases
Relationship to NOS:	COSVR45

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:** drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations associated with placing and finishing non-specialist concrete

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:
- concrete, fabric reinforcement, timber, plywood, proprietary slab edgings and fixings

- hand tools and equipment
- (1.2) **Resources:** methods of calculating quantity, length, area and wastage associated with the method/procedure to place and finish non-specialist concrete
- (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 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
-

Range

- (2.2) **Information:** drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations associated with placing and finishing non-specialist concrete
- (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, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
- (2.3) **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
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **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 (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist:

- concrete, fabric reinforcement, timber, plywood, proprietary slab edgings and fixings
- hand tools and equipment

(3.2, 3.3, **Resources:** methods of calculating quantity, length, area and wastage 3.4, 3.5) associated with the method/procedure to place and finish non-specialist concrete

(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:

- handle, transport and test concrete

- transport, lay, compact, cure and protect concrete with tamped, floated, brushed and trowelled finishes
- cure and protect
- place fabric reinforcement
- concrete mix ratios (volume and gauge boxes)
- place concrete into formwork and shuttering
- form slab edging
- work with plant and machinery
- use hand tools and ancillary equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with placing and finishing non-specialist concrete

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 (K13)

4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

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 (K15)
- 5.3 how maintenance of tools and equipment is carried out (K16)
-

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:
- handle, transport and test concrete
 - transport, lay, compact, cure and protect concrete with tamped, floated, brushed and trowelled finishes
 - cure and protect
 - place fabric reinforcement
 - concrete mix ratios (volume and gauge boxes)
 - place concrete into formwork and shuttering
 - form slab edging
 - work with plant and machinery
- use hand tools and ancillary equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with placing and finishing non-specialist concrete
- (5.3) **Maintenance:** operative care of hand 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 (K17)
-

Range

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

Unit 211

Place and finish non-specialist concrete

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 Interpretation of drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials, components and fixings
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to measure, mark out, lay, compact, finish, position and secure
- P5 Use and maintain hand tools and ancillary equipment
- P5 Lay and finish concrete to given working instructions for at least three of the following
 - concrete slabs/bases (footing, oversites or paths)
 - form slab edging
 - position reinforcement
 - form surface finish (tamped, floated, brushed and trowelled)
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 212

Maintain slate and tile roofing

Unit level:	SCQF 5
Credit value:	14
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting materials, components and equipment 4. preparing and carrying out repair of specified areas of slate and tiled roofs
Relationship to NOS:	COSVR47

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:** 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:
- slates, tiles, battens, underlays, sand, cement, limes, vents, lead, additives, guttering, downpipes and fixings

- hand and/or powered tools and equipment
- (1.2) **Resources:** methods of calculating quantity, length, area and wastage associated with the method/procedure to maintain slate and tile roofing
- (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 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
-

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, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
- (2.3) **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
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **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 (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)
-

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist:

- slates, tiles, battens, underlays, sand, cement, limes, vents, lead, additives, guttering, downpipes and fixings
- hand and/or powered tools and equipment

(3.2, 3.3, **Resources:** methods of calculating quantity, length, area and wastage 3.4, 3.5) associated with the method/procedure to maintain slate and tile roofing

(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:

- remove existing battens, underlay, slates and tiles
 - replace new battens and underlay
 - remove, replace and treat lead work/flashings (patianation oil)
 - re-point
-

- position and secure roof ventilation
- remove and replace guttering and downpipes
- mix mortar
- work with plant and machinery
- use hand tools, power tools and equipment
- work at height
- use access equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with maintaining slate and tiled roofing

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 (K13)

4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

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 (K15)
- 5.3 how maintenance of tools and equipment is carried out (K16)
-

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:
- remove existing battens, underlay, slates and tiles
 - replace new battens and underlay
 - remove, replace and treat lead work/flashings (patianation oil)
 - re-point
 - position and secure roof ventilation
 - remove and replace guttering and downpipes
 - mix mortar
 - work with plant and machinery
 - use hand tools, power tools and equipment
 - work at height
 - use access equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with maintaining slate and tiled roofing
- (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/or 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 (K17)
-

Range

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

Unit 212

Maintain slate and tile roofing

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 Interpretation of drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials, components and fixings
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to measure, mark out, remove, fit, position and secure
- P5 Use and maintain hand tools, portable power tools and ancillary equipment
- P5 Repair specified roof areas to given working instructions for at least four of the following
 - slate roofs (local material and style)
 - tiled roofs (local material and style)
 - flashings
 - roof ventilation
 - rainwater goods

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

Unit 213

Repair and maintain masonry structures

Unit level:	SCQF 6
Credit value:	22
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting materials, components and equipment 4. repairing and maintaining existing brick and/or block and/or structures of local materials and styles
Relationship to NOS:	COSVR50

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

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:
 - bricks, blocks, natural stones, mortars, sand, lime, additives, frames, insulation, damp-proof barriers, lintels, fixings and ties

- hand and/or powered tools and equipment
- (1.2) **Resources:** methods of calculating quantity, length, area and wastage associated with the method/procedure to repair and maintain masonry structures
- (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 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
-

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, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting
- (2.3) **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
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **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 (K9)
- 3.3 how the resources should be used and how any problems associated with the resources are reported (K10)
- 3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)
- 3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)

Range

(3.2, 3.3, 3.4, 3.5) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:

- bricks, blocks, natural stones, mortars, sand, lime, additives, frames, insulation, damp-proof barriers, lintels, fixings and ties
- hand and/or powered tools and equipment

(3.2, 3.3, 3.4, 3.5) **Resources:** methods of calculating quantity, length, area and wastage associated with the method/procedure to repair and maintain masonry structures

(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:

- repair and maintain existing masonry structures in brick, traditional and thin joint blocks or local materials and styles
- form joint finishes

- form openings
- prop existing walls and floors
- form internal and external angles
- dress surfaces
- form finishes
- mortar mix ratios (volume, gauge boxes and colour)
- work with plant and machinery
- use hand tools, power tools and equipment
- work at height
- use access equipment

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with repairing and maintaining masonry structures

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 (K13)

4.3 why disposal of waste should be carried out safely and how it is achieved (K14)

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 (K15)
- 5.3 how maintenance of tools and equipment is carried out (K16)
-

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:
- repair and maintain existing masonry structures in brick, traditional and thin joint blocks or local materials and styles
 - form joint finishes
 - form openings
 - prop existing walls and floors
 - form internal and external angles
 - dress surfaces
 - form finishes
 - mortar mix ratios (volume, gauge boxes and colour)
 - work with plant and machinery
 - use hand tools, power tools and equipment
 - work at height
 - use access equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with repairing and maintaining masonry structures
- (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/or 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 (K17)
-

Range

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

Unit 213

Repair and maintain masonry structures

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 Interpretation of drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials, components and fixings
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with legislation
- P5 Demonstration of work skills to measure, mark out, remove, lay, position and secure
- P5 Use and maintain hand tools, portable power tools and ancillary equipment
- P5 repair and maintain existing brick and/or block masonry and/or local style structures to given working instructions for at least three of the following
 - match existing materials
 - continue existing bonding
 - match existing quality of structure
 - form openings
 - prop existing walls and floors
 - form internal and external angles

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

Unit 214

Produce internal solid plastering finishes

Unit level:	SCQF 5
Credit value:	23
Unit aim:	This unit, in the context of your occupation and work environment, is about interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components, tools and equipment and preparing and applying plasters to internal backgrounds. This unit is for people working in the occupational area of plastering and can be used by construction operatives, supervisors and managers.
Relationship to NOS:	COSVR66

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

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
- backing coat and finishing plasters, sand, lime, cement and additives
 - beads, trims and fibre/paper tapes
 - manufactured boards
 - hand tools, portable power tools and ancillary equipment
- (1.2) : methods of calculating quantity, length, area and wastage associated with the method/procedure to produce internal solid plastering finishes
- (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 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
- 2.7 how to comply with environmentally responsible work practices to meet current legislation and official guidance (K9)
-

Range

- (2.2) **Information:** drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing buildings
- (2.2, 2.7) **Legislation and official guidance:** this relates to the operative's responsibilities regarding potential accidents, health hazards and the environment 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) **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
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **Health and safety control equipment:** identified by the principles of prevention 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:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist

- backing coat and finishing plasters, sand, lime, cement and additives
- beads, trims and fibre/paper tapes
- manufactured boards
- hand tools, portable power tools and ancillary equipment

(3.2, 3.3, **Resources:** methods of calculating quantity, length, area and wastage 3.4, 3.5) associated with the method/procedure to produce internal solid plastering finishes

- (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
- mix plaster
 - prepare background surfaces
 - install expanded metal lath (EML) and timber lath
 - apply and finish one- and two-coat plasterwork to internal solid backgrounds, EML, timber lath backgrounds and manufactured boards to walls and ceilings
 - form internal and external angles, reveals and expansion joints
 - recognise and determine when specialist skills and knowledge are required and report accordingly
 - understand specific requirements for structures of special interest, traditional build (pre 1919) and historical significance
 - use hand tools, portable power tools and ancillary equipment
 - work at height
 - use access equipment/working platforms
- (3.5) **Methods of work:** team work and communication
- (3.5) **Methods of work:** needs of other occupations associated with plastering
-

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
- mix plaster
 - prepare background surfaces
 - install expanded metal lath (EML) and timber lath
 - apply and finish one- and two-coat plasterwork to internal solid backgrounds, EML, timber lath backgrounds and manufactured boards to walls and ceilings
 - form internal and external angles, reveals and expansion joints
 - recognise and determine when specialist skills and knowledge are required and report accordingly
 - understand specific requirements for structures of special interest, traditional build (pre 1919) and historical significance
 - use hand tools, portable power tools and ancillary equipment
 - work at height
 - use access equipment/working platforms
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with plastering
- (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, 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
- (6.2) **Programme:** organisational procedures for reporting circumstances which will affect the work programme

Unit 214

Produce internal solid plastering finishes

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 Interpretation of drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment/working platform
 - safe use, storage and handling of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials
 - tools and ancillary equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with current legislation
- P5 Demonstration of work skills to measure, mark out, prepare, mix, apply and finish
- P5 Use and maintain hand tools, portable power tools and ancillary equipment
- P5 Prepare background surfaces, mix and apply internal plasters to given working instructions relating to the following
 - one- coat work
 - two-coat work
 - 90° internal and external angles
 - reveals, cills and soffits (door and/or windows)
 - walls and ceilings

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

Unit 215

Apply solid render to background surfaces and produce finishes

Unit level:	SCQF 5
Credit value:	27
Unit aim:	This unit, in the context of your occupation and work environment, is about interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components, tools and equipment, preparing materials, applying solid render to external backgrounds and producing finishes. This unit is for people working in the occupational area of plastering and can be used by construction operatives, supervisors and managers.
Relationship to NOS:	COSVR67

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:** 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
- render, sand, lime, cement and additives
 - bellcasts and beads, expanded metal lath (EML)
 - dash, rough-cast (harling, wet dash), proprietary pre-cast finish, synthetic and non-synthetic renders
 - reinforcement, stress patches, sealants, fixings and fittings
 - hand tools, portable power tools and ancillary equipment
- (1.2) : methods of calculating quantity, length, area and wastage associated with the method/procedure to apply external solid render to background surfaces and produce finishes
- (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 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)
- 2.7 how to comply with environmentally responsible work practices to meet current legislation and official guidance (K9)
-

Range

- (2.2) **Information:** drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations governing buildings
- (2.2, 2.7) **Legislation and official guidance:** this relates to the operative's responsibilities regarding potential accidents, health hazards and the environment 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) **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
- (2.4) **Security procedures:** site, workplace, company and operative
- (2.6) **Health and safety control equipment:** identified by the principles of prevention 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:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist

- render, sand, lime, cement and additives
 - bellcasts and beads, expanded metal lath (EML)
 - dash, rough-cast (harling, wet dash), proprietary pre-cast finish, synthetic and non-synthetic renders
 - reinforcement, stress patches, sealants, fixings and fittings
 - hand tools, portable power tools and ancillary equipment
-

(3.2, 3.3, **Resources:** methods of calculating quantity, length, area and wastage
3.4, 3.5) associated with the method/procedure to apply external solid render to background surfaces and produce finishes

(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

- carry out pre-installation checks to include structural integrity, dampness, vents, services (gas, electric, water, media cables)
- mix render to the required strength for background surfaces and supporting fixtures
- prepare background surfaces
- recognise the procedures to check flues and combustion air ventilation
- understand the implications of existing guarantees and warranties
- apply base coats, reinforcing mesh and stress patches
- apply multiple coat renders to external walls and external insulation
- form internal and external angles, reveals, soffits, expansion joints and bellcasts
- position, secure and apply renders to expanded metal lath (EML)
- apply dash, plain-faced coat, rough-cast (harling, wet-dash), synthetic and non-synthetic renders and proprietary pre-cast finishes and sealants to external surfaces and external insulation including door and window reveals
- complete post installation checks: compliance with specifications, resistance to water penetration, anchorage/fixing, vents, services (gas, electric, water, media cables)
- recognise and determine when specialist skills and knowledge are required and report accordingly
- understand specific requirements for structures of special interest, traditional build (pre 1919) and historical significance
- use hand tools, portable power tools and ancillary equipment
- work at height
- use access equipment/working platforms

(3.5) **Methods of work:** team work and communication

(3.5) **Methods of work:** needs of other occupations associated with rendering

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
- carry out pre-installation checks to include structural integrity, dampness, vents, services (gas, electric, water, media cables)
 - mix render to the required strength for background surfaces and supporting fixtures
 - prepare background surfaces
 - recognise the procedures to check flues and combustion air ventilation
 - understand the implications of existing guarantees and warranties
 - apply base coats, reinforcing mesh and stress patches
 - apply multiple coat renders to external walls and external insulation
 - form internal and external angles, reveals, soffits, expansion joints and bellcasts
-

- position, secure and apply renders to expanded metal lath (EML)
- apply dash, plain-faced coat, rough-cast (harling, wet-dash), synthetic and non-synthetic renders and proprietary pre-cast finishes and sealants to external surfaces and external insulation including door and window reveals
- complete post installation checks: compliance with specifications, resistance to water penetration, anchorage/fixing, vents, services (gas, electric, water, media cables)
- recognise and determine when specialist skills and knowledge are required and report accordingly
- understand specific requirements for structures of special interest, traditional build (pre 1919) and historical significance
- use hand tools, portable power tools and ancillary equipment
- work at height
- use access equipment/working platforms

(5.2) **Methods of work:** team work and communication

(5.2) **Methods of work:** needs of other occupations associated with rendering

(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, 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

(6.2) **Programme:** organisational procedures for reporting circumstances which will affect the work programme

Unit 215

Apply solid render to background surfaces and produce finishes

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 Interpretation of drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the 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, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with current legislation
- P5 demonstration of work skills to measure, mark out, mix, apply and finish
- P5 Demonstration of work skills to measure, mark out, mix, apply and finish
- P5 Use and maintain hand tools, portable power tools and ancillary equipment
- P5 Application of base coats, reinforcing mesh and stress patches
- P5 Prepare background surfaces, mix and apply solid render to bellcasts, internal and external angles, walls, reveals and soffits, and to at least one of the following background surfaces to given working instructions
 - brick
 - block

- concrete
- rubble stone masonry
- expanded metal lath (EML)
- external insulation
- P5 Produce a plain-faced finish coat to external walls and/or external insulation plus at least one of the following finishes to given working instructions
 - dash
 - rough-cast (harling, wet dash)
 - synthetic or non-synthetic renders
 - proprietary pre-cast
- P6 Completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Unit 216

Install drainage

Unit level:	SCQF 5
Credit value:	19
Unit aim:	This unit, in the context of your occupation and work environment, is about: 1. interpreting information 2. adopting safe and healthy working practices 3. selecting materials, components and equipment 4. preparing for, installing and testing new and/or replacement drainage
Relationship to NOS:	COSVR639

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:** drawings, specifications, schedules, risk assessments, method statements, manufacturers' information and regulations governing the installation and construction of drainage systems
- 1.4)

- (1.2) **Resources:** materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:
 - pipes, fittings and ancillary components

- pre-cast (metal, concrete, clay or plastic) components
 - bricks, blocks and sandbags
 - granular materials, aggregates, cement, concrete, mortars and sand
 - sealant materials (adhesives, compounds, solvents)
 - hand and/or powered tools and ancillary equipment
- (1.2) **Resources:** methods of calculating quantity, length, area and wastage associated with the method/procedure to install drainage
- (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 how emergencies should be responded to and who should respond (K5)
- 2.4 the organisational security procedures for tools, equipment and personal belongings (K6)
- 2.5 what the accident reporting procedures are and who is responsible for making the report (K7)
- 2.6 why, when and how health and safety control equipment should be used (K8)

Range

- (2.2) **Information:** drawings, specifications, schedules, risk assessments, method statements, manufacturers' information and regulations governing the installation and construction of drainage systems
- (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) **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
- (2.4) **Security procedures:** site, workplace, company and operative

- (2.6) **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 (K9)

3.3 how the resources should be used and how any problems associated with the resources are reported (K10)

3.4 the organisational procedures to select resources, why they have been developed and how they are used (K11)

3.5 the hazards associated with the resources and methods of work and how they are overcome (K12)

Range

(3.2, 3.3, **Resources:** materials, components and equipment relating to types, quantity, 3.4, 3.5) quality, sizes and the sustainability of standard and/or specialist:

- pipes, fittings and ancillary components
- pre-cast (metal, concrete, clay or plastic) components
- bricks, blocks and sandbags
- granular materials, aggregates, cement, concrete, mortars and sand
- sealant materials (adhesives, compounds, solvents)
- hand and/or powered tools and ancillary equipment

(3.2, 3.3, **Resources:** methods of calculating quantity, length, area and wastage 3.4, 3.5) associated with the method/procedure to install drainage

(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:
- excavate trenches and provide trench support
 - confirm ground conditions, site and excavations are suitable for the drainage installation work
 - prepare bedding for pipework
 - determine levels and gradients
 - identify the differences between surface and foul water drainage
 - lay, position, level, plumb, align, fit, fix and secure new and replacement drainage systems
 - construct structures of a drainage system (storm alleviation, culverts, inspection chambers, lateral drains, overflows, sumps, filter drains, sustainable urban drainage systems)
 - assemble pre-cast components (metal, concrete, clay and plastic) of a drainage system structure (inspection chambers, street iron work)
 - connect and seal new systems to existing systems
 - conduct smoke, water, ball, air mandrel and close circuit television tests on drainage systems
 - work with plant and machinery
 - use hand tools, power tools and equipment
 - work at height and below ground level
 - use access equipment
- (3.5) **Methods of work:** team work and communication
- (3.5) **Methods of work:** needs of other occupations associated with installing drainage
-

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 (K13)
- 4.3 why disposal of waste should be carried out safely and how it is achieved (K14)
-

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 (K15)
- 5.3 how maintenance of tools and equipment is carried out (K16)
-

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:
- excavate trenches and provide trench support
 - confirm ground conditions, site and excavations are suitable for the drainage installation work
 - prepare bedding for pipework
 - determine levels and gradients
 - identify the differences between surface and foul water drainage
 - lay, position, level, plumb, align, fit, fix and secure new and replacement drainage systems
 - construct structures of a drainage system (storm alleviation, culverts, inspection chambers, lateral drains, overflows, sumps, filter drains, sustainable urban drainage systems)
 - assemble pre-cast components (metal, concrete, clay and plastic) of a drainage system structure (inspection chambers, street iron work)
 - connect and seal new systems to existing systems
 - conduct smoke, water, ball, air mandrel and close circuit television tests on drainage systems
 - work with plant and machinery
 - use hand tools, power tools and equipment
 - work at height and below ground level
 - use access equipment
- (5.2) **Methods of work:** team work and communication
- (5.2) **Methods of work:** needs of other occupations associated with installing drainage
-

- (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/or 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 (K17)
-

Range

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

Unit 216

Install drainage

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 Interpretation of drawings, specifications, schedules, risk assessments, method statements and manufacturers' information related to the work to be carried out
- P2 Avoidance of risk by complying with the given information relating to at least four of the following
 - methods of work
 - safe use of health and safety control equipment
 - safe use of access equipment
 - safe use and storage of materials, tools and equipment
 - specific risks to health
- P3 Selection of resources associated with own work
 - materials, components and fixings
 - tools and equipment
- P4 Protection of the work and its surrounding area from damage
- P4 Minimise damage and maintain a clean work space
- P4 Disposal of waste in accordance with current legislation
- P5 Demonstration of work skills to measure, mark out, lay, position, fit, level, plumb, align, secure and test
- P5 Use and maintain hand tools, portable power tools and ancillary equipment
- P5 Install and test new and/or replacement, foul and/or surface water drainage for at least two of the following to given working instructions
 - pipework (e.g. clay, concrete, metal, or plastic)
 - inspection chambers (e.g. brick, concrete, metal or plastic)
 - surface water systems (e.g. cells, culverts, high capacity, linear, balancing ponds, interceptors, recycling equipment, soak-a-ways, sustainable urban drainage systems)

- foul water systems (e.g. cess pools, septic tanks, reed beds, treatment plants)
- 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.

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 (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

International learners

General qualification information

E: intcg@cityandguilds.com

Centres

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

E: centresupport@cityandguilds.com

Single subject qualifications

Exam entries, Results, Certification,
Missing or late exam materials,
Incorrect exam papers, Forms request
(BB, results entry), Exam date and time
change

E: singlesubjects@cityandguilds.com

International awards

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

E: intops@cityandguilds.com

Walled Garden

Re-issue of password or username,
Technical problems, Entries, Results, e-
assessment, Navigation, User/menu
option, Problems

E: walledgarden@cityandguilds.com

Employer

Employer solutions, Mapping,
Accreditation, Development Skills,
Consultancy

E: business@cityandguilds.com

Publications

Logbooks, Centre documents, Forms,
Free literature

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

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

City & Guilds Group

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

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