Level 2 Certificate and Diploma in Work-based Environmental Conservation (0070)

City & Guilds
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Learner guide and logbook
600/1435/0
500/9062/8

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Or download from www.nptc.org.uk under the 'Qualifications' tab and then click on Environmental Conservation and Gamekeeping.

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Level 2 Certificate and Diploma in Work-based Environmental Conservation (0070)

Qualification Information

This document contains the information that centres need to offer the following qualifications:

Qualification title and level	City & Guilds qualification number	Ofqual accreditation number
Level 2 Certificate in Work-based Environmental Conservation	0070 – 20, 21, 22, 23	600/1435/0
Level 2 Diploma in Work-based Environmental Conservation	0070-21, 22, 23	500/9062/8

Please note that after 30 June 2011, the above complexes (-21 to -23) will be closed for registrations and will be directly replace by -27 to -29 from 1 July 2011.

Qualification title and level	City & Guilds qualification number	Ofqual accreditation number
Level 2 Certificate in Work-based Environmental Conservation	0070 -20, 27, 28, 29	600/1435/0
Level 2 Diploma in Work-based Environmental Conservation	0070-27, 28, 29	500/9062/8

Please note that this qualification handbook and assessor guidance details the information for all the routes within the qualification. The following routes are available:

0070-21 Level 2 Certificate and Diploma in Work-based Environmental Conservation (Environmental Conservation)
0070-22 Level 2 Certificate and Diploma in Work-based Environmental Conservation (Access and Recreation)
0070-23 Level 2 Certificate and Diploma in Work-based Environmental Conservation (Rivers, Coasts and Waterways)

Please note that after 30 June 2011, the above complexes (-21 to -23) will be closed for registrations and will be directly replace by -27 to -29 from 1 July 2011.

0070-27 Level 2 Certificate and Diploma in Work-based Environmental Conservation (Environmental Conservation)
0070-28 Level 2 Certificate and Diploma in Work-based Environmental Conservation (Access and Recreation)
0070-29 Level 2 Certificate and Diploma in Work-based Environmental Conservation (Rivers, Coasts and Waterways)

The following route is restricted to Warwickshire Wildlife Trust candidates only.
0070-20 Level 2 Certificate in Work-based Environmental Conservation

Guided Learning Hours and Credit
0070-20, -21, -22, -23, -27, -28, -29 Certificates are 158 GLH and learners need to achieve a minimum of 21 credits.
0070 -21, -22, -23, -27, -28, -29 Diplomas are 342 GLH and learners need to achieve a minimum of 37 credits.

What is the Qualifications and Credit Framework?

Ofqual have introduced the Qualifications and Credit Framework to increase flexibility for learners and employers. It allows learners to build towards a qualification, rather than having to do all of it at the same time. Qualifications may be built up from individual units according to rules of combination. The qualifications and rules of combination (structures) are set out in this handbook. The units are derived from the National Occupational Standards, which are compiled by Lantra SSC, the Sector Skills Council for the environmental conservation industry.

Delivery and assessment of these qualification are similar to the previous NVQs but there are some administrative changes that centres will need to put in place, such as access to unique learner numbers.

Each unit has been assigned a number of credits and the units will be assessed in the workplace and build up to a Certificate or Diploma.

The Qualification

The Level 2 Certificate and Diploma in Work-based Environmental Conservation (0070) are programmes of workplace training and assessment leading to a nationally recognised qualification. They aim to:

- meet the needs of learners who work or want to work in the environmental conservation sector
- allow learners to learn, develop and practise the skills required for employment and/or career progression in the environmental conservation sector
- replace the following qualification:
  NPTC Level 2 NVQ in Environmental Conservation (0249-20, -21, -22) which expired on 30 April 2010 (QAN 100/2500/5)

Level 2 Diploma in Work-based Environmental Conservation (0070)

This qualification will form part of the Apprenticeship framework for Environmental Conservation. It is a work-related, competence-based qualification. It reflects the skills and knowledge needed to do a job effectively, and shows that a learner is competent in the area of work the qualification represents. The different routes available within this qualification are Environmental Conservation, Access and Recreation and Rivers, Coasts and Waterways.

Who will be involved?

The learner

That's you! You will need to:

- negotiate and agree an assessment programme with your assessor
- negotiate and develop a personal action plan with dates for review and assessment
- collect the evidence which proves your competence in your job
- organise and reference the evidence in a portfolio
- judge the evidence against the standards of competence to see whether it is
- adequate to present for assessment
- present the evidence for assessment; this may include:-
  - attending an assessment interview
  - being available to discuss your evidence with the internal and /or external verifier if requested

Later in this guide we will explain how you can identify and collect evidence and how you can prepare for being assessed in your daily work.

The assessor

- will have experience in your area of work, must be occupationally competent and may be your immediate supervisor or manager or a visiting assessor from a training centre who will visit you a minimum of 3 times to observe you at work
- will be experienced in assessing
- will themselves have achieved a higher qualification or have significant and current experience in the area of assessment. Therefore you may have more than 1 assessor
- can advise you on the planning and organisation of your evidence
- is responsible for making the decisions about your evidence and judging when you are competent.

The internal verifier

- is appointed by the centre where you are registered
- is responsible for maintaining the quality of assessment within the centre by checking the assessment decisions made by assessors
- will have experience in your area of work and must be occupationally competent
- will themselves have achieved a higher qualification or have significant and current experience in the area of assessment to allow them to act as an internal verifier.

The external verifier

- is appointed by City & Guilds to ensure that all assessments undertaken in your centre are fair, valid, consistent and that your centre meets the required national standard
- will make regular visits to your centre to observe assessments and examine portfolios of evidence
- makes regular reports to City & Guilds confirming what happens with assessment practice in your centre.

The expert witness
Wherever possible, the evidence which you produce should be witnessed. For example your assessor, line manager or colleagues may witness an activity or authenticate a document as being your own work.

Witness status
Witnesses fall into three main categories of experience:
1. Occupational expert and D32/D33 or A1/A2 assessor who is familiar with the standards
2. D32/D33 or A1/A2 assessor without occupational competence
3. Occupational expert who is familiar with the standards.
In some circumstances it may be possible to accept witness testimony from a non-occupational expert, e.g. for evidence for a non-vocationally specific skill such as dealing with clients, validating a competition result. In these cases, the following two categories of witness may be valid:
4. Occupational expert who is not familiar with the standards
5. Non-expert not familiar with the standards, e.g. a customer.

Why do you need witnesses?
It is important to demonstrate that the evidence was produced by you under the circumstances described. The witness is therefore able to observe and report on your performance on tasks which produce evidence towards the work-based qualification. The job of the expert witness is to report to the assessor their observations of your performance. The assessor will then judge whether the evidence is sufficient.

How do you involve a witness?
The key to this is planning. In many cases someone, for example a colleague, may naturally be involved with your work and so be able to witness and authenticate evidence. However, if the work is usually unobserved, you might arrange for someone to be present (where practical) to observe your performance. Alternatively where you are working directly with or for a customer, you might ask the customer to act as a witness.

What do they have to do?
After observing your work, the witness will need to write a short statement describing what you actually did. The witness should be aware of assessment criteria for the activity and the evidence requirements which are explained in the qualification handbook. As you will be aware of the standards and the evidence you require, you may decide to write out the statement yourself and ask you witness to read it and sign if they agree with it.
You may also provide statements for yourself, e.g. to justify why you produced a product in a particular way, but this would usually need to be augmented by supplementary evidence such as a work sheet or witness statement from a customer.

A Witness Status List and a Witness Statement Form have been included in the portfolio builder pack for you to photocopy and use.

You must ensure that each witness is recorded with a sample signature in the Witness Status List. Only the approved assessor is qualified to judge the evidence. The job of the expert witness is to report to the assessor their observations of the learner's performance.

How will my competence be assessed?

Occupational competence can be described as the consistent demonstration of skill, knowledge and understanding, to the standard specified by the assessment criteria for each unit of the work-based qualification. Each unit relates to competence in a different area of activity within a job.

Assessment of your competence will be based upon realistic work place situations, performing purposeful and recognisable tasks which will require a combination of skills and related knowledge.

What is evidence?

Evidence is what you will need to provide in order to prove your competence, your ability to do the job and so meet the standards. You can draw on past experience to provide such evidence as well as collecting evidence from your current job. Your evidence will need to be filed and indexed in a portfolio. You will need to map your evidence to the assessment criteria and present it for assessment when you think each unit is complete.

Most assessment for your work-based qualification will be carried out by your assessor judging the evidence about tasks you have carried out. There are five basic sources of evidence and you may collect evidence from all of them:

Performance at work

Observation in the workplace is an essential source of evidence. Your assessor may watch you working and assess your performance against the unit.

Assessment guidance and examples of evidence have been provided for each assessment criteria in the unit. Evidence may also be provided by witness statements, work records, job sheets, or a diary of your work. In this case, you need to match the evidence provided by witnesses against the unit. Although evidence can be provided by witnesses, no unit of your work-based qualification can be signed off as complete without the involvement of a qualified assessor to judge the evidence presented.

Performance of specially set tasks

You may be asked to undertake a particular activity, e.g. a simulated task, project or case study, sometimes in a college or other training environment.

Questioning

Questioning may be written or oral, usually occurring as a result of an observed assessment.
Your assessor will ask you questions to make sure you have the necessary knowledge and understanding to carry out your job activities to the required standard.

Historical evidence

You may have done things in the past which are applicable to your work-based qualification. These may be used as evidence, provided that they are sufficiently current and relevant to the qualification standard, e.g. a relevant qualification. This is sometimes known as Accreditation of Prior Learning (APL).

Simulation
Simulation should only be used where it is difficult to collect evidence through a real work situation, the real work environment or within an acceptable time frame. Simulations will usually deal with contingencies such as unexpected problems, emergencies or other incidents, which will not necessarily occur frequently.

Background evidence and previous experience
It is useful to include a copy of your CV, a copy of your previous or current job description, any previous certificates which relate to this qualification.
You can also include performance evidence from previous experiences and achievement

- CV
- Job descriptions
- Certificates
- Records of achievement
- Accounts of experience
- Case studies or projects from previous work
- Licences
- Records of courses attended
- Staff appraisals
- Products
- Endorsements
- Employer references

If you wish to bring forward a large amount of evidence from past experience, please discuss this with your assessor to help you plan the presentation of this evidence.

Observed performance and products of performance
Work is a natural source of evidence and if your work includes the activities described in the assessment criteria for any of the units of the work-based qualification, then your assessor can readily observe you to judge your competence. If the activity covered by a unit is rare and is not likely to occur during the assessment period, then your assessor may advise you to use an alternative source of evidence or arrange a simulated activity for you.

Often there are products from work activities which maybe used as a valuable source of evidence, for example:

- Letters relating to work
- Completed Forms
- Job Sheets
- Plans
- Diaries
- Completed projects, case studies or assignments that are part of your work
- Finished or end products
- Witness statements about your work
- Contact with clients
- Memos
- Reports
- Logbooks
- Checklists
- Tape recordings
- Visual aids/photographs/videos
- Authenticated reports from appropriate personnel, e.g. line managers
- Staff appraisals
- References received
- Witness Statements from clients

Supplementary evidence
In addition to direct observation of your work activities and judging the evidence provided by products of this work and witness testimony, it will be necessary for your assessor to seek supplementary evidence. This may be done by asking you to:

- provide answers to oral or written questions
- attend a professional discussion
- complete written tests
- provide a written personal account to support other evidence.

Portfolio building

The generic document 'Portfolio builder pack for learners and assessors' contains the documents we have produced to help you plan your work and record the evidence. You may not need all of the forms; they are there to help if you need them.

If witness statements are to be used, the witness should complete/amend one line of the Witness Status List, providing a specimen signature.
You must use the evidence summary sheets provided for each element. These allow you to collate all the evidence you have collected for an element and to cross reference evidence from other parts of your portfolio.
Your assessor should complete the 'Record of Units Achieved' as each unit is signed off.

When requested, your portfolio must be available for inspection by the internal verifier and the external verifier during their visits. Only approved assessors and internal verifiers can confirm that you have completed a unit and the assessor completes your 'Record of Units Achieved'.

Supporting Information

The following categories of information are not regarded as Performance Evidence, nor will they meet your requirements to demonstrate your Knowledge and Understanding.
They will however, provide valuable supporting information for you, which should be kept in a separate information file.

This information should not be included as part of the Portfolio of Evidence:

- leaflets or booklets supporting legislative requirements
- the session plans or overall content of training programmes
- any notes or information handouts from training courses
- booklets explaining company operating policy or work procedures, unless they are evidence of systems that you have developed at work
- handbooks describing e.g. how the company computer system works
- technical information about specific products supplied by manufacturers product catalogues.

Publications and resources

City & Guilds provides the following publications and resources specifically for this qualification.

To access these documents, go to the NPTC website www.nptc.org.uk. Click on 'Qualifications' and then click on 'Environmental Conservation and Gamekeeping'. The documents can be found under 0070 Level 2 Certificate and Diploma in Work-based Environmental Conservation.

Description	How to access
Qualification handbook and assessor guidance This provides the structures of the qualifications and guidance for assessors on the evidence requirements for each unit.	www.nptc.org.uk
Learner guide and logbook This provides guidance for learners and evidence summary sheets for the units within the qualification. It is expected that centres will use these forms. If centres devise or customise alternative forms, including paper-based or electronic methods, they must be approved by the external verifier before they are used by learners and assessors at the centre.	www.nptc.org.uk
Portfolio builder pack for learners and assessors This has a series of recording forms that may be helpful for centres and learners to use. The forms are generic and may be used for any City & Guilds work-based qualification.	www.nptc.org.uk
Information guide for centres	www.nptc.org.uk
Product briefing sheet	www.nptc.org.uk

Level 2 Certificate and Diploma in Work-based Environmental Conservation – 0070

Unit specifications

All units available are listed below. The rule of combination for the qualification is detailed separately.

Accreditation unit reference	City & Guilds unit number	Unit Title	Level	Credit Value
H/501/0460	100	Prepare and operate a power vehicle (excluding tractors)	3	4
Y/502/3223	101	Carry out the fabrication and installation of permanent structures for the water environment	3	30
Y/501/6353	200	Monitoring and maintaining health and safety	2	3
F/502/1689	201	Maintain and develop personal performance	2	2
T/502/1690	202	Establish and maintain effective working relationships with others	2	2
H/502/3290	203	Maintain environmental good practice	2	3
L/600/2699	204	Communicate with the public and others	2	3
H/502/3161	205	Promote responsible public use of the environment	2	4
T/502/3276	206	Prepare to undertake and report on a field survey	2	4
M/502/3275	207	Conduct and report on a field survey for people	2	4
A/502/3277	208	Conduct and report on a field survey for physical features	2	4
F/502/3278	209	Conduct and report on a field survey for animals	2	4
F/502/3281	210	Conduct and report on a field survey for habitat types	2	4
A/502/3280	211	Conduct and report on a field survey for plants	2	4
J/502/3279	212	Conduct and report on a field survey for access networks	2	4
K/502/3162	213	Maintain and improve water channel capacity by manually removing debris and obstructions	2	5
A/502/3165	214	Maintain and improve water channel capacity by manually controlling vegetation	2	5
T/502/3164	215	Control water channel capacity by manual operations	2	6
M/502/3163	216	Maintain and improve water channel capacity by manual bank reforming and de-silting operations	2	5
F/502/3166	217	Monitor and report on water levels	2	6
J/502/3167	218	Identify and respond to incidents of flooding	2	10
L/502/3168	219	Work with and consult the local community	2	3
J/502/3282	220	Work with children and young people during environmental activities	2	3
L/502/3283	221	Deal with accidents and emergencies involving children and young people during environmental activities	2	4
R/502/3169	222	Contribute to restoring polluted environments to acceptable conditions	2	10
J/502/3170	223	Mechanically maintain water channels	2	14
F/502/3202	224	Restore the site following maintenance of the water channel	2	5

L/502/3171	225	Maintain and improve water levels and water flow by mechanically controlling vegetation	2	14
Y/502/3173	226	Maintain and repair permanent structures for the water environment	2	14
D/502/3174	227	Re-instate the site following repair of permanent structures for the water environment	2	5
K/502/3176	228	Maintain water level systems	2	10
L502/3221	229	Prepare and operate water-borne plant	2	12
A/501/3179	230	Prepare and maintain the operational condition of work boats	2	6
R/502/3222	231	Operate work boats	2	6
T/502/3181	232	Plan, prepare and operate safely in confined spaces	2	12
A/502/3182	233	Collect, sort and process materials for recycling	2	3
H/502/3189	234	Encourage involvement in recycling	2	3
M/502/3194	235	Work within local coastal environments	2	6
D/502/1229	236	Installing drainage systems	2	3
T/502/1222	237	Maintain drainage systems	2	3
K/502/0990	238	Preparing ground for seeding and planting	2	4
A/502/1223	239	Establishing plants or seeds in soil	2	4
L/502/1520	240	Maintain equipment and machines	2	4
J/502/1533	241	Maintaining plants outdoors	2	3
Y/502/1214	242	Remove unwanted plant growth to maintain development	2	5
F/600/4028	243	Chainsaw maintenance	2	1
A/600/4089	244	Cross-cut and stack small diameter timber using a chainsaw	2	1
Y/502/3965	245	Control vertebrate pests and predators using traps	2	6
D/502/3966	246	Control vertebrate pests and predators by shooting	2	6
H/502/3967	247	Control vertebrate pest populations using chemical means	2	6
J/502/1421	248	Load and unload physical resources within the work area	2	2
J/502/1404	249	Transport physical resources with in the work area	2	2
A/600/0821	250	Construct, maintain and repair stone wall boundaries	2	4
A/600/0818	251	Construct, maintain and repair post and wire fence boundaries	2	4
T/600/0817	252	Construct, maintain and repair post and rail boundaries	2	4
K/600/0815	253	Construct, maintain and repair banks	2	4
L/600/0824	254	Construct, maintain and repair access gates	2	4
Y/600/0826	255	Construct, maintain and repair stiles	2	4
F/502/3216	256	Construct, maintain and repair stone pitched paths	2	4
A/502/3215	257	Construct, maintain and repair reinforced paths	2	4
T/502/3214	258	Construct, maintain and repair flag paths	2	4
M/502/3213	259	Construct, maintain and repair boardwalks	2	4
K/502/3209	260	Construct, maintain and repair bark paths	2	4
D/502/3207	261	Construct, maintain and repair aggregate paths	2	4
K/502/3226	262	Construct, maintain and repair simple bridges	2	3
D/502/3224	263	Construct, maintain and repair fords	2	3

M/502/3227	264	Construct, maintain and repair steps	2	3
H/502/3225	265	Construct, maintain and repair signs/way markers	2	3
J/502/3217	266	Site and install site furniture and structures	2	2
L/502/3218	267	Maintain and repair site furniture and structures	2	3
R/502/3219	268	Prepare the site for the fabrication and installation of permanent structures for the water environment	2	5
J/502/3220	269	Reinstate the site following the fabrication and installation of permanent structures for the water environment	2	5
T/600/1286	270	Safe use and application of pesticides	2	3
Y/502/3237	271	Prepare sites to create habitats	2	3
R/502/3253	272	Establish and protect woodland vegetation	2	3
F/502/3250	273	Establish and protect wetland vegetation	2	3
J/502/3248	274	Establish and protect moorland vegetation	2	3
F/502/3247	275	Establish and protect hedgerows/farmland vegetation	2	3
A/502/3246	276	Establish and protect heathland vegetation	2	3
T/502/3245	277	Establish and protect grassland vegetation	2	3
D/502/3241	278	Establish and protect coastal vegetation	2	3
Y/502/1472	279	Carry out habitat management	2	7
M/502/3261	280	Carry out habitat management work to maintain suitable site conditions for woodlands	2	3
K/502/3260	281	Carry out habitat management work to maintain suitable site conditions for wetlands	2	3
T/502/3259	282	Carry out habitat management work to maintain suitable site conditions for moorland	2	3
M/502/3258	283	Carry out habitat management work to maintain suitable site conditions for hedgerows/farmland	2	3
T/502/3262	284	Carry out habitat management work to maintain suitable site conditions for heathland	2	3
M/502/3289	285	Carry out habitat management work to maintain suitable site conditions for grassland	2	3
Y/502/3254	286	Carry out habitat management work to maintain suitable coastal site conditions	2	3
J/600/2653	287	Manage vegetation by coppicing	2	4
H/600/2658	288	Manage vegetation by cutting/mowing	2	4
T/600/2678	289	Manage vegetation by felling	2	4
T/600/2681	290	Manage vegetation by hedge maintenance	2	4
J/600/2684	291	Manage vegetation by spraying	2	4
H/600/2689	292	Manage vegetation by thinning	2	4
H/600/2692	293	Manage vegetation by uprooting	2	4
J/600/2698	294	Manage vegetation by pruning	2	4
L/501/7046	295	Prepare and operate power tools and attachments when working in the environmental and land-based industries	2	4
L/601/0933	296	Give customers a positive impression of your self and your organisation	2	5
L/502/4207	298	IT User Fundamentals	2	3
F/600/2683	299	Manage vegetation by mulching	2	4
T/502/3231	300	Involve people in community recycling	3	3
Y/502/3285	301	Implement environmental good practice at work	3	4
A/502/3232	302	Plan, deliver and evaluate environmental projects	3	10
F/502/3233	303	Monitor and report on environmental conditions	3	10

J/502/3234	304	Prepare, conduct and report on field surveys	3	6
L/502/3235	305	Interpret surveys and report on findings	3	5
K/502/3243	306	Produce management plans for environmental sites	3	9
R/502/3236	307	Research and plan environmental interpretations	3	5
L/502/3249	308	Prepare interpretive entertainment and educational activities	3	4
J/502/3251	309	Deliver and evaluate interpretive entertainment and educational activities	3	4
M/502/3244	310	Prepare, produce and evaluate interpretive media	3	8
H/600/1235	311	Plan the construction and maintenance of structures and surfaces	3	4
Y/600/1085	312	Monitor and evaluate the construction and maintenance of structures and surfaces	3	4
T/502/1530	313	Identify the need for, and plan, habitat management work	3	4
A/502/1531	314	Co-ordinate and oversee habitat management work	3	4
F/502/1532	315	Monitor and evaluate the effectiveness of habitat management work	3	4
J/502/1645	316	Encourage and motivate volunteers	3	5
D/502/1599	317	Manage the work of volunteers	3	6
F/502/3264	318	Present and promote the characteristics and values of the organisation	3	3
J/502/3265	319	Monitor and evaluate the effectiveness of promoting the characteristics and values of the organisation	3	4

Rules of combination for the Level 2 Certificate and Diploma in Work-based Environmental Conservation (0070)

0070-20 Level 2 Certificate in Work-based Environmental Conservation (restricted to Warwickshire Wildlife Trust)	
Rules for achievement of qualification	10 credits from (200-203) Plus a minimum of 11 credits from (204-212, 219-221, 235-242, 248-267, 271-290, 292-296, 298-299) Note: if 206 is selected, 4 credits must be taken from (207-212) Plus certification module 906

0070-21 Level 2 Certificate in Work-based Environmental Conservation	
Rules for achievement of qualification	A minimum of 21 credits from (100-101, 200-296, 298-319) Note: if 206 is selected, 4 credits must be taken from (207-212) Plus certification module 916

0070-21 Level 2 Diploma in Work-based Environmental Conservation (Environmental Conservation)	
Rules for achievement of qualification	17 credits from (200-205) plus a minimum of 15 credits from (206-212, 219-221, 230-231, 233-247,300-310) plus a minimum of 5 credits from (100, 248-267, 270-296, 298-299,311-319) At least 60% (22 credits) must come from Level 2 units Note: if 206 is selected, 8 credits must be taken from (207-212) Plus certification module 907

0070-22 Level 2 Certificate in Work-based Environmental Conservation	
Rules for achievement of qualification	A minimum of 21 credits from (100-101, 200-296, 298-319) Note: if 206 is selected, 4 credits must be taken from (207-212) Plus certification module 917

0070-22 Level 2 Diploma in Work-based Environmental Conservation (Access and Recreation)	
Rules for achievement of qualification	14 credits from (200-202, 204-205) plus a minimum of 18 credits from (203, 206-208, 212, 219-221, 230-231,235-240, 243, 301-310) plus a minimum of 5 credits from (100, 248-267, 270-271, 274, 277-279,285, 288-289, 291, 294-296, 298,

	311-319) At least 60% (22 credits) must come from Level 2 units Note: if 206 is selected, 8 credits must be taken from (207-208,212) Plus certification module 908

0070-23 Level 2 Certificate in Work-based Environmental Conservation	
Rules for achievement of qualification	A minimum of 21 credits from (100-101, 200-296, 298-319) Note: if 206 is selected, 4 credits must be taken from (207-212) Plus certification module 918

0070-23 Level 2 Diploma in Work-based Environmental Conservation (Rivers, Coasts and Waterways)	
Rules for achievement of qualification	10 credits from (200-203) plus a minimum of 22 credits from (204-232, 234-247, 300-301) plus a minimum of 5 credits from (100 -101, 248-291, 294-296, 298-299,311-319) At least 60% (22 credits) must come from Level 2 units Note: if 206 is selected, 8 credits must be taken from (207-212) Plus certification module 909

Please note that after 30 June 2011, the above complexes (-21 to -23) will be closed for registrations and will be directly replaced by -27 to -29 from 1 July 2011.

0070-27 Level 2 Certificate in Work-based Environmental Conservation	
Rules for achievement of qualification	A minimum of 21 credits from (100-101, 200-296, 298-319) Note: if 206 is selected, 4 credits must be taken from (207-212) Plus certification module 910

0070-27 Level 2 Diploma in Work-based Environmental Conservation (Environmental Conservation)	
Rules for achievement of qualification	17 credits from (200-205) plus a minimum of 10 credits from (206-212, 219-221, 230-231, 233-247,300-310), (100, 248-267, 270-296, 298-299,311-319) plus a minimum of 10 credits from (100, 248-267, 270-296, 298-299,311-319) At least 60% (22 credits) must come from Level 2 units Note: if 206 is selected, 8 credits must be taken from (207-212) Plus certification module 911

0070-28 Level 2 Certificate in Work-based Environmental Conservation	
Rules for achievement of qualification	A minimum of 21 credits from (100-101, 200-296, 298-319) Note: if 206 is selected, 4 credits must be taken from (207-212) Plus certification module 912

0070-28 Level 2 Diploma in Work-based Environmental Conservation (Access and Recreation)	
Rules for achievement of qualification	14 credits from (200-202, 204-205) plus a minimum of 3 credits from (203, 206-208, 212, 219-221, 230-231,235-240, 243, 301-310) plus a minimum of 10 credits from (100, 248-267, 270-271, 274, 277-279,285, 288-289, 291, 294-296, 298, 311-319) A total of 37 credits need to be achieved for this pathway, the remaining credits can come from either group of units. At least 60% (22 credits) must come from Level 2 units Note: if 206 is selected, 8 credits must be taken from (207-208,212) Plus certification module 913

0070-29 Level 2 Certificate in Work-based Environmental Conservation	
Rules for achievement of qualification	A minimum of 21 credits from (100-101, 200-296, 298-319) Note: if 206 is selected, 4 credits must be taken from (207-212) Plus certification module 914

0070-29 Level 2 Diploma in Work-based Environmental Conservation (Rivers, Coasts and Waterways)	
Rules for achievement of qualification	10 credits from (200-203) plus a minimum of 7 credits from (204-217, 219-232, 234-247, 300-301) plus a minimum of 10 credits from (100 -101, 218, 248-291, 294-296, 298-299, 311-319) A total of 37 credits need to be achieved for this pathway, the remaining credits can come from either group of units. At least 60% (22 credits) must come from Level 2 units Note: if 206 is selected, 8 credits must be taken from (207-212) Plus certification module 915

Learners completing the Level 2 Diploma in Work-based Environmental Conservation as part of the Apprenticeship framework

Learners who are completing the Level 2 Diploma in Work-based Environmental Conservation as part of the Apprenticeship framework are required to undertake an additional knowledge based qualification. This single unit Award (10 credits) covers the underpinning knowledge for the Framework.

The assessment for this qualification is a City & Guilds set, internally marked, and externally verified assignment.

Appeals and Equal opportunities

Centres must have their own auditable, appeals procedure. If a learner is not satisfied with the examination conditions or a learner feels that the opportunity for examination is being denied, the Centre Manager should, in the first instance, address the problem. If, however, the problem cannot be resolved, City & Guilds will arbitrate and an external verifier may be approached to offer independent advice. All appeals must be clearly documented by the Centre Manager and made available to the external verifier or City & Guilds if advice is required.

Should occasions arise when centres are not satisfied with any aspect of the external verification process, they should contact Verification Services at City & Guilds.

Access to the qualification is open to all, irrespective of gender, race, creed, age or special needs. The Centre Manager should ensure that no learner is subjected to unfair discrimination on any grounds in relation to access to assessment and to the fairness of the assessment. QCA requires City & Guilds to monitor centres to check whether equal opportunities policies are being adhered to.

For learners with particular requirements, centres should refer to City & Guilds's policy document. *The application of reasonable adjustments and special considerations in vocational qualifications*, which is available from www.cityandguilds.com

The units

As units are signed off as completed, the record of units achieved proforma should be updated

How to use the Evidence Recording Sheets

There is a column alongside the assessment criteria. In this Learner Guide this column is used for recording the evidence. Records of direct observation may be written directly into this column or, if the evidence is on a separate document, the reference of where the evidence can be found should be entered here. If the evidence is cross reference to elsewhere in the Learner Guide and Logbook then the reference to where it may be found should be inserted. For underpinning knowledge criteria, the answers may be written in directly or completed on a separate page which can be referenced in the normal way.
Below is an example of how a recording sheet may look, with entries by the learner, the supervisor and the assessor. Although several people may enter information here, it remains the responsibility of the assessor to judge the evidence presented is sufficient, authentic and valid.

Exemplar unit

TITLE	Maintain and develop personal performance	Learner's name Tom Goodboy
NDAQ REFERENCE	F/502/1689	
LEVEL	2	
CREDIT VALUE	2	

The aim of this unit is to provide the learner with the knowledge and skills to be able to agree and develop their own personal performance with an appropriate person.

The learner will maintain and develop personal performance with regard to:

- working to targets and completing specific tasks
- quality of work

Evidence from a staff appraisal or review is appropriate, where targets are set and agreed.

Relationship to National Occupational Standards : CU5.1

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
Maintain personal performance	Identify current competence and areas for development using relevant techniques and processes	Current competence was identified via self assessment and discussion at appraisal interview on 25th June 2008. Identified that updating on current legislation and first aid training are required. See evidence ref 1
	Carry out work in accordance with responsibilities and organisational requirements	Tom is carrying out his duties to the high standard required by the company. He understands company policies and procedures for setting out work, the standard of work required and meeting targets agreed with customers. He arrives on site with required PPE and clean company uniform, giving a good impression of the company to customers. AB 25th September 2008. Visited Tom on site at 36 High Street. He was fully aware of what the job entailed. His work site was tidy and the customer was very satisfied with the work accomplished so far. ANO

Exemplar unit

TITLE	Maintain and develop personal performance	Learner's name Tom Goodboy
NDAQ REFERENCE	F/502/1689	
LEVEL	2	
CREDIT VALUE	2	
The aim of this unit is to provide the learner with the knowledge and skills to be able to agree and develop their own personal performance with an appropriate person. The learner will maintain and develop personal performance with regard to: (iii) working to targets and completing specific tasks (iv) quality of work Evidence from a staff appraisal or review is appropriate, where targets are set and agreed. Relationship to National Occupational Standards : CU5.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
2. Maintain personal performance	1.1 Identify current competence and areas for development using relevant techniques and processes	Current competence was identified via self assessment and discussion at appraisal interview on 25th June 2008. Identified that updating on current legislation and first aid training are required. See evidence ref 1
	1.2 Carry out work in accordance with responsibilities and organisational requirements	Tom is carrying out his duties to the high standard required by the company. He understands company policies and procedures for setting out work, the standard of work required and meeting targets agreed with customers. He arrives on site with required PPE and clean company uniform, giving a good impression of the company to customers. AB 25th September 2008. Visited Tom on site at 36 High Street. He was fully aware of what the job entailed. His work site was tidy and the customer was very satisfied with the work accomplished so far. ANO

Exemplar unit

2. Develop personal performance	2.1 Agree personal performance and targets with an appropriate person	Personal targets set on 25th June 2008. See evidence ref 1
	2.2 Review performance and progress regularly and use the outcome to plan future development activities	Performance is reviewed every 3 months. See update 30th September 2008. Evidence ref 2
	2.3 Seek advice from an appropriate person if clarification is required concerning specific tasks	Tom asked about access to neighbouring land when working on the boundary at 46 Church Lane on 14th July 2008. AB Tom asked for clarification of the order of work at 25 Common Lane on 30th August 2008 AB
	2.4 Seek constructive feedback and advice from others and use it to help maintain and improve performance	Feedback from June has been acted on. Tom has improved his timekeeping since his appraisal. He is working in a more methodical way since our discussion, so that his work area is tidier and safer for Tom and the customers. It also gives a better impression of the company. Although Tom works well on his own initiative, Tom seeks feedback from me if ever he is unsure what is required of him. Alan Boss 20th October 2008
3. Know how to develop personal performance	3.1 State own limits of responsibility in relation to specific tasks and activities	I have to arrive at the customer's address at the specified time and behave in a manner that gives a good impression to customers. I have to work tidily and steadily and do the jobs in the right order and do them how Joe and Alan have shown me. I have to avoid causing any unnecessary damage to the site and clear up any mess promptly. On longer jobs, I have to make sure I am not leaving hazards unguarded overnight.

Exemplar unit

	3.2 State who to obtain advice from in relation to specific tasks and activities	Straight forward tasks, I refer to my colleague Joe. More complex things to my supervisor Alan.
	3.3 List the correct procedures for obtaining advice	Initially I ask my colleague Joe, who has been here 5 years, then my supervisor Alan, if Joe can't help. If Alan cannot advise me he tells me where to find the advice or finds out the answer for me.
	3.4 State the risks involved in not obtaining advice where specific tasks and activities are unclear	Safety may be put at risk or the job might not be done how the company or customer wants it to be done
	3.5 Describe how to determine and agree development needs and personal targets	We do this formally at appraisal meeting and 3 monthly reviews. I fill in a self assessment form and then discuss this with Alan.
	3.6 State why personal performance should be reviewed	So that I can improve in my job and advance my career. So that the company has well trained staff that can meet customers' needs and expectations.

Exemplar unit

Learner's signature
I confirm that the evidence above is all my own work

Tom Goodboy…… Date 31st October 2008.

Assessor's name **A.N.Other**……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed **A N Other**……..Date 31st October 2008.

Internal verifier's signature (if sampled)

……Date……

In the example above, Alan Boss is the learner's supervisor, Anthony Other is the assessor and Tom Goodboy is the learner. All 3 can complete sections of the Learner's logbook. Supplementary evidence needs to be referenced as in previous NVQ qualifications. Eg in the example above the learner's Appraisal current skills and action plan would be referenced as Evidence 1. The update form from 30th September would be evidence ref 2.

Guidance on the unit is given at the top. Any items of scope are dealt with within the assessment criteria: they do not have to be recorded separately. Alan Boss, and anyone else except the learner and the assessor, would need to complete a line on the Witness status list.

UNIT 100

TITLE	Prepare and operate a power vehicle (excluding tractors)	Learner's name
UAN REFERENCE	H/501/0460	
LEVEL	3	
CREDIT VALUE	4	
The aim of this unit is to enable the learner to prepare and operate a power vehicle (excluding tractors) Relationship to National Occupational Standards: Unit CU12 of Agriculture Livestock NOS		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Understand how to prepare a power vehicle for operation	1.1 Identify the function of all controls and instruments	
	1.2 List the required pre-start checks and adjustments	
	1.3 Describe health and safety issues in relation to the preparation and use of the power vehicle	
	1.4 Detail types of attachments and how they should be secured	
	1.5 Detail types of attachments that are safe for use with the power vehicle and those that are not	
	1.6 Identify conditions which should be taken into account when considering the use of attachments	

UNIT 100

	1.7 List the types of safety equipment which should be available	
	1.8 Describe the correct use and duration of warning signals and indicators	
2. Prepare a power vehicle for operation	2.1 Carry out pre-start checks and adjustments in accordance with standard procedures	
	2.2 Check the immediate work area for hazards and obstacles and take the appropriate action	
	2.3 Ensure that the appropriate safety equipment is available and in good working order	
	2.4 Select attachments that are suitable for the power vehicle	
	2.5 Make sure that attachments are secure and safe	
	2.6 Check that the work area is clear of people and animals immediately prior to the start of operations	

UNIT 100

	2.7 Use the correct warning signals immediately prior to the commencement of operations	
	2.8 Carry out all work activities in accordance with health and safety legislation and codes of practice	
3. Understand how to operate a power vehicle	3.1 Describe the ways in which the vehicle should be manoeuvred and how different weather and ground conditions must be taken into account	
	3.2 List the types of hazards which may be encountered and how these should be dealt with	
	3.3 Describe the capabilities of the vehicle and the expected efficiency of vehicle operation	
	3.4 Detail how to use attachments safely	
	3.5 Explain by the reasons why the vehicle should be left in a condition suitable for future use	
	3.6 Detail health and safety legislation, and codes of practice in relation to the preparation and use of power vehicles	

UNIT 100

4. Operate a power vehicle	4.1 Conduct all movements of the vehicle safely, and consistent with the type of vehicle and operation	
	4.2 Modify operating procedures to take into account any changes in weather, ground conditions, and types of terrain	
	4.3 Deal with any hazards and obstacles encountered during the operation in accordance with standard practice	
	4.4 Maintain the efficiency of vehicle performance through the appropriate handling and use of the vehicle	
	4.5 Use attachments to the vehicle safely at all times	
	4.6 Leave the vehicle safe after use and in a condition suitable to its future use	
	4.7 Carry out all work activities in accordance with health and safety legislation, and codes of practice	

UNIT 100

Learner's signature
I confirm that the evidence above is all my own work

…… Date ……

Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed……Date ……

Internal verifier's signature (if sampled)

……Date……

UNIT 101

TITLE	Carry out the fabrication and installation of permanent structures for the water environment	Learner's name
UAN REFERENCE	Y/502/3223	
LEVEL	3	
CREDIT VALUE	30	
The aim of this unit is to provides the learner with the knowledge and skills required for the construction of a permanent structure. This may involve the building of stone walls, brick walls, block walls, revetments, service work (i.e. drainage), building of formwork, steel fixing, placing of concrete and sheet piling of river banks all work to be carried out in accordance with instructions. Relationship to National Occupational Standards: O29NCU25.2		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to work safely and minimise environmental damage	1.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	1.2 Carry out work in a manner which minimises environmental damage	
	1.3 Dispose of waste safely and correctly	
	1.4 Apply the relevant statutory requirements in relation to the structure and the site	

UNIT 101

2. Be able to select, use and maintain relevant equipment	2.1 Select appropriate equipment for this area of work	
	2.2 Use any two of the following plant and equipment safely and correctly: (i) Hand tools (ii) Hand-held power tools (iii) Mobile plant (iv) Water-borne plant	
	2.3 Prepare, maintain and store equipment in a safe and effective working condition	
3. Carry out the fabrication and installation of permanent structures	3.1 Use instructions and specifications for fabrication and installation	
	3.2 Use methods and techniques for fabricating and installing structures	
	3.3 Use methods, materials and equipment which cause minimal disturbance to the site's environment. Any four of the following materials must be used: (i) Concrete (ii) Geotextiles (iii) Steel (iv) Timber (v) Stone (vi) Ballast (vii) Top soil (viii) Brick (ix) Blocks	

UNIT 101

	3.4 Identify any circumstances which affect operations and take the appropriate action without delay	
	3.5 Complete work on the structure to specification within the appropriate timescales	
4. Know relevant health and safety legislation and environmental good practice	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements	
	4.2 Describe how environmental damage can be minimised	
	4.3 Describe the correct methods for disposing of waste.	
	4.4 State how to use and understand risk assessments	
	4.5 State how to maintain environmental good practice during work activities	
5. Know how to carry out the fabrication and installation of permanent structures	5.1 State the requirements of method statements	
	5.2 State the types of materials used for fabrication and installation work	

UNIT 101

	5.3 State how to prepare and use materials for fabrication and installation	
	5.4 Describe the types of circumstances which may occur and the correct action to take involving: site hazards, services, working conditions, plant break downs, wildlife habitats, recreational use of the water environment	
6. Understand wider environmental issues	6.1 Describe how to protect and conserve habitats during work	
	6.2 Outline the recreational and economic use of the water environment and how such use relates to work activities	
	6.3 Describe the opportunities which may arise to enhance wildlife habitats and to whom these should be reported	

UNIT 101

Learner's signature
I confirm that the evidence above is all my own work

…… Date ……

Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed……Date ……

Internal verifier's signature (if sampled)

……Date……

UNIT 200

TITLE	Monitoring and maintaining health and safety	Learner's name
UAN REFERENCE	Y/501/6353	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge, understanding and skills required to maintain a healthy and safe working environment under minimal guidance or direction. Learners should be familiar with the health and safety policy and understand their responsibilities under the policy. Relationship to National Occupational Standards : NOS: CU 2.1, 2.2		
Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to maintain health, safety and security in the workplace	1.1 Identify health and safety risks in relation to the workplace covering the following: (i) people (ii) equipment & materials (iii) the work area	
	1.2 Carry out specified measures to control risks and keep the appropriate people fully informed	
	1.3 Seek guidance on measures to control unfamiliar risks arising from non-routine work situations	
	1.4 Relay health and safety information to others in a manner likely to be understood	
	1.5 Take the appropriate action without delay as soon as an emergency is suspected	

UNIT 200

	1.6 Dispose of hazardous and non-hazardous waste safely and appropriately	
	1.7 Maintain the security of the workplace in accordance with organisational requirements	
2. Be able to use equipment and materials safely	2.1 Use equipment and materials in accordance with manufacturers' instructions and any organisational training	
	2.2 Transport any equipment and materials safely and store them correctly at an approved location when not in use	
3. Know the systems and procedures for maintaining health, safety and security	3.1 State the organisational requirements with regard to ensuring the security of the workplace	
	3.2 Describe the roles and responsibilities for health and safety in the workplace under organisational policy and legislation	
	3.3 State why inadequate measures to control risks should be reported	

UNIT 200

	3.4 Describe procedures for different types of emergencies appropriate to the relevant industry	
	3.5 Explain how the procedures for specific emergencies may be affected by location	
	3.6 Identify different types of fire extinguishers and their use, relevant to the work area	
	3.7 Describe the different forms of waste and appropriate methods of disposal	
	3.8 Explain the relationship between security and safety within the workplace	
	3.9 List any specific risks relevant to child safety in the workplace	
	3.10 State who and why accidents should be reported	
4. Understand why equipment is transported and stored safely	4.1 Explain how to transport and store equipment and materials safely	

UNIT 200

5. Know the reason for following manufacturers' guidance	5.1 State the importance of following manufacturers' and organisational instructions and the potential consequences and risks of not doing so	
6. Maintain good standards of health and safety for self and for others	6.1 Supply the necessary personal medical information in accordance with organisational requirements	
	6.2 Use and care for the correct personal protective equipment and clothing necessary for work	
	6.3 Use approved methods of handling when moving and lifting items	
	6.4 Use the appropriate personal and workplace hygiene at all times	
	6.5 Provide accurate information about location so that contact can be made if necessary	
	6.6 Work in a way which minimises risk to self, others and the environmental	
	6.7 Take appropriate action where incidents affect the health and safety of workers	

UNIT 200

	6.8 Report incidents without delay and complete records accurately, legibly and completely	
7. Understand how to maintain the health and safety of self and others	7.1 Explain the roles in maintaining health and safety	
	7.2 Explain the reasons for leaving information about location when working in isolation or in remote locations	
	7.3 Explain why accidents should be reported without delay and recorded in the appropriate document	
	7.4 Explain the methods of minimising environmental damage during work	
8. Know the safe lifting techniques	8.1 Describe the safe methods for moving and lifting items	
9. Know how to maintain health and safety	9.1 Describe the reasons for maintaining good personal and workplace hygiene	
	9.2 State own ability to deal with health and safety emergencies (e.g. not carrying out actions beyond capabilities)	

UNIT 200

	9.3 Describe how to administer basic emergency first aid procedures	
	9.4 Identify the types of personal protective equipment and clothing needed for work and how they must be used, cleaned, stored, inspected and replaced	

Learner's signature
I confirm that the evidence above is all my own work

…… Date ……

Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed……Date ……

Internal verifier's signature (if sampled)

……Date……

UNIT 201

TITLE	Maintain and develop personal performance	Learner's name
UAN REFERENCE	F/502/1689	
LEVEL	2	
CREDIT VALUE	2	
The aim of this unit is to provide the learner with the knowledge and skills to be able to agree and develop their own personal performance with an appropriate person. The learner will maintain and develop personal performance with regard to: (i) working to targets and completing specific tasks (ii) quality of work Relationship to National Occupational Standards : O29NCU5.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Maintain personal performance	1.1 Identify current competence and areas for development using relevant techniques and processes	
	1.2 Carry out work in accordance with responsibilities and organisational requirements	
2. Develop personal performance	2.1 Agree personal performance and targets with an appropriate person	
	2.2 Review performance and progress regularly and use the outcome to plan future development activities	

UNIT 201

	2.3 Seek advice from an appropriate person if clarification is required concerning specific tasks	
	2.4 Seek constructive feedback and advice from others and use it to help maintain and improve performance	
3. Know how to develop personal performance	3.1 State own limits of responsibility in relation to specific tasks and activities	
	3.2 State who to obtain advice from in relation to specific tasks and activities	
	3.3 List the correct procedures for obtaining advice	
	3.4 State the risks involved in not obtaining advice where specific tasks and activities are unclear	
	3.5 Describe how to determine and agree development needs and personal targets	
	3.6 State why personal performance should be reviewed	

UNIT 201

Learner's signature
I confirm that the evidence above is all my own work

…… Date ……

Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed……Date ……

Internal verifier's signature (if sampled)

……Date……

UNIT 202

TITLE	Establish and maintain effective working relationships with others	Learner's name
UAN REFERENCE	T/502/1690	
LEVEL	2	
CREDIT VALUE	2	
The aim of this unit is to provide the learner with the knowledge and skills required to work effectively with others under minimal direction through clear communication and co-operation The learner will establish and maintain effective working relationships with the colleagues, supervisors and managers, persons external to the team, department or organisation Relationship to National Occupational Standards : O239NCU5.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Maintain working relationships with others	1.1 Identify opportunities to improve working practices with the appropriate person	
	1.2 Carry out activities requiring co-operation with others in accordance with required procedures	
	1.3 Communicate with others in a way which promotes effective working relationships	
	1.4 Keep others informed about work plans or activities which affect them	

UNIT 202

	1.5 Seek assistance from others without causing undue disruption to normal work activities	
	1.6 Respond in a timely and positive way when others ask for help or information	
2. Understand why good working practices are important	2.1 State why good working relationships are important	
	2.2 Suggest ways in which good working relationships can be maintained	
	2.3 State the methods of dealing with disagreements within the workplace	
	2.4 Describe own level of responsibility in relation to dealing with disagreements	
	2.5 State why effective communication is important	

UNIT 202

Learner's signature
I confirm that the evidence above is all my own work

…… Date ……

Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed…… Date ……

Internal verifier's signature (if sampled)

……Date……

UNIT 203

TITLE	Maintain environmental good practice at work	Learner's name
UAN REFERENCE	H/502/3290	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to maintain environmental good practice at work and minimise damage to the environment. Relationship to National Occupational Standards : Mapped to Health and Social Care Standards		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to maintain environmental good practice at work	1.1 Work in a way which minimises damage to the environment, maintains health and safety, and is consistent with relevant legislation, organisational procedures and codes of practice	
	1.2 Select equipment and materials that will minimise damage to the environment	
2. Be able to deal with incidents of damage to the environment	2.1 Recognise any damage to the environment and take the appropriate action including: (i) make changes to the work they are doing (ii) inform those responsible for the work they are carrying out	

UNIT 203

	2.2 Identify improvements to working practices in terms of environmental good practice and take the appropriate action	
	2.3 Deal with small scale pollution incidents	
	2.4 Report more serious pollution incidents to the relevant people	
	2.5 Report environmental incidents promptly and accurately to the appropriate person	
	2.6 Dispose of waste materials safely and according to relevant legislation and organisational procedures	
3. Know how to maintain environmental good practice at work	3.1 Outline the current health and safety legislation, codes of practice and any additional requirements	
	3.2 Describe the methods for minimising environmental damage during work covering: (i) pollution (ii) physical disturbance	

UNIT 203

	3.3 Describe how to select suitable materials and equipment for the nature of the work activity	
	3.4 Outline the ways in which tools and materials should be used in order to minimise environmental damage	
4. Know how to deal with incidents of damage to the environment	4.1 Describe the types of damage which may occur, the impact these can have on the environment, and the corrective actions to be taken	
	4.2 Describe how to recognise pollution incidents	
	4.3 Outline the procedures in place for dealing with the following pollution incidents and the limits of responsibilities: (i) Small scale (ii) Major incidents	
	4.5 Describe the methods of waste disposal which will minimise the risk to the environment	

UNIT 203

Learner's signature
I confirm that the evidence above is all my own work

…… Date ……

Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed……Date ……

Internal verifier's signature (if sampled)

……Date……

UNIT 204

TITLE	Communicate with the public and others	Learner's name
UAN REFERENCE	L/600/2699	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to communicate clearly with both individual members of the public, groups and others effectively. The learner will be able to respond to queries and requests for information encourage others to ask questions and clarify information Relationship to National Occupational Standards : 029NEC1.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to communicate with the public and others	1.1 Communicate with members of the public and others effectively and in a way which promotes the organisation	
	1.2 Communicate information which is suitable to the needs of members of the public and others	
	1.3 Respond to requests for information clearly and accurately and refer queries appropriately	
	1.4 Encourage members of the public and others to ask questions or seek explanation	
	1.5 Suggest suitable sources of information to members of the public and others	

UNIT 204

	1.6 Communicate appropriate health and safety information	
2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
3. Know how to communicate with the public and others	3.1 Explain why effective methods of communication are needed	
	3.2 Describe how to encourage queries and comments from members of the public and others	
	3.3 List different sources of information suitable for members of the public and others- internal and external	
	3.4 State the correct procedures for handling and communicating confidential information	
4. Know the current health and safety legislation and environmental good practice	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	

UNIT 204

5. Understand the values of the organisation	5.1 Identify the values of the organisation e.g. policies and practices for customer care, promotion of environmental good practice or equality of opportunity	

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Assessor's name ……
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UNIT 205

TITLE	Promote responsible public use of the environment	Learner's name
UAN REFERENCE	H/502/3161	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to safeguard members of the public and the environment. Relationship to National Occupational Standards: O29NEC1.2		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to safeguard members of the public and others	1.1 Maintain the safety of the public and others during visits to the site	
	1.2 Work safely encouraging everyone throughout all activities to follow current legislation, codes of practice, organisational policies and procedures	
2. Be able to safeguard the environment	2.1 Provide information and advice to encourage members of the public to use the site in a way which is consistent with its purpose and condition	

UNIT 205

	2.2 Identify visitors and others who may cause a threat and take the appropriate action to minimise any damage or risk, covering two of the following: (i) to the site and its contents (ii) to flora and fauna (iii) to own personal health and safety (iv) to other people's health and safety	
3. Know how to safeguard members of the public and the environment	3.1 Outline organisational codes of practice and requirements about the care of visitors and other members of the public, e.g. supporting people in terms of their safety and welfare by providing information and advice	
	3.2 State the needs of the public and others, and when to influence their use of the site and offer advice or help	
	3.3 State why the organisation may have certain access policies or specific areas for public access	
	3.4 Explain the importance of balancing the needs of the site with the needs of the public and others	

UNIT 205

	3.5 Describe the features of the site and the effects the public and others may have on it	
	3.6 Outline threats the public may pose to: (i) the site and its contents (ii) flora and fauna (iii) own personal health and safety (iv) other people's health and safety	
	3.7 Explain how to handle people who cause a threat to sites in an effective, safe and courteous way	
4. Know relevant health and safety legislation and environmental good practice	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements	

UNIT 205

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UNIT 206

TITLE	Prepare to undertake and report on a field survey	Learner's name
UAN REFERENCE	T/502/3276	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and understanding required to conduct a basic survey relating to the natural environment (on land or at sea). The unit covers the different survey techniques and the reporting techniques for the surveys. Relationship to National Occupational Standards: O29NEC2.1&2.2 (knowledge)		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Know how to collect and record data for field surveys	1.1 Outline how to collect and record data for three of the following field surveys: (i) plants (ii) animals (iii) people (iv) physical features (v) habitat types (vi) access networks	
	1.2 State the role and responsibilities in relation to survey activities	
	1.3 Outline the range of survey techniques available, their advantages and disadvantages and principles of use	

UNIT 206

	1.4 Describe primary and secondary sources of data, their advantages and disadvantages and principles of use	
	1.5 Describe effective means of recording the data collected	
	1.6 Describe the actions to take if there is difficulty in obtaining data	
	1.7 Describe the environmental importance of the field survey area(s) and the potential impact of work on the site	
	1.8 Describe actions that may be necessary in cases of incidental damage to habitat, wildlife and landscape	
2 Know how to report on field surveys	2.1 Outline the required content of a report	
	2.2 Describe different ways of presenting information in a way appropriate to the intended user	
	2.3 Describe potential uses of field survey reports	
	2.4 Outline different methods of communicating clearly	

UNIT 206

	2.5 Specify the timescale within which reporting must take place and the reasons for this	

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UNIT 207

TITLE	Conduct and report on a field survey for people	Learner's name
UAN REFERENCE	M/502/3275	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the skills to conduct and report on basic survey work relating to the natural environment (on land or at sea). It may involve hands-on measurement in the field, remote measurement using sensing equipment (such as aerial photography), or the collection of samples for analysis out in the field. Relationship to National Occupational Standards: 029NEC2.1&2.2 (performance)		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Collect and record field survey data for people	1.1 Undertake a field survey for people	
	1.2 Select and use survey techniques in accordance with the survey specification	
	1.3 Collect primary and secondary data that meets the requirements of the survey specification	
	1.4 Record all data legibly, fully and in the format specified	
	1.5 Take the appropriate prompt action where data cannot be obtained in accordance with the specification	

UNIT 207

2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	2.2 Carry out work in a manner which minimises environmental damage	
3. Report on the field survey for people	3.1 Produce accurate, legible and complete reports which contain the necessary supporting data	
	3.2 Respond to requests for further clarification and explanation of reports clearly and accurately	
	3.3 Report within the required timescale and in accordance with organisational procedure	

UNIT 207

Learner's signature
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Assessor's name ……
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UNIT 208

TITLE	Conduct and Report on a field survey for physical features	Learner's name
UAN REFERENCE	A/502/3277	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the skills to conduct and report on basic survey work relating to the natural environment (on land or at sea) for physical features. It may involve hands-on measurement in the field, remote measurement using sensing equipment (such as aerial photography), or the collection of samples for analysis out in the field. The unit also covers reporting on the findings of the survey carried out. Relationship to National Occupational Standards: O29NEC2.1&2.2 (performance)		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Collect and record field survey data for physical features	1.1 Undertake a field survey for physical features	
	1.2 Select and use survey techniques in accordance with the survey specification	
	1.3 Collect primary and secondary data that meets the requirements of the survey specification	
	1.4 Record all data legibly, fully and in the format specified	
	1.5 Take the appropriate prompt action where data cannot be obtained in accordance with the specification	

UNIT 208

2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	2.2 Carry out work in a manner which minimises environmental damage	
3. Report on the field survey for physical features	3.1 Produce accurate, legible and complete reports which contain the necessary supporting data	
	3.2 Respond to requests for further clarification and explanation of reports clearly and accurately	
	3.3 Report within the required timescale and in accordance with organisational procedure	

UNIT 208

Learner's signature
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Assessor's name ……
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UNIT 209

TITLE	Conduct and report on a field survey for animals	Learner's name
UAN REFERENCE	F/502/3278	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the skills to conduct and report on basic survey work relating to the natural environment (on land or at sea) for animals. It may involve hands-on measurement in the field, remote measurement using sensing equipment (such as aerial photography), or the collection of samples for analysis out in the field. Relationship to National Occupational Standards: O29NEC2.1&2.2 (performance)		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Collect and record field survey data for animals	1.1 Undertake a field survey for animals	
	1.2 Select and use survey techniques in accordance with the survey specification	
	1.3 Collect primary and secondary data that meets the requirements of the survey specification	
	1.4 Record all data legibly, fully and in the format specified	
	1.5 Take the appropriate prompt action where data cannot be obtained in accordance with the specification	

UNIT 209

2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	2.2 Carry out work in a manner which minimises environmental damage	
3. Report on the field survey for animals	3.1 Produce accurate, legible and complete reports which contain the necessary supporting data	
	3.2 Respond to requests for further clarification and explanation of reports clearly and accurately	
	3.3 Report within the required timescale and in accordance with organisational procedure	

UNIT 209

Learner's signature
I confirm that the evidence above is all my own work

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Assessor's name ……
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UNIT 210

TITLE	Conduct and report on a field survey for habitat types	Learner's name
UAN REFERENCE	F/502/3281	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the skills to conduct and report on basic survey work relating to the natural environment for habitat types (on land or at sea). It may involve hands-on measurement in the field, remote measurement using sensing equipment (such as aerial photography), or the collection of samples for analysis out in the field. Relationship to National Occupational Standards: O29NEC2.1&2.2 (performance)		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Collect and record field survey data for habitat types	1.1 Undertake a field survey for habitat types	
	1.2 Select and use survey techniques in accordance with the survey specification	
	1.3 Collect primary and secondary data that meets the requirements of the survey specification	
	1.4 Record all data legibly, fully and in the format specified	
	1.5 Take the appropriate prompt action where data cannot be obtained in accordance with the specification	

UNIT 210

2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	2.2 Carry out work in a manner which minimises environmental damage	
3. Report on the field survey for habitat types	3.1 Produce accurate, legible and complete reports which contain the necessary supporting data	
	3.2 Respond to requests for further clarification and explanation of reports clearly and accurately	
	3.3 Report within the required timescale and in accordance with organisational procedure	

UNIT 210

Learner's signature
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Assessor's name ……
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UNIT 211

TITLE	Conduct and report on a field survey for plants	Learner's name
UAN REFERENCE	A/502/3280	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the skills to conduct and report on basic survey work relating to the natural environment for plants (on land or at sea). It may involve hands-on measurement in the field, remote measurement using sensing equipment (such as aerial photography), or the collection of samples for analysis out in the field. Relationship to National Occupational Standards: O29NEC2.1&2.2 (performance)		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Collect and record field survey data for plants	1.1 Undertake a field survey for plants	
	1.2 Select and use survey techniques in accordance with the survey specification	
	1.3 Collect primary and secondary data that meets the requirements of the survey specification.	
	1.4 Record all data legibly, fully and in the format specified	
	1.5 Take the appropriate prompt action where data cannot be obtained in accordance with the specification	

UNIT 211

2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	2.2 Carry out work in a manner which minimises environmental damage	
3. Report on the field survey for plants	3.1 Produce accurate, legible and complete reports which contain the necessary supporting data	
	3.2 Respond to requests for further clarification and explanation of reports clearly and accurately	
	3.3 Report within the required timescale and in accordance with organisational procedure	

UNIT 211

Learner's signature
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…… Date ……

Assessor's name ……
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UNIT 212

TITLE	Conduct and report on a field survey for access networks	Learner's name
UAN REFERENCE	J/502/3279	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the skills to conduct and report on basic survey work relating to the natural environment for access networks (on land or at sea). It may involve hands-on measurement in the field, remote measurement using sensing equipment (such as aerial photography), or the collection of samples for analysis out in the field. Relationship to National Occupational Standards: O29NEC2.1&2.2 (performance)		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Collect and record field survey data for access networks	1.1 Undertake a field survey for access networks	
	1.2 Select and use survey techniques in accordance with the survey specification	
	1.3 Collect primary and secondary data that meets the requirements of the survey specification.	
	1.4 Record all data legibly, fully and in the format specified	
	1.5 Take the appropriate prompt action where data cannot be obtained in accordance with the specification	

UNIT 212

2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	2.2 Carry out work in a manner which minimises environmental damage	
3. Report on the field survey for access networks	3.1 Produce accurate, legible and complete reports which contain the necessary supporting data	
	3.2 Respond to requests for further clarification and explanation of reports clearly and accurately	
	3.3 Report within the required timescale and in accordance with organisational procedure	

UNIT 212

Learner's signature
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…… Date ……

Assessor's name ……
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Internal verifier's signature (if sampled)

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UNIT 213

TITLE	Maintain and improve channel capacity by manually removing debris and obstructions	Learner's name
UAN REFERENCE	K/502/3162	
LEVEL	2	
CREDIT VALUE	5	
The aim of this unit is to The aim of this unit is to provide the learner with the knowledge and skills required in maintaining and improving water channel capacity through manual operations involving the removal of debris and obstructions. It applies to work carried out on rivers, coasts and waterways. The learner is not required to use mechanical equipment or plant to achieve this unit. Relationship to National Occupational Standards: O29NEC3.1		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to work safely and minimise environmental damage	1.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	1.2 Carry out work in a manner which minimises environmental damage	
	1.3 Dispose of waste safely and correctly	
2. Be able to select, use and maintain relevant tools and equipment	2.1 Select appropriate tools and equipment for this area of work	
	2.2 Use tools and equipment correctly and maintain in a safe, clean and effective condition	

UNIT 213

3. Be able to manually remove and dispose of debris and obstructions	3.1 Access the site in accordance with instructions	
	3.2 Improve the channel capacity by removal of debris and obstructions securely and safely from the water, ensuring minimal damage to the surrounding environment and to nearby structures	
	3.3 Provide clear and accurate information for recording purposes	
4. Know relevant health and safety legislation and environmental good practice	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements	
	4.2 Describe health and safety requirements relating to working in or near water	
	4.3 Describe how environmental damage can be minimised	
	4.4 Describe the correct methods for disposing of different types of waste	
5. Know the types of tools and equipment required and how to maintain them	5.1 Describe how to use and maintain tools and equipment safely and correctly	

UNIT 213

6. Understand plans for maintaining the water channel	6.1 Describe plans for maintaining the water channel	
	6.2 Describe the relevant statutory restrictions which may apply to the site	
	6.3 Describe the different ways of maintaining and improving channel capacity	
	6.4 Describe the damage which would occur if the water channel was not maintained in accordance with instructions	
	6.5 Describe the opportunities which may arise to enhance wildlife habitats and to whom these should be reported	
7. Know how to manually remove and dispose of debris and obstructions	7.1 Describe how to safely and correctly access sites and the unforeseen circumstances which may occur	
	7.2 Describe how to remove debris and obstructions from the water channel	

UNIT 213

	7.3 Describe the types of circumstances which may occur involving: environmental conditions, wild life habitat, protected status of site, water flow and recreational use of the water environment, and describe the appropriate action to take in response	
	7.4 Describe the procedures for reporting and recording information	

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UNIT 214

TITLE	Maintain and improve water channel capacity by manually controlling vegetation	Learner's name
UAN REFERENCE	A/502/3165	
LEVEL	2	
CREDIT VALUE	5	
The aim of this unit is to provide the learner with the knowledge and skills required in maintaining and improving water channel capacity through the control of vegetation using hand held tools and hand held power tools. Methods used to control vegetation include clearance and thinning. It applies to work carried out on rivers, coasts and waterways. Relationship to National Occupational Standards: O29NEC3.2		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to work safely and minimise environmental damage	1.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	1.2 Carry out work in a manner which minimises environmental damage	
	1.3 Dispose of waste safely and correctly	
2. Be able to select, use and maintain relevant tools and equipment	2.1 Select appropriate tools and equipment for this area of work	
	2.2 Use tools and equipment correctly and maintain in a safe, clean and effective condition	

UNIT 214

3. Be able to manually control vegetation using the appropriate methods	3.1 Access the site in accordance with instructions	
	3.2 Improve the channel capacity by recognising and removing waterside, aquatic and woody vegetation in accordance with instructions and with minimal environmental damage	
	3.3 Remove vegetation using clearance and thinning methods, leaving the remaining plants in a state which maintains and conserves the habitat	
	3.4 Provide clear and accurate information for recording purposes	
4. Know relevant health and safety legislation and environmental good practice	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements	
	4.2 Describe health and safety requirements relating to working in or near water	
	4.3 Describe how environmental damage can be minimised	

UNIT 214

	4.4	Describe the correct methods for disposing of different types of waste	
5. Know the types of tools and equipment required and how to maintain them	5.1	Describe how to use and maintain tools and equipment safely and correctly	
6. Understand plans for maintaining the water channel	6.1	Describe plans for maintaining the water channel	
	6.2	Describe the relevant statutory restrictions which may apply to the site	
	6.3	Describe the damage which would occur if the water channel was not maintained in accordance with instructions	
	6.4	Describe how the control of vegetation maintains and improves channel capacity	
	6.5	Explain the opportunities which may arise to enhance wildlife habitats and to whom these should be reported	
7. Know how to manually control vegetation using the appropriate methods	7.1	State how to safely and correctly access sites and the unforeseen circumstances which may occur	

UNIT 214

	7.2 Identify three types of vegetation which require removal and three types which require reporting	
	7.3 Describe the methods available for manually removing vegetation	
	7.4 Describe the types of circumstances which may occur involving: environmental conditions, wild life habitat, protected status of site, water flow and recreational use of the water environment, and describe the appropriate action to take in response	
	7.5 Describe the procedures for reporting and recording information	

UNIT 214

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Internal verifier's signature (if sampled)

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UNIT 215

TITLE	Control water channel capacity by manual operations	Learner's name
UAN REFERENCE	T/502/3164	
LEVEL	2	
CREDIT VALUE	6	
The aim of this unit is to provide the learner with the knowledge and skills required for the control of water channel capacity by manual operations. The learner is not required to use mechanical equipment or plant to achieve this unit. It applies to work carried out on rivers, coasts and waterways. Relationship to National Occupational Standards: O29NEC3.1		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to work safely and minimise environmental damage	1.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	1.2 Carry out work in a manner which minimises environmental damage	
2. Be able to control channel capacity using manually operated water control systems	2.1 Access the site in accordance with instructions	
	2.2 Use and maintain manually operated water control systems (e.g. paddles, sluice gates, weirs) correctly and safely at all times	
	2.3 Control the channel capacity by controlling water transfer in accordance with instructions	

UNIT 215

	2.4	Provide clear and accurate information for recording purposes	
3. Know relevant health and safety legislation and environmental good practice	3.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
	3.2	Describe health and safety requirements relating to working in or near water	
	3.3	Describe how environmental damage can be minimised	
4 Understand plans for controlling channel capacity	4.1	Describe the plans for controlling the channel capacity by water transfer	
	4.2	Explain the importance of controlling channel capacity and describe the damage which would occur if the channel capacity was not controlled in accordance with instructions	
	4.3	Explain the opportunities which may arise to enhance wildlife habitats and to whom these should be reported	

UNIT 215

5. Know how to control channel capacity by the control of water transfer	5.1 State how to safely and correctly access sites and the unforeseen circumstances which may occur	
	5.2 Describe how to safely and correctly use and maintain manually operated water control systems	
	5.3 Describe the types of unforeseen circumstances which may occur involving: environmental conditions, wild life habitat, protected status of site, water flow and recreational use of the water environment and describe the appropriate action to take in response	
	5.4 Describe the procedures for reporting and recording information	

UNIT 215

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Assessor's name ……
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Internal verifier's signature (if sampled)

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UNIT 216

TITLE	Maintain and improve water channel capacity by manual bank-reforming and de-silting operations	Learner's name
UAN REFERENCE	M/502/3163	
LEVEL	2	
CREDIT VALUE	5	
The aim of this unit is to provide the learner with the knowledge and skills required in maintaining and improving water channel capacity through manual bank re-forming and de-silting operations. It applies to work carried out on rivers, coasts and waterways. Relationship to National Occupational Standards: O29NEC3.1		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to work safely and minimise environmental damage	1.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	1.2 Carry out work in a manner which minimises environmental damage	
	1.3 Dispose of waste safely and correctly	
2. Be able to select, use and maintain relevant tools and equipment	2.1 Select appropriate tools and equipment for this area of work	
	2.2 Use tools and equipment correctly and maintain in a safe, clean and effective condition	

UNIT 216

3. Be able to manually re-form the bank and de-silt the channel	3.1 Access the site in accordance with instructions	
	3.2 Improve the channel capacity by safely re-forming the bank and de-silting the channel in accordance with instructions, ensuring minimal damage to the surrounding environment and to nearby structures	
	3.3 Provide clear and accurate information for recording purposes	
4. Know relevant health and safety legislation and environmental good practice	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements	
	4.2 Describe health and safety requirements relating to working in or near water	
	4.3 Describe how environmental damage can be minimised	
	4.4 Describe the correct methods for disposing of different types of waste	
5. Know the types of tools and equipment required and how to maintain them	5.1 Describe how use and maintain tools and equipment safely and correctly	

UNIT 216

6. Understand plans for maintaining the water channel	6.1 Describe plans for maintaining the water channel	
	6.2 Describe the relevant statutory restrictions which may apply to the site	
	6.3 Describe the damage which would occur if the water channel was not maintained in accordance with instructions	
	6.4 Explain the opportunities which may arise to enhance wildlife habitats and to whom these should be reported	
7. Know how to manually re-form the bank and de-silt the channel	7.1 State how to safely and correctly access sites and the unforeseen circumstances which may occur	
	7.2 Explain how manually de-silting and re-forming the bank maintain and improve channel capacity	
	7.3 Describe the types of unforeseen circumstances which may occur involving: environmental conditions, wild life habitat, protected status of site, water flow and recreational use of the water environment and describe the appropriate action to take in response	

UNIT 216

	7.4 Describe the procedures for reporting and recording information	

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Assessor's name ……
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UNIT 217

TITLE	Monitor and report on water levels	Learner's name
UAN REFERENCE	F/502/3166	
LEVEL	2	
CREDIT VALUE	6	
The aim of this unit is to provide the learner with the knowledge and skills required to obtain, monitor and report on water levels. Relationship to National Occupational Standards: O29NEC4.1,2		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to obtain and monitor information on water levels	1.1 Identify the appropriate location(s) from which to obtain readings in accordance with instructions, the nature of the terrain and access requirements	
	1.2 Obtain accurate and complete readings at the appropriate times using methods that are consistent with organisational requirements covering: (i) automated (ii) manual (iii) using gauge boards (iv) by sighting	
	1.3 Take the correct actions to resolve the situation where accurate readings cannot readily be obtained	

UNIT 217

2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health, safety and environmental good practice and is consistent with relevant legislation, codes of practice and any additional requirements	
	2.2 Report any damage to the environment during work promptly to the appropriate person, in line with organisational requirements	
3. Be able to report on water levels	3.1 Communicate verbal reports clearly and accurately, in accordance with organisational requirements and within the required timescales	
	3.2 Submit reports as required by organisational procedures within the required timescales and store reports in the correct location	
	3.3 Obtain any additional information which is requested, accurately and promptly	
4. Know how to obtain and monitor information on water levels	4.1 Describe where and how water level readings can be obtained covering the following means: (i) automated (ii) manual (iii) using gauge boards (iv) by sighting	

UNIT 217

	4.2 Describe how to obtain information on water levels	
	4.3 Describe how to access locations where water levels can be obtained	
	4.4 Describe the relevant legislation and organisational requirements associated with monitoring and reporting water levels	
	4.5 Describe wildlife habitats which may be present and how to adjust procedures accordingly	
	4.6 Describe how to assess and interpret water levels	
5. Understand the need to obtain and monitor information on water levels	5.1 State the reasons for taking readings	
	5.2 Describe the reasons why it may not be possible to obtain accurate readings	
	5.3 Describe how to maintain environmental good practice whilst obtaining water levels	
6. Know how to report on water levels	6.1 Describe the procedures for reporting water levels	

UNIT 217

7. Know relevant health and safety legislation and environmental good practice	7.1 Outline the current health and safety legislation, codes of practice and any additional requirements	
	7.2 Describe the health and safety requirements relating to working in or near water	
	7.3 Describe the relevant emergency procedures and their implementation and how to report any incidents to the relevant authorities	
	7.4 Describe what environmental damage may be encountered and how this must be reported	

UNIT 217

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UNIT 218

TITLE	Identify and respond to incidents of flooding	Learner's name
UAN REFERENCE	J/502/3167	
LEVEL	2	
CREDIT VALUE	10	
The aim of this unit is to provide the learner with the knowledge and skills required to identify and respond to incidents of flooding. The unit covers both actual and potential flooding It also provides the knowledge and skills associated with using methods such as sandbagging, bank reinforcement and the removal of obstructions, the use of temporary bunds and use of plant such as pumping equipment and generators. Relationship to National Occupational Standards: O29NEC5.1, 5.2		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to work safely and in line with relevant legislation	1.1 Work in a way which maintains health, safety and environmental good practice and is consistent with current legislation, codes of practice and any additional requirements	
2. Be able to assess incidents of flooding	2.1 Assess the scale of the incident and its likely development for both actual and potential flooding incidents	
	2.2 Carry out accurate and complete inspections of the site	

UNIT 218

3 Be able to implement plans for dealing with incidents of flooding	3.1 Respond to the incident taking into account the following: (i) all relevant instructions, (ii) organisational requirements (iii) the changing circumstances of the incident (iv) impact of the incident on the environment (v) impact of the response on the environment (vi) health and safety	
	3.2 Communicate sensitively and appropriately with any of the following: (i) members of the public (ii) colleagues (iii) professional partners	
	3.3 Use equipment and materials safely and according to plans for dealing with the incident	
	3.4 Monitor the extent and impact of the incident against the organised response and make any necessary modifications to the plan	

UNIT 218

	3.5 Implement the appropriate methods for dealing with the incident and complete operations within the required timescales covering at least two of the following methods: (i) sandbagging (ii) bank reinforcement (iii) removal of obstructions (iv) operating defence barriers (v) screen clearance	
	3.6 Recognise and report any obstructions and blockages accurately	
	3.7 Report promptly any change in the consequences of the incident and the effect this may have on the area at risk	
4. Know the relevant health and safety and legislation and environmental good practice	4.1 Summarise the health and safety requirements in relation to the incident	
	4.2 Describe the relevant legislation and organisational requirements associated with incidents of flooding	
	4.3 Describe the health risks associated with polluted water in spate and associated decontamination and personal health precautions	

UNIT 218

5. Know the types of incidents of flooding	5.1 Describe the types of incidents, both actual and potential which may occur in the locality and the necessary response to such incidents	
	5.2 Explain the methods for inspecting the site and interpreting site information	
6. Know how to produce and implement plans for dealing with incidents of flooding	6.1 Explain the ways in which incidents can change and the required response to such changes	
	6.2 Explain the ways in which plans are produced to cover: (i) equipment needed, (ii) safety and welfare considerations, access routes (iii) necessary actions (iv) flood alert levels and emergency plans	
	6.3 Describe the instructions for dealing with the incident including limits of responsibility in dealing with the incident	
	6.4 Identify the access routes to the incident	

UNIT 218

	6.4 Explain the levels of flood warning and the relevant response	
	6.5 Explain the ways in which the response to the flooding may impact on the environment and how to modify plans to take into account the environmental considerations	
	6.6 Describe how to recognise and report potential pollution problems	
7. Know how to deal with incidents of flooding	7.1 State methods for dealing with actual and potential flooding covering all the following: (i) sandbagging (ii) bank reinforcement (iii) removal of obstructions (iv) operating defence barriers (v) screen clearance	
	7.2 Explain the safe and correct use of equipment and materials	
	7.3 Define the limits of responsibility in relation to dealing with the incident	
	7.4 Define types of obstructions and blockages which may occur	

UNIT 218

	7.5 Explain the reasons why the incident must be monitored and types of modifications which may be required	
	7.6 Describe the procedures for reporting the incident	
8. Know how to communicate during incidents of flooding	8.1 State how to communicate effectively with emergency services and members of other enforcing authorities	
	8.2 Describe the lines of communication with colleagues and professional partners	
	8.3 Explain how to give information to the public sensitively and sympathetically	

UNIT 218

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UNIT 219

TITLE	Work with and consult the local community	Learner's name
UAN REFERENCE	L/502/3168	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to work with the local community and community issues. This may be through specific projects, such as running a local bat group, or becoming involved in longer term projects such as helping to set up and run a community wildlife area. Relationship to National Occupational Standards: O29NEC7		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Work with and consult the local community	1.1 Identify opportunities for formal and informal consultation and co-operation with the local community, seeking specialist advice where appropriate	
	1.2 Establish and maintain contacts with relevant individuals and organised groups within the local community	
	1.3 Engage with individuals and groups within the local community to develop understanding and awareness as part of consultation	

UNIT 219

	1.4 Use appropriate communication methods to seek the opinions of individuals and groups within the local community	
2. Understand the importance of working with and consulting the local community	2.1 Describe the types of opportunities available for co-operation and consultation with the local community	
	2.2 Describe the ways in which contact with the local community can be established	
	2.3 Describe the reasons for and importance of consultation with the local community in gathering feedback	
	2.4 Describe the likely impact of the organisation's work on the local community	
	2.5 Outline why it is important that those you are consulting with understand the issues which they are being consulted on	
	2.6 Describe the methods of gauging community opinion and the importance of providing feedback	

UNIT 219

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UNIT 220

TITLE	Work with children and young people during environmental activities	Learner's name
UAN REFERENCE	J/502/3282	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to work with children and young people. It includes establishing and maintaining a healthy, safe and secure environment. The term 'children and young people' refers to all children and young people of school age. Relationship to National Occupational Standards: O29NEC8.1		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to establish and maintain a healthy, safe and secure environment for children and young people	1.1 Check all areas where children and young people will be present and identify and record hazards	
	1.2 Take action to eliminate or reduce hazards where dangerous situations or hazards arise	
	1.3 Explain safety rules to children and young people clearly and in a manner appropriate to their level of understanding	
	1.4 Encourage children and young people to be aware of their own and others safety	

UNIT 220

	1.5	Work with others to maintain the agreed levels of supervision at all times	
	1.6	Follow agreed procedures for the collection of children and young people and not hand over any children without authorisation	
	1.7	Take the appropriate action in cases where they have concerns over the welfare of children and young people in their care	
2. Be able to work with and protect children and young people during environmental activities	2.1	Work with children and young people indoors and outdoors in a calm and relaxed manner to promote their understanding and self confidence	
3. Know how to establish and maintain a healthy, safe and secure environment for children and young people	3.1	Explain the implications on their work of relevant legislation and sector, organisational and statutory codes of practice	
	3.2	Describe how to identify potentially dangerous situations or hazards	
	3.3	Describe the action required in cases where potentially dangerous situations or hazards have been identified	

UNIT 220

	3.4 Outline the necessary safety rules and procedures, and how to explain them to children in a manner appropriate to their level of understanding	
	3.5 Describe how to promote understanding and self confidence in children and young people	
	3.6 Outline the agreed levels of supervision appropriate for the activity	
	3.7 Explain the importance of procedures for the collection of children and young people	
	3.8 Explain the action to take where they are concerned about the welfare of a child or young person in their care, including the procedures for dealing with suspected child abuse covering: (i) referral of concerns to the line manager and (ii) referral of concerns to specialists outside the organisation	

UNIT 220

4. Understand the implications of working with children during environmental activities	4.1 Explain the importance of maintaining a calm and relaxed manner when working with children and young people	
	4.2 Describe how to work with children and young people (i) indoors (ii) outdoors	

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UNIT 221

TITLE	Deal with accidents and emergencies involving children and young people during environmental activities	Learner's name
UAN REFERENCE	L/502/3283	
LEVEL	2	
CREDIT VALUE	4	

The aim of this unit is to provide the learner with the knowledge and skills required to deal with accidents and emergencies whilst working with children and young people.
The term 'children and young people' refers to all children and young people of school age.
Accidents and emergencies can include injuries, signs of illness and other emergencies.

Relationship to National Occupational Standards: O29NEC8.2, O29NEC30.3

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to deal with accidents and emergencies whilst working with children and young people during environmental activities	1.1 Promptly assess the severity of an accident or emergency including: (i) minor accidents or emergencies; (ii) major accidents or emergencies; to determine whether first aid or medical attention is required	
	1.2 Promptly and calmly carry out the appropriate procedures for dealing with accidents and emergencies including: (i) minor accidents or emergencies; (ii) major accidents or emergencies;	

UNIT 221

	1.3 Maintain suitable standards of hygiene when dealing with accidents and emergencies including and, where relevant, taking action to protect themselves and others from risk	
	1.4 Offer comfort and reassurance to the children, young people and others throughout	
	1.5 Follow the correct procedures for recording and reporting accidents and emergencies	
2. Know how to deal with accidents and emergencies when working with children and young people during environmental activities	2.1 Explain the implications on their work of sector, organisational and statutory codes of practice for dealing with accidents and emergencies	
	2.2 Outline procedures for dealing with accidents and emergencies, and the importance of adhering to them	
	2.3 Describe how to assess the severity of accidents and emergencies and determine the action required	
	2.4 Describe basic First Aid procedures	

UNIT 221

	2.5 Explain the importance of maintaining suitable levels of hygiene, and ways of protecting themselves and others from infection and harm	
	2.6 Describe how to recognise and cope with emotional reactions to accidents or emergencies	
	2.7 Explain the importance of following the correct procedures for recording and reporting accidents and emergencies	
	2.8 Outline the procedures and responsibilities for conveying information to parents or guardians	

UNIT 221

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UNIT 222

TITLE	Contribute to restoring polluted environments to acceptable conditions	Learner's name
UAN REFERENCE	R/502/3169	
LEVEL	2	
CREDIT VALUE	10	
The aim of this unit is to provide the learner with the knowledge and skills required to restore polluted environments to acceptable conditions. The unit applies to both water and land-based environments where pollution has occurred. It covers assisting with restoring polluted environments and describes the work required after the restoration operations. Relationship to National Occupational Standards: O29NEC9		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to assess the site	1.1 Take appropriate action to minimise risks in line with risk assessment	
	1.2 Access and prepare the site according to instructions, organisational requirements and legislation and the needs of the site	
	1.3 Ensure that the work takes into account weather and ground conditions, and the potential impact these conditions may have on the incident	

UNIT 222

2. Be able to assist and complete operations in the restoration of polluted environments to acceptable conditions	2.1 Work to restore either water or land-based polluted environments in accordance with instructions and the needs of the site	
	2.2 Use appropriate materials and substances to tackle pollution and dispose of them in accordance with instructions, legislation and organisational requirements	
	2.3 Deal appropriately with one of the following types of incident: a) chemical, b) biological	
	2.4 Work to restore the surrounding environment within the appropriate timescales and to the appropriate standards	
	2.5 Ensure that records are accurate, legible and complete	
	2.6 Communicate the completion of the work accurately, to the appropriate person	
3. Be able to work safely and minimise environmental damage	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	

UNIT 222

	3.2 Carry out work in a manner which minimises environmental damage	
	3.3 Wear suitable protective clothing in accordance with manufacturers instructions, the type of incident and organisational requirements	
	3.4 Take the appropriate measures to protect, and maintain the safety of, the public from the pollution incident	
	3.5 Dispose of waste materials and substances safely and correctly	
4. Know the methods and reasons for restoration of polluted environments to acceptable conditions	4.1 Describe instructions for dealing with the incident	
	4.2 Describe correct methods for the deployment of materials and equipment	
	4.3 Describe types of weather and ground conditions which may occur and the impact these may have on the incident	
	4.4 Describe the recreational and economic uses of the environment and how these relate to work activities	

UNIT 222

5. Understand the methods and reasons for the restoration of polluted environments to acceptable conditions	5.1 Describe the precautionary methods for dealing with a pollutant relevant to the environment	
	5.2 Describe the indicators if the restoration operation is not working and the correct actions to take	
	5.3 Explain how to access sites safely and correctly	
	5.4 Describe types of pollution incidents and the methods used to deal with them	
	5.5 Explain procedures for communicating and reporting information on the incident	
6 Be able to select, use and maintain equipment for restoring polluted environments to acceptable conditions	6.1 Select and safely use equipment, materials and the correct personal protective equipment	
	6.2 Use equipment according to instructions	
	6.3 Prepare, maintain and store equipment in a safe and effective working condition	

UNIT 222

	6.4 Clean equipment used to remove pollutants correctly, according to the type of pollution incident, manufacturers instructions and organisational policy	
7. Know the types of equipment required and how to maintain them	7.1 Describe the equipment which will be necessary for restoring polluted environments to acceptable conditions	
	7.2 Describe methods of cleaning and maintaining the range of equipment used	
8. Know the current health and safety legislation and environmental good practice	8.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	
	8.2 Explain how to implement health, safety and environmental emergency procedures	
	8.3 Describe health and safety requirements relating to polluted environments	
	8.4 Describe the types of hazards which are associated with both chemical and biological pollutants	

UNIT 222

	8.5 State how to ensure the protection of the public	
	8.6 Describe how environmental damage can be minimised	
	8.7 Describe the correct methods for disposing of waste and consumables	

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UNIT 223

TITLE	Mechanically maintain water channels	Learner's name
UAN REFERENCE	J/502/3170	
LEVEL	2	
CREDIT VALUE	14	
The aim of this unit is to provide the learner with the knowledge and skills required to maintain water channels mechanically. Relationship to National Occupational Standards: O29NEC10.1		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to work safely and in line with relevant legislation	1.1 Work in a way which maintains health and safety and environmental good practice in line with relevant legislation, codes of practice and any additional requirements	
	1.2 Use equipment safely and correctly in accordance with instructions	
	1.3 Shut down equipment safely and leave in a suitable location and condition for future use	
2. Maintain the water channel mechanically	2.1 Access the site and carry out two of the maintenance operations below: (i) removal of debris and obstructions (ii) bank reforming (iii) de-silting (iv) dredging	

UNIT 223

	2.2 Provide accurate and up to date information on your whereabouts in accordance with organisational requirements	
	2.3 Complete the maintenance operations within the required timescales	
	2.4 Identify any circumstances which affect the maintenance operations and take the appropriate action as necessary	
3. Know the relevant health and safety and legislation	3.1 Outline the health and safety requirements and relevant legislation, codes of practice and any additional requirements	
	3.2 Describe how to use and interpret risk assessments	
4. Know how to maintain the environment	4.1 Describe the methods of maintaining environmental good practice and conserving the habitat during work activities	
	4.2 Describe the opportunities which may arise to enhance wildlife habitats and to whom these should be reported	

UNIT 223

5. Know how to maintain the water channel mechanically	5.1 Explain how to access the site	
	5.2 Describe the instructions and specifications for maintaining the water channel	
	5.3 Explain the methods and reasons for maintaining the water channel covering all the following : (i) removal of debris and obstructions (ii) bank reforming (iii) de-silting (iv) dredging	
	5.3 Describe the damage which would occur if the water channel was not maintained in accordance with instructions	
	5.4 Explain how to use equipment and materials safely and effectively	
	5.5 Describe the accidental damage which may occur during work activities and how this must be dealt with	
	5.7 State the requirements of method statements	

UNIT 223

	5.8 Explain the recreational and economic use of the water environment and how such use relates to work activities	

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UNIT 224

TITLE	Restore the site following maintenance of the water channel	Learner's name
UAN REFERENCE	F/502/3202	
LEVEL	2	
CREDIT VALUE	5	
The aim of this unit is to provide the learner with the knowledge and skills required to restore a site following maintenance operations. Relationship to National Occupational Standards: O29NEC10.2		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to work safely and in line with relevant legislation	1.1 Work in a way which maintains health, safety and environmental good practice in line with relevant legislation, codes of practice and any additional requirements	
	1.2 Use equipment and materials safely and correctly at all times	
2. Be able to restore the site following maintenance of the water channel	2.1 Remove and dispose of waste according to legislation and organisational requirements on completion of the maintenance operations	
	2.2 Restore the site to a safe condition which is consistent with the surrounding environment, clear of unwanted materials and maintains the appropriate access	

UNIT 224

3. Know the relevant health and safety and legislation	3.1 Outline the current health and safety legislation, codes of practice and any additional requirements	
	3.2 Describe how to use and interpret risk assessments	
4. Know how to maintain the environment	4.1 Describe the methods of maintaining environmental good practice and conserving the habitat during work activities	
	4.2 Describe the opportunities which may arise to enhance wildlife habitats and to whom these should be reported	
5. Know how to restore the site following maintenance of the water channel	5.1 Explain the safe and appropriate methods for disposing of waste and debris	
	5.2 State the requirements of method statements	
	5.3 Describe the condition in which equipment should be left on completion of operations	
	5.4 Describe the recreational use of the water environment and how such use relates to work activities (e.g. public health and safety)	

UNIT 224

6. Know how to deal with unforeseen circumstances	6.1 Describe the types of circumstances which may occur involving: changing ground conditions, wild life habitat, pollution due to maintenance, damage to services , access, changing water levels and the recreational use of the water environment and the appropriate action to take in response to these	

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UNIT 225

TITLE	Maintain and improve water levels and water flow by mechanically controlling vegetation	Learner's name
UAN REFERENCE	L/502/3171	
LEVEL	2	
CREDIT VALUE	14	
The aim of this unit is to provide the learner with the knowledge and skills required to maintain and improve water levels and water flow by mechanically controlling vegetation. Relationship to National Occupational Standards: O29NEC11		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to work safely and minimise environmental damage	1.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	1.2 Carry out work in a manner which minimises environmental damage	
	1.3 Dispose of waste safely and correctly	
2. Be able to select, use and maintain relevant equipment	2.1 Select appropriate equipment for this area of work	

UNIT 225

	2.2 Keep at least two of the following attachments in a safe and effective condition: (i) winches (ii) flailmower (iii) chipper (iv) reinstatement equipment (v) rake (vi) weed bucket (vii) front end loader	
3. Be able to maintain the water channel mechanically	3.1 Recognise vegetation which impacts on at least one of the following: (i) water levels (ii) water flow (iii) wildlife (iv) recreational use of the water environment	
	3.2 Use the appropriate attachments safely and correctly to remove vegetation which impacts on the water environment using at least one of the following methods: (i) clearance (ii) thinning	
4. Be able to restore the site following the maintenance of the water channel	4.1 Restore the site to a safe condition which is consistent with the surrounding environment, clear of unwanted materials and maintains the appropriate access	

UNIT 225

5. Understand the need to maintain the water channel mechanically and restore the site following the maintenance of the water channel	5.1 Outline the types of vegetation which require removing from the water course covering all the following: (i) bankside vegetation (ii) fallen trees (iii) vegetative debris (iv) aquatic vegetation (v) vegetation which is subject to disposal controls	
	5.2 State the requirements of method statements	
	5.3 Describe the types of circumstances which may occur and the appropriate action to take involving: environmental conditions, wild life habitat, changing ground conditions , pollution due to maintenance, damage to services and recreational use of the water environment	
	5.4 Describe the recreational and economic use of the water environment and how such use relates to work activities	
	5.5 Outline methods for conserving habitats	

UNIT 225

	5.6 Describe opportunities which may arise to enhance wildlife habitats and to whom these should be reported	
	5.7 Outline when cut vegetation should be removed and the reasons why (e.g. rotten vegetation reduces oxygen levels in fresh water)	
	5.8 Describe the conditions in which attachments and equipment must be left for future use	
6. Know relevant health and safety legislation and environmental good practice	6.1 Outline the current health and safety legislation, codes of practice and any additional requirements when removing and controlling vegetation	
	6.2 Describe how to maintain environmental good practice during work activities and for conserving the habitat	
	6.3 Describe the correct methods for disposing of waste.	
	6.4 Describe how to use and understand risk assessments	

UNIT 225

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UNIT 226

TITLE	Maintain and repair permanent structures for the water environment	Learner's name
UAN REFERENCE	Y/502/3173	
LEVEL	2	
CREDIT VALUE	14	
The aim of this unit is to provide the learner with the knowledge and skills required to carry out maintenance and repair of permanent structures within the water environment. Structures may include; bridges, culverts, weirs, sluices, leats, revetments, concrete fencing and coastal defences. 'Maintenance and repair' is defined as mending or restoring a structure to a sound condition after dilapidation or wear. It may be undertaken to maintain the effectiveness of the structure, to increase its lifespan or for safety purposes. Relationship to National Occupational Standards : O29NEC12.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to work safely and minimise environmental damage	1.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	1.2 Carry out work in a manner which minimises environmental damage	
	1.3 Dispose of waste safely and correctly	
2. Know the current health and safety legislation and environmental good practice	2.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	

Unit 226

	2.2 Describe how environmental damage can be minimised	
	2.3 Describe the correct methods for disposing of waste	
3. Be able to select, use and maintain equipment for use in the maintenance and repair of permanent structures	3.1 Select appropriate equipment for this area of work	
	3.2 Use at least two types of equipment according to instructions: (i) hand tools (ii) hand-held power tools (iii) mobile plant (iv) water-borne plant	
	3.3 Prepare, maintain and store equipment in a safe and effective working condition throughout	
4. Be able to carry out maintenance and repair	4.1 Maintain and repair the structure in accordance with the specification and within the appropriate timescales	
	4.2 Ensure the structure is maintained and repaired to meet line and level tolerances	

Unit 226

	4.3 Ensure your work takes into account relevant statutory requirements for the structure	
	4.4 Use a range of at least four materials: (i) concrete (ii) geotextiles (iii) steel (iv) timber (v) stone (vi) ballast (vii) top soil (viii) brick (ix) blocks (x) gabions (xi) grout	
	4.5 Ensure your use of methods, materials and equipment causes minimal disturbance to the site's environment	
	4.6 Take the appropriate action, without delay, if you encounter circumstances which affect operations	
	4.7 Ensure the structure meets the specification when you have finished the work	

UNIT 226

	4.8 Ensure that a full record of work undertaken on historic features is compiled as it is carried out	
5. Know how to carry out maintenance and repair	5.1 Describe instructions and specifications for maintenance and repair	
	5.2 Identify methods and techniques for maintaining and repairing structures	
	5.3 Indicate the correct actions to take for types of circumstances which may occur involving: site hazards, working conditions, plant break downs, wildlife habitats, uncovering unexpected historic features and the recreational use of the water environment	
	5.4 Describe the requirements of method statements	
	5.5 Describe how to use and understand risk assessments	
	5.6 Describe the types of materials used for maintenance and repair of structures	

Unit 226

	5.7 Describe how to prepare and use materials for maintenance and repair	
	5.8 Describe the safe use of temporary works	
	5.9 Outline the relevant statutory requirements in relation to structures for the water environment	
	5.10 Describe the recreational and economic use of the water environment and how such use relates to work activities	

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UNIT 227

TITLE	Re-instate the site following repair of permanent structures for the water environment	Learner's name
UAN REFERENCE	D/502/3174	
LEVEL	2	
CREDIT VALUE	5	
The aim of this unit is to provide the learner with the knowledge and skills required to reinstate the site following repair of permanent structures within the water environment. Structures may include; bridges, culverts, weirs, sluices, leats, revetments, concrete fencing and coastal defences. 'Maintenance and repair' is defined as mending or restoring a structure to a sound condition after dilapidation or wear. It may be undertaken to maintain the effectiveness of the structure, to increase its lifespan or for safety purposes. Repairs may be temporary or long-term. Where you are required to use machinery, you must hold the relevant certificate of competence. Relationship to National Occupational Standards : O29NEC12.3		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to work safely and minimise environmental damage	1.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	1.2 Carry out work in a manner which minimises environmental damage	
	1.3 Dispose of waste safely and correctly	

UNIT 227

2. Know the current health and safety legislation and environmental good practice	2.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	
	2.2 Describe how environmental damage can be minimised	
	2.3 Describe the correct methods for disposing of waste	
3. Be able to select, use and maintain relevant equipment	3.1 Select appropriate equipment for this area of work	
	3.2 Use at least two of the following equipment according to instructions: (i) hand tools (ii) hand-held power tools (iii) fixed plant (iv) mobile plant (v) water borne plant	
	3.3 Prepare, maintain and store equipment in a safe and effective working condition throughout	

UNIT 227

4. Be able to reinstate the site following repair of permanent structures for the water environment	4.1 Dismantle and remove temporary works safely, and without damage to property and equipment	
	4.2 Restore the site to safe and appropriate conditions which are consistent with the specification	
	4.3 Communicate completion of site operations clearly and accurately to the appropriate person	
	4.4 Ensure the necessary records are accurate, legible and complete	
	4.5 Remove any portable facilities from the site in accordance with organisational requirements.	
5. Know how to reinstate the site following maintenance and repair	5.1 Describe the required condition of the site and equipment on completion of work activities	
	5.2 Describe the ways in which temporary works must be safely and correctly dismantled	
	5.3 Describe the implications for your work of relevant legislation and organisational requirements	

UNIT 227

	5.4 Describe the recreational, economic and historic use of the water environment and how such use relates to the condition the site must be left in	
	5.5 Describe the procedures for communicating and recording the completion of work activities	

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UNIT 228

TITLE	Maintain water level systems	Learner's name
UAN REFERENCE	K/502/3176	
LEVEL	2	
CREDIT VALUE	10	
The aim of this unit is to provide the learner with the knowledge and skills required to maintain and adjust water level systems under minimal guidance or direction. The unit is applicable to any controlled water system where a level or flow control regime is in operation. Water level systems include flap valves, pumping stations, locks and weirs, gates and ground paddles. Relationship to National Occupational Standards : O29NEC13.1, O29NEC13.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to adjust, monitor and maintain water level systems	1.1 Operate and maintain at least one of the following water level systems according to instructions and level conditions (i) Flap valve (ii) Pumping systems (iii) Locks and weirs (iv) Gates (v) Ground paddles (vi) Stop logs	
	1.2 Operate equipment safely and in accordance with flow control procedures and instructions covering: (i) mechanical, (ii) manual, (iii) electrical (iv) hydraulic	

UNIT 228

	1.3 Remove any obstructions and debris, or inform the appropriate person for further action	
	1.4 Communicate information clearly, accurately and within the required timescales	
	1.5 Monitor water levels using the correct methods	
	1.6 Recognise, and respond to, the need to alter water level systems during at least two of the following level conditions in accordance with organisational requirements: (i) High (ii) Low (iii) normal	
	1.7 Recognise opportunities to enhance wildlife habitats through modifications to work, and report these opportunities to the appropriate authority	
	1.8 Provide clear and accurate information for recording purposes	

UNIT 228

2. Be able to identify equipment failure	2.1 Recognise equipment failure accurately and use the appropriate methods to rectify the failure	
	2.2 Report equipment failure, and any actions you have taken to rectify the failure, to the appropriate person	
	2.3 Ensure where equipment failure cannot be rectified, you carry out the correct procedure and inform the appropriate person	
3. Be able to work safely and minimise environmental damage	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	3.2 Carry out work in a manner which minimises environmental damage	
	3.3 Dispose of waste safely and correctly	

UNIT 228

4. Know relevant health and safety legislation and environmental good practice	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements	
	4.2 Describe any personal protective equipment which must be worn and the manufacturers recommendations and organisational requirements	
	4.3 Describe how to maintain environmental good practice during work activities	
	4.4 Describe the correct methods for disposing of waste	
5. Know how to adjust, monitor and maintain water level systems	5.1 State the instructions for operating and maintaining water level systems	
	5.2 Describe the purpose and function of water level systems covering all the following: (i) Flap valve (ii) Pumping systems (iii) Locks and weirs (iv) Gates (v) Ground paddles (vi) Stop logs	

UNIT 228

	5.3 Describe the types of equipment failure which may occur and how to deal with such faults covering the following equipment: (i) mechanical, (ii) manual, (iii) electrical (iv) hydraulic	
	5.4 Define the limits of responsibility in relation to dealing with equipment failure	
	5.5 Describe the types of obstructions which may occur and how to deal with them safely	
	5.6 Describe the procedures for communicating, reporting and recording information	
	5.7 Describe how to monitor and estimate water levels	
	5.8 Describe the opportunities which may arise to enhance wildlife habitats and to whom these should be reported	

UNIT 228

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UNIT 229

TITLE	Prepare and operate water-borne plant	Learner's name
UAN REFERENCE	L/502/3221	
LEVEL	2	
CREDIT VALUE	12	
The aim of this unit is to provide the learner with the knowledge and skills required to operate water-borne plant. It applies to the use of water-borne plant for maintenance activities within the water environment including rivers, coasts and waterways. Relationship to National Occupational Standards : O29NEC14.1,2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to work safely and minimise environmental damage	1.1 Work in a way which maintains health, safety and environmental good practice In line with relevant legislation, codes of practice and any additional requirements	
	1.2 Deal with any hazards and obstacles promptly, safely and in accordance with organisational requirements	
2. Be able to prepare water-borne plant for use	2.1 Select the appropriate water-borne plant in accordance with work requirements either (i) barge mounted (ii) platform mounted	

UNIT 229

	2.2 Carry out pre-start checks and adjustments correctly and in accordance with manufacturers specifications: (i) routine maintenance (ii) safety checks (iii) refuelling and lubrication	
	2.3 Confirm that the water-borne plant is stable and ready for use	
	2.4 Securely moor the water-borne plant in accordance with work requirements	
	2.5 Ensure that any faults are accurately identified, rectified and recorded, or referred to the appropriate person	
	2.6 Use the appropriate warning signals prior to starting operations: (i) sounds (ii) lights	
	2.7 Identify any circumstances which affect operations and take the appropriate action as required	

UNIT 229

3. Be able to operate water-borne plant	3.1 Conduct all movements of he water-borne plant safely and in accordance with organisational requirements covering: (i) dredging, (ii) removal of obstructions, (iii) lifting operations (iv) transporting materials taking into account the effect of weather conditions, water conditions and hazards, during the operation of plant	
	3.2 Maintain the stability of the water-borne plant correctly	
	3.3 Modify operations appropriately to take into account weather, relevant water conditions, other water users and wildlife habitats	
	3.4 Optimise the consumption of fuel and lubricants through the appropriate handling and use of the water-borne plant	
	3.5 Leave the water-borne plant in a safe condition and suitable for subsequent use	
	3.7 Provide clear and accurate information for recording purposes	

UNIT 229

4. Know how to prepare water- borne plant	4.1 Describe the types of water-borne plant and their use: (i) barge mounted (ii) platform mounted	
	4.2 State the instructions for using water-borne plant for the planned work activity covering all the following activities: (i) dredging (ii) removal of obstructions (iii) lifting operations (iv) transporting materials taking into account the effect of weather conditions, water conditions and hazards, during the operation of plant.	
	4.3 Outline the necessary pre-start checks and adjustments according to manufacturers specifications for the preparation and use of water-borne plant	
	4.4 Describe how to moor water-borne plant in relation to the planned work activity	
	4.5 State the faults which may occur and how these may be rectified	

UNIT 229

5. Know how to operate water-borne plant	5.1 Describe how and why to use warning signals during operation of water-borne plant	
	5.2 Describe the safe and correct use of water-borne plant	
	5.3 Outline the efficient use of water-borne plant	
	5.4 State how to maintain the stability of the water-borne plant	
	5.5 State the ways in which operations must be modified to take into account weather, relevant water conditions, other water users and wildlife habitats (i) dredging, (ii) removal of obstructions (iii) lifting operations (iv) transporting materials	
	5.6 Describe how to deal with the following hazards: (i) overhead and underground services, (ii) change in water flow, (iii) other water users and failed moorings	
	5.7 State the condition in which water-borne plant should be left after use	
	5.8 Identify the types of records required and explain the importance of accurate record keeping	

UNIT 229

6. Know the environmental conditions which must be considered	6.1 Explain the recreational and economic use of the water environment and how such use relates to work activities	
	6.2 Explain the environmental considerations which must be taken into account during work activities	
	6.3 Outline how to maintain environmental good practice during work activities	

7. Know the relevant health and safety legislation	7.1 Outline the current health and safety legislation, codes of practice and any additional requirements	
	7.2 Describe the types of circumstances which may occur involving: site hazards, health concerns, plant break downs, wildlife habitats, recreational use of the water environment and the correct action to take including all the following reporting the circumstances (i) resolving the situation (ii) limits of responsibility (iii) reporting the circumstances	

UNIT 229

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UNIT 230

TITLE	Prepare and maintain the operational condition of work boats	Learner's name
UAN REFERENCE	A/502/3179	
LEVEL	2	
CREDIT VALUE	6	
The aim of this unit is to provide the learner with the knowledge and skills required to prepare and maintain work boats for use. The learner will carry out the necessary checks and maintenance, and ensure that the work boat is safe and ready for use. In addition, they must recognise and deal with any faults or problems that arise prior to operation of the work boat. Relationship to National Occupational Standards : O29NEC15.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to prepare and maintain the operational condition of workboats	1.1 Carry out checks and maintenance procedures correctly, in accordance with statutory, manufacturers and organisational requirements. To include: (i) safety checks (ii) engine checks (iii) engine maintenance (iv) condition of vessel.	

UNIT 230

	1.2 Ensure equipment for use during the operation of the work boat is safe, in good working order and accessible including: (i) safety equipment (ii) operational equipment.	
	1.3 Where appropriate, rectify faults in the operational condition of the work boat safely and correctly	
	1.4 Ensure problems and conditions which are outside your responsibility are identified and referred promptly to the appropriate person	
2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health, safety and environmental good practice according to relevant legislation, codes of practice and any additional requirement	
	2.2 Provide clear and accurate information for recording purposes	

UNIT 230

3. Know how to prepare and maintain the operational condition of workboats	3.1 Describe the required pre-start checks, routine checks and maintenance procedures covering: (i) safety checks (ii) engine checks (iii) engine maintenance (iv) condition of vessel	
	3.2 Outline the manufacturers instructions for engine and equipment maintenance, and specifications of the work boat	
	3.3 Describe the types of faults which may occur, including: engine faults, damage to the vessel and missing equipment, and the appropriate action in relation to these faults	
	3.4 Outline the limits of your responsibility for rectifying faults and other problems	
	3.5 Describe the procedures for reporting faults	
	3.6 Describe the reasons for reporting faults	

UNIT 230

	3.7 Describe how to safely handle and store fuel and lubricants	
	3.8 Outline the types of problems which may be encountered and how these should be dealt with	
	3.9 Outline the relevant legislation and organisational requirements associated with the use of work boats	
	3.10 Outline the recreational and economic use of the water environment and how such use relates to work activities	
4. Know relevant healthand safety legislation and environmental good practice	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements in relation to the operation and use of work boats	
	4.2 Identify the types of records required and explain the importance of accurate record keeping	
	4.3 Describe how to maintain environmental good practice during work activities	

UNIT 230

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UNIT 231

TITLE	Operate work boats	Learner's name
UAN REFERENCE	R/502/3222	
LEVEL	2	
CREDIT VALUE	6	
The aim of this unit is to provide the learner with the knowledge and skills required to operate work boats. All manoeuvres must be conducted safely, in accordance with manufacturers and organisational requirements, and without causing damage to the boat. The learner must take into account factors such as weather conditions, water conditions and hazards during the operation of the boat. Learners must possess the appropriate certification or approvals to operate the class of boat used during assessment of this unit. Relationship to National Occupational Standards : O29NEC15.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to operate work boats	1.1 Ensure boat manoeuvres are conducted safely, without damage to the workboat and in accordance with statutory and organisational requirements and within the necessary timescales covering at least one of the following: (i) maintenance (ii) inspection (iii) transportation	

UNIT 231

	1.2 Operate the work boat controls in accordance with manufacturer's instructions, the nature of the operations and with regard to the following: (i) prevailing weather (ii) water flow (iii) water depth (iv) wildlife habitats (v) other water users	
	1.4 Recognise any hazards and obstacles, and take the appropriate action to minimise the risk during work boat manoeuvres	
	1.5 Report any difficulties in carrying out operations promptly to the relevant person	
	1.6 Ensure your communications with crew members and others are accurate and clear at all times, and adhere to organisational requirements. Use at least two of the following types of communications: (i) verbal (ii) written (iii) sound	

UNIT 231

	1.7 Respond to changes in environmental conditions appropriately and in accordance with organisational requirements	
	1.8 Identify the need for emergency procedures accurately and take the appropriate prompt actions	
2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health, safety and environmental good practice during your work according to relevant legislation, codes of practice and any additional requirements	
3. Know how to operate work boats	3.1 Explain the safe and correct methods for handling and using work boats	
	3.2 Describe the operational limitations of the work boat	
	3.3 List the types of operations which are carried out using work boats	
	3.4 Describe the ways in which weather and water conditions must be taken into account during operations	

UNIT 231

	3.5 Explain the types of hazards which may occur and how to respond to these, including: floating debris, submerged obstacles and fixed structures	
	3.6 Outline the potential damage which may occur during operations and the correct action to take	
	3.7 Describe the difficulties which may occur and to whom these should be reported	
	3.8 State the limits of your responsibility in relation to the operation of work boats	
	3.9 Describe the procedures for communicating with crew members and others	
	3.10 Outline the recreational and economic use of the water environment and how such use relates to work activities	
4. Know relevant health and safety legislation and environmental good practice	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements	

UNIT 231

	4.2 Summarise the types of emergencies which can occur, including: fire, sinking, engine failure, collision, person overboard, leak of flammable or hazardous substances	
	4.3 Describe the correct methods for implementing emergency procedures	
	4.4 Outline the health and safety requirements in relation to the use of work boats	
	4.5 Outline the environmental considerations which must be taken into account during operations	
	4.6 Describe how to maintain environmental good practice during work activities	

UNIT 231

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UNIT 232

TITLE	Plan, prepare and operate safely in confined spaces	Learner's name
UAN REFERENCE	T/502/3181	
LEVEL	2	
CREDIT VALUE	12	
The aim of this unit is to provide the learner with the skills, knowledge and understanding required to work safely and effectively in confined spaces. The unit covers the planning and preparation of confined space work as well as working safely in confined spaces. Relationship to National Occupational Standards : O29NEC16.1,2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to plan and prepare to operate in confined spaces	1.1 Prepare for confined space work in accordance with organisational requirements, current legislation and relevant codes of practice	
	1.2 Accurately identify the need for confined space working methods in accordance with organisational requirements, current legislation and relevant codes of practice	

UNIT 232

	1.3 Assess all of the risks, listed below, of working in the confined space accurately, and use the appropriate working methods:- (i) water levels (ii) atmosphere (iii) water borne pollutants (iv) weather conditions (v) access and egress	
	1.4 Carry out the correct pre-entry checks and procedures in accordance with organisational requirements, current legislation and relevant codes of practice.	
2. Be able to operate safely in confined spaces	2.1 Take the appropriate measures to protect the safety of the public	
	2.2 Demonstrate clear communications and determine the correct emergency procedures in accordance with organisational requirements, current legislation and relevant codes of practice	
	2.3 Monitor the safety of working conditions continuously in accordance with organisational requirements, current legislation and relevant codes of practice	

UNIT 232

	2.4 Demonstrate the safety and emergency procedures in accordance with organisational requirements, current legislation and relevant codes of practice for three of the following : (i) changes in water levels (ii) changes in atmosphere (iii) incapacity of team members (iv) water-borne pollutants	
	2.5 Complete records accurately and legibly	
3. Be able to select, use and maintain equipment for working in confined spaces	3.1 Select the appropriate equipment in accordance with organisational requirements, current legislation and relevant codes of practice	
	3.2 Use equipment in accordance with organisational requirements, current legislation and relevant codes of practice covering all the following: (i) gas testing equipment (ii) communications (iii) protective clothing (iv) escape sets or breathing apparatus (v) lifelines (vi) winch (vii) harness (viii) lights	

UNIT 232

	3.3 Prepare, maintain and store equipment in accordance with organisational requirements, current legislation and relevant codes of practice	
4. Be able to work safely and minimise environmental damage	4.1 Work in a way which maintains health and safety in accordance with organisational requirements, current legislation and relevant codes of practice	
	4.2 Work in a manner which minimises environmental damage in accordance with organisational requirements, current legislation and relevant codes of practice	
	4.3 Carry out at least two of the following technical operations: (i) inspections (ii) maintenance works (iii) repair works (iv) blockage removal (v) desilting works (vi) dealing with pollution	
	4.4 Dispose of waste safely and correctly	
5. Understand how to plan and prepare for working in confined spaces	5.1 Explain the principles and methods of confined space work	

UNIT 232

	5.2 State the conditions which determine confined space work is required	
	5.3 Explain the entry checks and procedures which are required	
6. Know how to operate safety in confined spaces	6.1 Describe the types of risks involved in confined space work covering: (i) water levels (ii) atmosphere (iii) water borne pollutants (iv) weather conditions (v) access and egress	
	6.2 State the methods available for protecting the public.	
	6.3 Describe the communication and emergency procedures for confined space work covering : (i) changes in water levels (ii) changes in atmosphere (iii) incapacity of team members (iv) water-borne pollutants	
	6.4 Explain the methods for monitoring safety during confined space work	

UNIT 232

	6.5 Describe the procedures for recording information relating to confined space work	
7. Know the types of equipment required and how to use and maintain them	7.1 Describe the types of equipment required for confined space work	
	7.2 Describe the correct and safe use of equipment in confined spaces covering all the following: (i) gas testing equipment (ii) communications (iii) protective clothing (iv) escape sets or breathing apparatus (v) lifelines (vi) winch (vii) harness (viii) lights	
	7.3 Describe methods of maintaining the equipment for use	
8. Know the current health and safety legislation and environmental good practice	8.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to confined space work	
	8.2 Describe how environmental damage can be minimised	
	8.3 Describe the correct methods for disposing of waste	

UNIT 232

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UNIT 233

TITLE	Collect, sort and process materials for recycling	Learner's name
UAN REFERENCE	A/502/3182	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to identify and collect recyclable materials using appropriate procedures and methods. It also covers the sorting and processing of recyclable materials. Relationship to National Occupational Standards : O29NEC17.1, 2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to collect materials for recycling	1.1 Identify three of the following materials as suitable or unsuitable for recycling: (i) paper (ii) card (iii) glass (iv) plastic (v) aluminium (vi) other metals (vii) compostable materials (viii) textiles (ix) electrical goods (x) wood (xi) hazardous waste	

UNIT 233

	1.2 Use at least two of the following methods to collect recyclable materials: (i) kerb side (ii) single materials (iii) multi-materials (iv) trade collection (v) civic recycling centre (vi) park-up collection	
	1.3 Use at least two of the following types of equipment to collect recyclable materials: (i) vehicles (ii) boxes/bins (iii) bags (iv) Skips (v) Other equipment	
2. Be able to sort materials for recycling	2.1 Use one of the following methods to sort materials: (i) hand sorting (ii) machine sorting	
3. Be able to process materials for recycling	3.1 Use two of the following processing methods: (i) baling (ii) bagging (iii) guillotining (iv) preparation for transfer to third party (v) composting	
	3.2 Deal with non-recyclable material	

UNIT 233

4. Be able to use equipment in recycling materials	4.1 Prepare, check, maintain and use equipment for collecting, sorting and processing materials for recycling: (i) vehicles (ii) boxes/bins (iii) bags (iv) skips (v) other equipment	
5. Protect your own and others health and safety	5.1 Protect your own health and safety and that of other workers and the public	
6. Know how to collect, sort and process materials for recycling	6.1 Explain the different methods of collecting and sorting recyclable materials (i) kerb side (ii) single materials (iii) multi-materials (iv) trade collection (v) civic recycling centre (vi) park-up collection	
	6.2 Explain the differences between recyclable, non-recyclable and hazardous materials	

UNIT 233

	6.3 Describe the different roles of those involved in the recycling and waste industries including local authorities, the private sector and community groups and charities transfer to third party	
	6.4 Explain what a recycling unit can or cannot collect and how it deals with non-recyclable material	
	6.5 Explain how to Reduce, Reuse and Recycle and how to make others aware of this	
	6.6 Outline the equipment needed to collect, sort and process materials for recycling and how to prepare, check maintain and use it	
	6.7 Describe the processes that materials require in order to be recycled (i) baling (ii) bagging (iii) guillotining (iv) preparation for transfer to third party (v) composting	

UNIT 233

7. Know the relevant health and safety and other legislation in recycling materials	7.1 Describe your own role and responsibilities during collection, processing and sorting work	
	7.2 Detail your own responsibilities under health and safety and other relevant legislation	
	7.3 Describe the implications for your work of current health and safety, environmental and waste legislation	

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UNIT 234

TITLE	Encourage involvement in recycling	Learner's name
UAN REFERENCE	H/502/3189	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to encourage others to become involved in recycling. Relationship to National Occupational Standards : O29NEC18.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to promote recycling to others	1.1 Promote recycling to at least two of the following groups: (i) colleagues (ii) visitors (iii) children and young people (iv) volunteers (v) community/environmental groups (vi) local businesses	

UNIT 234

	1.2 Promote the reduction, reuse and recycling of at least three of the following materials: (i) paper (ii) card (iii) glass (iv) plastic (v) aluminium (vi) other metals (vii) compostable materials (viii) textiles (ix) electrical goods (x) wood (xi) furniture	
	1.3 Use appropriate methods to communicate information on recycling (i) verbal (ii) personal note (iii) leaflets (iv) newsletter (v) stickers	
	1.4 Encourage others to understand that reduction, reuse and recycling are part of the sustainable use of the planet's resources	
2. Understand the need to encourage and involve people in recycling	2.1 Explain the importance of the sustainable use of the planet's resources	

UNIT 234

	2.2 Explain the 'Reduce, Reuse, Recycle' waste management hierarchy	
	2.3 Outline the roles of local and national authorities in meeting national and local recycling targets	
	2.4 Explain the range of different methods that may be used in recycling	
3. Know the implications of this work in respect of health and safety, waste legislation and regulations	3.1 Describe the implications for this work of health and safety, environmental and waste legislation and regulations	

UNIT 234

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UNIT 235

TITLE	Work with local coastal environments	Learner's name
UAN REFERENCE	M/502/3194	
LEVEL	2	
CREDIT VALUE	6	
The aim of this unit is to provide the learner with the skills and knowledge required when working within coastal environments. This might include dune restoration, managed retreat or reduction of pollution and disturbance of sea bed habitat. Relationship to National Occupational Standards : O29NEC34		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to identify issues involved in working within local coastal environments	1.1 Recognise the extent of the coast for a given location	
	1.2 Identify a range of habitats from the following: (i) land (ii) inter-tidal (iii) underwater	
	1.3 Report on tides, waves and storm conditions	
	1.4 Investigate uses of the coast	
	1.5 Identify and report on the range of pollution sources and risks	
	1.6 Identify the following organisations involved in the coastal management	

UNIT 235

	1.7 Identify historical and potential changes to the local environment including: (i) natural (ii) man-made	
2. Know how to identify issues involved in working within local coastal environments	2.1 Explain how to define a coastal environment	
	2.2 Describe the types of coastline	
	2.3 Explain how to identify relevant habitats covering: (i) land (ii) inter-tidal (iii) underwater	
	2.4 Explain how to find out about tides, waves and storm conditions and how they affect the local coastline	
	2.5 Describe what is habitat and what are key conservation species	
	2.6 Explain how the coast is used for recreational and economic/industry purposes	
	2.7 Describe types of pollution sources, the potential risks and impact on water quality	

UNIT 235

	2.8 Describe types of organisations and the scope of their involvement: (i) Government (ii) NGOs (iii) national/regional/local	
	2.9 Describe how coastal environments have changed and will change over time	

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UNIT 236

TITLE	Installing drainage systems	Learner's name
UAN REFERENCE	D/502/1229	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the skills, knowledge and understanding to install drainage systems under minimal direction or guidance. The learner will be required to select and use hand tools, powered equipment and materials correctly, competently and safely and to decide the appropriate timing of operations, the work methods to be used and to check the results and correct any faults. Relationship to National Occupational Standards : O29NL15.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to install drainage systems	1.1 Position reference marks according to specification	
	1.2 Install drainage system to specification: (i) sub surface systems (ii) surface channels (iii) sustainable drainage systems	
	1.3 Adopt practices to minimise damage to existing structures and services	
	1.4 Restore surface to near original condition	
2. Be able to select, use and maintain equipment for installing drainage	2.1 Select appropriate equipment for this area of work	

UNIT 236

	2.2 Use equipment according to instructions	
	2.3 Prepare, maintain and store equipment in a safe and effective working condition	
3. Be able to work safely and minimise environmental damage	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	3.2 Carry out work in a manner which minimises environmental damage	
	3.3 Dispose of waste safely and correctly	
	3.4 Describe the safety aspects of working in trenches	
4. Know the principles of drain installation	4.1 Explain why soil drainage is beneficial for plant growth	
	4.2 State the importance of setting accurate levels and falls	
	4.3 Describe why the type, size, depth and spacing of drainage pipes/tiles, varies with the soil texture	

UNIT 236

5. Know the types of equipment required and how to maintain them	5.1 Describe the equipment which will be necessary for installing drainage	
	5.2 Describe methods of maintaining the equipment in a fit state for use	
6. Know the current health and safety legislation and environmental practice	6.1 Outline the current health and safety legislation, codes of practice and any additional requirements	
	6.2 Describe how environmental damage can be minimised	
	6.3 Describe the correct methods for disposing of organic and inorganic waste	

UNIT 236

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UNIT 237

TITLE	Maintain drainage systems	Learner's name
UAN REFERENCE	T/502/1222	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with knowledge, skills and understanding required to inspect and maintain drainage systems. Relationship to National Occupational Standards : 029NL21.1 L15.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to inspect and maintain drainage systems	1.1 Inspect and assess drainage systems according to agreed schedules	
	1.2 Restore drainage systems to full effectiveness and to agreed schedule	
	1.3 Record inspections and work undertaken	
	1.4 Maintain effective working relations with all relevant people throughout	
2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	

UNIT 237

	2.2 Carry out work in a manner which minimises environmental damage	
	2.3 Dispose of waste safely and correctly	
3. Know how to inspect and maintain drainage systems	3.1 Describe the schedule of inspections required to identify faults and problems according to clients' requirements	
	3.2 Describe how to identify and correct impeded drainage and its causes	
	3.3 Describe the main causes of drain malfunction, including leaks and blockages and methods that can be used to deal with them	
	3.4 State how to identify and deal with any problems with drainage systems	
	3.5 Describe the factors affecting flow rates in the drains	
	3.6 State the importance of maintaining drainage systems so they work effectively and efficiently	

UNIT 237

	3.7 Describe the principles of drainage design	
	3.8 State why it is important to keep working areas clean	
	3.9 State what records need to be kept and why	
4. Know the current health and safety legislation and environmental practice	4.1 Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	
	4.2 Describe how environmental damage can be minimised.	
	4.3 Describe the correct methods for disposing of organic and inorganic waste	

UNIT 237

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UNIT 238

TITLE	Preparing ground for seeding and planting	Learner's name
UAN REFERENCE	K/502/0990	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required in preparing the ground for planting plants and seeds. The preparation of the ground may cover the use of both hand tools and powered machinery such as tractor mounted equipment. Relationship to National Occupational Standards : 029NL1.3, L2.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to select, use and maintain equipment	1.1 Select appropriate equipment for this area of work	
	1.2 Use equipment according to instructions	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition throughout	
2. Be able to prepare ground for seeding and planting	2.1 Prepare the ground in a way that is appropriate to the plants/seeds being established, the soil type and ground conditions	

UNIT 238

	2.2 Add the materials specified for the operation. (It may be compost, fertiliser or sand)	
	2.3 Produce the required tilth for the specified finish	
	2.4 Clear debris from the site effectively, safely, tidily and legally	
	2.5 Complete work to the agreed schedule	
3. Be able to work safely and minimise environmental damage	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	3.2 Carry out work in a manner which minimises environmental damage	
	3.3 Dispose of waste safely and correctly	

UNIT 238

4. Know how to prepare the ground	4.1	Describe the different clearance and minor levelling methods which can be used for the following: (i) green-field (ii) urban derelict (iii) reclaimed land (iv) existing gardens	
	4.2	Describe how to achieve the correct tilth, consolidation, pH and nutrient levels depending on the use and finish	
	4.3	State where and when composts, fertilisers and other materials should be used and the types that are appropriate	
	4.4	State how preparation may be affected by type of plants/seeds, soil type, ground and weather conditions and type of site	
	4.5	Describe the unwanted impacts to a site which might occur when preparing ground and how to avoid them	
	4.6	State why it is important to clear debris effectively, safely, tidily and legally	

UNIT 238

5. Know the types of hazards	5.1	Describe the hazards of underground services and how to avoid these	
6. Know the types of weeds	6.1	Identify 15 types of perennial weeds and state how to control them	
7. Know the types of equipment and materials required and how to maintain them	7.1	Describe the equipment and materials which will be necessary for preparing ground for seeding and planting covering the following materials (i) organic matter (ii) fertiliser (iii) lime (iii) perennial weed herbicides	
	7.2	Describe methods of maintaining the equipment ready for use	
8. Know the current health and safety legislation and environmental good practice	8.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	
	8.2	Describe how environmental damage can be minimised	

UNIT 238

	8.3 Describe the correct methods for disposing of organic and inorganic waste	

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UNIT 239

TITLE	Establishing plants and or seeds in soil	Learner's name
UAN REFERENCE	A/502/1223	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge, understanding and skills required to plant and establish plants and or seeds in soil. The learner will also provide aftercare to meet specifications for newly established plants or seeds. Relationship to National Occupational Standards : 029NL 2.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to select, use and maintain equipment	1.1 Select appropriate equipment for this area of work	
	1.2 Use equipment according to instructions	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition throughout	
2. Be able to select and transport plants and/or seeds	2.1 Select plants and/or seeds as requested	
	2.2 Identify a representative sample of plants	

UNIT 239

	2.3	Handle, prepare and transport plants and seeds in a way that maintains their health and condition	
3. Be able to establish plants and/or seeds in soil	3.1	Position and plant the plants and/or seeds according to instructions /drawings	
	3.2	Provide aftercare to meet the planting specifications	
4. Be able to work safely and minimise environmental damage	4.1	Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements.	
	4.2	Dispose of waste safely and correctly	
5. Know the requirements for establishing healthy plants	5.1	Describe how to prepare seeds and/or plants in a way that is appropriate to the plant and conditions	
	5.2	State what pH is and how to test for it	
	5.3	Explain the importance of timing and seasonality on planting to encourage establishment and growth	

UNIT 239

	5.4	Describe how to handle and transport plants in a way which minimises damage and maintains health	
	5.5	Explain the importance of planting seeds and or plants to the correct depth and position	
	5.6	Describe the aftercare needed to meet planting specifications covering: provision of water, nutrients, protection, support and initial pruning or cutting	
	5.7	Describe the different types of backfill materials relevant to different types of plants and situations	
	5.8	Describe the range of protection methods which may be used for different plants e.g. anti-desiccants, tree guards and shelters	
	5.9	Identify the types of records required and explain the importance of accurate record keeping	

UNIT 239

6. Know how to deal with damage and pollution	6.1	State the correct methods of dealing with accidental damage and pollution	
	6.2	Describe how to minimise damage and unnecessary waste when working	
7. Know the types of equipment required and how to maintain them	7.1	Describe the equipment which will be necessary for establishing plants and seeds in soil	
	7.2	Describe methods of maintaining the equipment ready for use	
8. Know the current health and safety legislation and environmental good practice	8.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	

UNIT 239

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UNIT 240

TITLE	Maintain equipment and machines	Learner's name
UAN REFERENCE	L/502/1520	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to carry out routine maintenance of equipment and machines. The maintenance should be carried out in line with the manufacturer's guidance and/or instructions. Relationship to National Occupational Standards : O29NCU27.1,2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to prepare equipment and machines for maintenance	1.1 Identify the equipment and machines requiring maintenance	
	1.2 Check that the equipment and machines requiring maintenance are safe and completely isolated from the power source	
	1.3 Take the correct precautions to minimise dangers from contamination and hazardous chemicals	
	1.4 Keep the work area safe and in a condition suitable for the maintenance procedure	

UNIT 240

	1.5 Obtain and prepare tools and materials suitable for the maintenance procedure	
2. Be able to carry out maintenance procedures	2.1 Maintain equipment and machines in accordance with manufacturers' instructions, standard procedure and legislation	
	2.2 Clean, service and store tools after use	
3. Be able to work safely and minimise environmental damage	3.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	3.2 Minimise the escape of substances and dispose of hazardous and non-hazardous waste safely and correctly	
4. Know how to prepare and carry out maintenance for equipment and machines	4.1 Outline the methods for preparing equipment and machines (i) manual (ii) mechanical	

UNIT 240

	4.2	Describe the dangers created by stored energy and how these should be responded to during the preparation stage	
	4.3	State the hazardous chemicals and substances which may be present and ways in which they should be dealt with	
	4.4	Describe the type of tools, equipment and materials required for the maintenance procedure	
	4.5	Describe types of protective clothing required and the reasons why it must be worn	
	4.6	Describe the methods for maintaining equipment and machines and the possible consequences of not maintaining	
	4.7	Outline the levels of responsibility in relation to the maintenance of equipment and machinery and whom to go to for advice	

UNIT 240

	4.8 Describe safe and suitable methods of storing tools, equipment and machinery	
5. Know relevant health and safety and legislation and environmental good practice	5.1 Describe the correct methods for disposing of waste	
	5.2 Outline the current health and safety legislation codes of practice and any additional requirements	
	5.3 Outline the legislative requirements relating to the maintenance of equipment and machinery	

UNIT 240

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UNIT 241

TITLE	Maintaining plants outdoors	Learner's name
UAN REFERENCE	J/502/1533	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to maintain the health of plants in an outdoor environment. Where the learner is using chemicals they should have the relevant certificate of competence Relationship to National Occupational Standards : n/a		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to select, use tools and maintain relevant equipment	1.1 Select appropriate equipment for this area of work	
	1.2 Use equipment according to relevant legislation and manufacturer's instructions	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition	
2. Be able to maintain the health of plants outdoors	2.1 Inspect plants as instructed	

UNIT 241

	2.2 Identify all of the following threats to promote plant health: (i) pests (ii) diseases (iii) disorders (iv) unfavourable conditions (v) competing growth	
	2.3 Use correct and effective methods of dealing with threats to plant health	
	2.4 Promote and maintain health growth using all of the following methods: (i) feeding (ii) watering (iii) surface cultivation (iv) mulching	
3. Be able to work safely and minimise environmental damage	3.1 Work in a way which maintains health and safety, is consistent with relevant legislation, codes of practice and any additional requirements	
	3.2 Carry out work in a manner which minimises environmental damage	

UNIT 241

	3.3	Dispose of waste safely and correctly	
4. Know how to maintain the health of plants outdoors	4.1	Describe how to check and report signs of damage or threats to health to include; (i) pests (ii) diseases (iii) disorders (iv) unfavourable conditions (v) competing growth	
	4.2	State how seasonal weather conditions affect plant growth and health	
	4.3	Describe the different methods used to promote plant health including: (i) feeding (ii) watering (iii) surface cultivation (iv) mulching	
	4.4	Describe the effects of soil conditions on plant growth	
	4.5	State why watering regimes vary for different soils and plants	
	4.6	Describe how the correct use of agrochemicals/pesticides can improve plant health	

UNIT 241

	4.7	Describe how the incorrect use of agrochemicals / pesticides can harm plants	
	4.8	Describe the methods of dealing with threats to plant health covering; physical, cultural and irrigation	
5. Know relevant health and safety and animal welfare legislation and environmental good practice	5.1	Outline the current health and safety and animal welfare legislation, codes of practice and any additional requirements	
	5.2	Describe how environmental damage can be minimised	
	5.3	Describe the correct methods for disposing of organic and inorganic waste	

UNIT 241

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UNIT 242

TITLE	Remove unwanted plant growth to maintain development	Learner's name
UAN REFERENCE	Y/502/1214	
LEVEL	2	
CREDIT VALUE	5	
The aim of this unit is to provide the learner with the knowledge and skills required to identify and remove unwanted plant growth to maintain development. Relationship to National Occupational Standards : O29NPH 3.3 (CU76.2)		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Know the different types of unwanted plant growth	1.1 Identify different types of plant material and explain why it must be removed covering: (i) damaged plants (ii) diseased material (iii) weeds (iv) plant debris (v) non typical (vi) dead (vii) excessive growth (viii) badly positioned	

UNIT 242

2. Know how to maintain plant development	2.1	Describe how all the following methods can be used to maintain/control plant development: (i) trimming (ii) supporting (iii) thinning (iv) spacing (v) irrigation (vi) growth regulators (vii) lighting and shading (viii) protection (ix) pruning	
3. Know the types of equipment required and how to maintain them	3.1	Describe the equipment which will be necessary for maintaining plant development	
	3.2	Describe methods of maintaining the equipment ready for use	
4. Know the current health and safety legislation and environmental good practice	4.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	
	4.2	Describe how environmental damage can be minimised	

UNIT 242

	4.3	Describe the correct methods for disposing of organic and inorganic waste	
	4.4	Describe why it is important to maintain hygiene and how this is achieved	
5. Be able to select, use and maintain equipment	5.1	Select appropriate equipment for this area of work	
	5.2	Use equipment according to manufacturer's instructions and legal requirements	
	5.3	Prepare, maintain and store equipment in a safe and effective working condition	
6. Be able to identify unwanted plant growth	6.1	Recognise unwanted plant material as appropriate.	
7. Be able to remove unwanted plant growth	7.1	Remove unwanted plant material using appropriate techniques according to the species, time of year, stage of development	
	7.2	Maintain the growing environment in a hygienic condition	

UNIT 242

8. Be able to work safely and minimise environmental damage	8.1	Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	8.2	Carry out work in a manner which minimises environmental damage	
	8.3	Dispose of waste safely and correctly	

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UNIT 243

TITLE	Chainsaw maintenance	Learner's name
UAN REFERENCE	F/600/4028	
LEVEL	2	
CREDIT VALUE	1	
The aim of this unit is to enable the learner to carry out pre-use checks and maintenance to the chainsaw. Relationship to National Occupational Standards : Linked to Lantra SSC Trees and Timber National Occupational Standards. Partial mapping to: TW41, 42, 43.		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to carry out maintenance of a chainsaw	1.1 Observe safety precautions and wear appropriate PPE	
	1.2 Identify, check and explain the function of the safety features of the chainsaw	
	1.3 Identify components parts of the chain, stating their function and potential problems from wear or damage	
	1.4 Identify the information required to select a replacement chain for a given saw	

UNIT 243

	1.5	Sharpen chain in accordance with manufacturer's information	
	1.6	Explain the reasons for sharpening a chainsaw	
	1.7	Identify symptoms associated with poor cutting performance	
	1.8	Maintain guide bar	
	1.9	Explain reasons for maintaining guide bar	
	1.10	Clean air filter and compartment	
	1.11	Chain brake mechanism cleaned, inspected and commented on	
	1.12	Describe sprocket replacement procedure for relevant saw type	
	1.13	Reasonable chain, bar and side plate and comment on chain tension	
	1.14	Check and/or change spark plug as appropriate and comment on condition	

UNIT 243

	1.15	Service recoil starter mechanism and comment on cord condition and replacement	
	1.16	Clean power unit and covers and inspect for damage	
	1.17	Describe fuel filter maintenance	
	1.18	Identify the correct fuel mix required for the operators chainsaw	
	1.19	Identify the safety clothing to wear when using a chainsaw	
	1.20	Start chainsaw from cold	
	1.21	Check chainsaw for condition and operational safety	
	1.22	Describe the actions to take if safety checks indicate incorrect saw preparation/maintenance	
	1.23	Explain the reasons for maintaining a correct stance during chainsaw starting procedures	

UNIT 243

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UNIT 244

TITLE	Crosscut and stack small diameter timber using a chainsaw	Learner's name
UAN REFERENCE	A/600/4089	
LEVEL	2	
CREDIT VALUE	1	
The aim of this unit is to enable the learner to cross-cut small timber with a chainsaw and stack produce. Relationship to National Occupational Standards : Linked to Trees and Timber National Occupational Standards. Partial mapping to: TW12.1, 14		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to crosscut and stack small diameter timber using a chainsaw	1.1 Explain how to identify hazards and comply with the control procedures within a risk assessment	
	1.2 Summarise emergency planning and procedures for a site	
	1.3 Explain why it is important to maintain effective communication with others	
	1.4 Describe the causes of and how to prevent pollution and environmental damage	
	1.5 Check and prepare chainsaw for chainsaw operations	

UNIT 244

	1.6	Describe the safety considerations required during crosscutting	
	1.7	Identify and explain tension and compression in relation to timber under moderate strain on the work site	
	1.8	Cross-cut timber under guide bar length to a given specification	
	1.9	Describe the risks associated with using long chainsaw bars to cut small diameter timber	
	1.10	Explain how to crosscut small diameter timber under sever tension	
	1.11	Explain methods used for crosscutting timber of greater diameter than the chainsaw bar length	
	1.12	Describe the procedure for removing a trapped saw	
	1.13	Explain safe lifting and handling practices	

UNIT 244

	1.14	Stack produce for subsequent handling	
	1.15	Explain the reasons for tidy stacking	

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UNIT 245

TITLE	Control vertebrate pests and predators using traps	Learner's name
UAN REFERENCE	Y/502/3965	
LEVEL	2	
CREDIT VALUE	6	
The aim of this unit is to provide the learner with the knowledge and skills required to monitor vertebrate pest and predators populations and control their numbers through trapping. This unit is aimed at game conservation, and can be applied to any shooting estate. The definitions below should help to clarify the terminology used within this unit. Relationship to National Occupational Standards : O29NCU46.1, O29NCU46.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to determine the need for vertebrate pests and predator control	1.1 Interpret signs to determine vertebrate pest and predator activity	
	1.2 Modify monitoring activities to take account of seasonal variations, prevailing weather conditions and habitat	
	1.3 Develop a trapping regime to control vertebrate pests and predators population	
2. Be able to trap vertebrate pests and predators	2.1 Select a trapping method appropriate to the vertebrate pests and predators species	

UNIT 245

	2.2 Ensure the good working order of selected traps	
	2.3 Establish traps in suitable locations to effectively catch target vertebrate pests and predators species and to minimise impact on non-target species	
	2.4 Monitor and maintain traps according to legal requirements	
	2.5 Approach trapped vertebrate pests and predators in a manner which maintains personal safety	
	2.6 Despatch trapped vertebrate pests and predators humanely	
	2.7 Release non-target species back into the wild in a manner which promotes their health and well-being and is consistent with legal requirements	
3. Be able to work safely and minimise environmental damage	3.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	

UNIT 245

	3.2 Carry out work in a manner which minimises environmental damage	
	3.3 Dispose of waste and mortalities responsibly according to legal requirements	
4. Be able to maintain accurate records	4.1 Maintain accurate trapping records	
5. Know how to determine the need for vertebrate pests and predator control	5.1 Identify common mammal and bird pests and predators species	
	5.2 Describe the significance and potential effects of vertebrate pests and predators	
	5.3 Describe the behavioural characteristics of vertebrate pests and predators and how these can influence the control method selected	
	5.4 Describe the effects of the seasons and weather conditions on monitoring activities	

UNIT 245

	5.5	Describe the effects of vertebrate pests and predators on animal/plant populations	
	5.6	Explain how to interpret the following signs to determine pest and predator activity: (i) direct sightings (ii) runs (iii) footprints (iv) damage to habitat (v) dead animals (vi) kills (vii) sounds (viii) smells (ix) droppings	
	5.7	Describe the non-target species in the trapping area and how to recognise their presence	
	5.8	Explain the detail of a trapping regime including: (i) the number of traps to be used (ii) the type of traps to be used (iii) the general location for the traps	

UNIT 245

6. Know how to trap vertebrate pests and predators	6.1	Outline the legal requirements and codes of practice controlling the use of traps and snares	
	6.2	Identify non-target species	
	6.3	Explain how to limit the impact of trapping on non-target species	
	6.4	Explain trapping methods and their correct implementation including positioning	
	6.5	Describe how the following trap types function: (i) spring traps (ii) cage traps (iii) snares	
	6.6	Explain why trapping methods need to be appropriate to the vertebrate pests, the characteristics of the site and location	
	6.7	Outline the legal requirements controlling the use of traps and snares	

UNIT 245

	6.8	Describe the behavioural characteristics of vertebrate pests and predators and how these can assist the trapping process	
	6.9	Explain how to humanely despatch different vertebrate pests and predators species	
	6.10	Describe how to dispose of despatched vertebrate pests and predators safely	
	6.11	Explain the methods used to release different non-target species safely in a way which promotes their health and well-being	
	6.12	Explain how to identify suitability of chosen trap	
	6.13	Explain how to maintain the condition of the live decoy, where appropriate	
	6.14	Explain how to check and maintain the function of traps and snares	

UNIT 245

7. Know relevant health and safety legislation and environmental good practice	7.1	Outline the current health and safety legislation, codes of practice and any additional requirements associated with trapping activities	
	7.2	Outline the individual's specific responsibilities under environmental and conservation legislation in relation to monitoring and controlling pests and predators	
	7.3	Explain how to minimise the dangers of disease or personal injury caused by handling trapped animals	
	7.4	Describe how to safely dispose of vertebrate pests and predators according to legal requirements	
8. Know how to maintain accurate records	8.1	Explain the reason for keeping accurate, up to date vertebrate pest and predator records	

UNIT 245

Learner's signature
I confirm that the evidence above is all my own work

…… Date ……

Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed……Date ……

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UNIT 246

TITLE	Control vertebrate pests and predators by shooting	Learner's name
UAN REFERENCE	D/502/3966	
LEVEL	2	
CREDIT VALUE	6	
The aim of this unit is to provide the learner with the knowledge and skills required to be able to control vertebrate pest and predators populations through shooting. This unit is aimed at game conservation, and can be applied to any shooting estate. Learners must comply with Firearms Regulations and codes of practice The definitions below should help to clarify the terminology used within this unit. Vertebrate pests and predators - For example: rabbits, stoats, weasels, grey squirrels, foxes, crows, magpies, mink, rats Firearm - Either a shotgun and/or rifle Relationship to National Occupational Standards : O29CU47.1, O29NCU47.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to determine the need for vertebrate pests and predator control	1.1 Interpret signs to determine vertebrate pest and predator activity	
	1.2 Modify monitoring activities to take account of seasonal variations, prevailing weather conditions and habitat	
2. Be able to shoot vertebrate pests and predators	2.1 Select shooting method, firearm and ammunition appropriate to the vertebrate pest and predator species and site characteristics	
	2.2 Use firearms according to relevant legislation and approved codes of practice	

UNIT 246

	2.3	Identify and efficiently shoot target species	
	2.4	Minimise the disturbance caused to non-target species	
	2.5	Despatch wounded vertebrate pests and predators humanely	
3. Be able to handle firearms and ammunition according to legal requirements	3.1	Clean, maintain and store firearms and ammunition according to legal requirements	
4. Be able to work safely and minimise environmental damage	4.1	Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	4.2	Carry out work in a manner which minimises environmental damage	
	4.3	Dispose of waste and mortalities responsibly according to legal requirements and approved codes of practice	
5. Be able to maintain accurate records	5.1	Maintain accurate shooting records	

UNIT 246

6. Know how to determine the need for vertebrate pests and predator control	6.1	Identify common mammal and bird, pest and predator species	
	6.2	Describe the significance and potential effects of, vertebrate pests and predators to the site and its purpose	
	6.3	Describe the behavioural characteristics of vertebrate pests and predators and how these can influence t the control method selected	
	6.4	Describe the effects of the seasons and weather conditions on monitoring activities	
	6.5	Describe the effects of vertebrate pests and predators on animal/plant populations	

UNIT 246

	6.6	Explain how to interpret the following signs to determine pest and predator activity: (i) direct sightings (ii) runs (iii) footprints (iv) damage to habitat (v) dead animals (vi) kills (vii) sounds (viii) smells (ix) droppings	
7. Know how to shoot vertebrate pests and predators	7.1	Outline the codes of practice covering all aspects of vertebrate pests and predators control	
	7.2	Outline firearms legislation in relation to shooting vertebrate pests and predators	
	7.3	Explain the legal restrictions controlling the use of firearms	
	7.4	Explain the effective application and ranges of firearms and ammunition	
	7.5	Describe the habits of common vertebrate pests and predators species and how these can influence the shooting method selected	

UNIT 246

	7.6	Explain how to minimise the impact of shooting on non-target species	
	7.7	Describe how behavioural characteristics of vertebrate pests and predators can be used to increase the effectiveness of shooting.	
	7.8	Explain humane despatch methods	
	7.9	Explain how the following site characteristics can impact on shooting: (i) location (ii) topography (iii) habitat (iv) other estate activity (v) public access	
	7.10	Explain how the selection of shooting methods takes account of: (i) pest and predator type (ii) characteristics of shooting location	
8. Know relevant health and safety legislation and environmental good practice	8.1	Outline the current health and safety legislation, codes of practice and any additional requirements associated with controlling vertebrate pests and predators by shooting	

UNIT 246

	8.2	Outline the health and safety requirements associated with the use of firearms and shooting	
	8.3	Outline the individual's specific responsibilities under environmental and conservation legislation in relation to monitoring and controlling pests and predators	
	8.4	Describe the situations when shooting can become unsafe and must be stopped	
	8.5	Explain how to minimise the dangers of disease or personal injury caused by handling dead animals	
	8.6	Describe how to safely dispose of vertebrate pests and predators according to legal requirements	
	8.7	Describe how to safely dispose of vertebrate pests and predators according to legal requirements	
9. Know how to maintain accurate records	9.1	Explain the reasons for keeping accurate, up-to-date vertebrate pest and predator records	

UNIT 246

Learner's signature
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…… Date ……

Assessor's name ……
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UNIT 247

TITLE	Control vertebrate pest populations using chemical means	Learner's name
UAN REFERENCE	H/502/3967	
LEVEL	2	
CREDIT VALUE	6	
The aim of this unit is to provide the learner with the knowledge and skills required to monitor vertebrate pest populations and control their numbers using chemicals. This unit is aimed at game conservation, and can be applied to any shooting estate. The definitions below should help to clarify the terminology used within this unit. Vertebrate pests - For example: rabbits, moles, mice, rats Chemical means - Legal poisons Relationship to National Occupational Standards : O29NCU48.1, O29NCU48.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to determine the need for vertebrate pest control	1.1 Interpret signs to determine vertebrate pest and predator activity	
	1.2 Identify the presence of non-target species	
	1.3 Select a control method appropriate to the vertebrate pests, the characteristics of the site and its location	
2. Be able to control vertebrate pest populations using chemical means	2.1 Develop a regime to control the application of chemical agents	

UNIT 247

	2.2	Set-up and maintain the necessary equipment to effectively control application of chemicals according to manufacturers' recommendations	
	2.3	Handle and use chemicals safely and efficiently according to manufacturers' recommendations	
	2.4	Implement controls in a manner which minimises the risk to non-target species and the environment	
	2.5	Monitor the effectiveness of the control method	
	2.6	Take appropriate action when problems arise during pest control activities	
3. Be able to work safely and minimise environmental damage	3.1	Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	3.2	Carry out work in a manner which minimises environmental damage	

UNIT 247

	3.3 Dispose of any corpses and spent materials according to legal requirements	
4. Be able to maintain accurate records	4.1 Maintain accurate vertebrate pest control records	
5. Know how to determine the need for vertebrate pest control	5.1 Identify common pests species	
	5.2 Describe the behavioural characteristics of vertebrate pests and how these can influence the control method selected	
	5.3 Describe the effects of the seasons and weather conditions on monitoring and control activities	
	5.4 Describe the effects of vertebrate pests on animal/plant populations	

UNIT 247

	5.2	Explain how to interpret the following signs to determine pest activity: (i) direct sightings (ii) runs (iii) footprints (iv) damage to habitat (v) dead animals (vi) kills (vii) sounds (viii) smells (ix) droppings	
6. Know how to control vertebrate pest populations using chemical means	6.1	Describe common vertebrate pest species and the significance of their presence	
	6.2	Describe the characteristics of different vertebrate pest species, and their potential effects on sites	
	6.3	Explain how to adapt pest control methods to take account of changes in the weather	
	6.4	Explain why it is important to control the application of chemicals for non-target species	

UNIT 247

	6.5	Explain how to monitor the effectiveness of the control methods	
	6.6	Explain the actions to take when the following problems arise during vertebrate pest control: (i) chemical spillage (ii) malfunction of equipment (iii) changes in environmental conditions	
7. Know relevant health and safety legislation and environmental good practice	7.1	Outline the current health and safety legislation, codes of practice and any additional requirements associated with trapping activities	
	7.2	Explain how the Control of Substances Hazardous to Health Act controls the use of chemicals	
	7.3	Outline the legal restrictions on the use of chemicals including the certificates and training required before chemical can be used	

UNIT 247

	7.4	Outline the individual's specific responsibilities under environmental and conservation legislation in relation to monitoring and controlling pests	
	7.5	Describe how to safely dispose of vertebrate pests and predators according to legal requirements	
8. Know how to maintain accurate records	8.1	Explain the reason for keeping accurate, up-to-date vertebrate pest control records	

Learner's signature
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…… Date ……

Assessor's name ……
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UNIT 248

TITLE	Load and unload physical resources within the work area	Learner's name
UAN REFERENCE	J/502/1421	
LEVEL	2	
CREDIT VALUE	2	
The aim of this unit is to provide the learner with the knowledge and skills required to load and unload physical resources within the work area. The type of physical resources and methods of loading and unloading can be applied to a number of environments Relationship to National Occupational Standards : O29NCU8.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to load and unload physical resources	1.1 Assess the load to be moved to determine the method of lifting required	
	1.2 Carry out lifting operations safely, in accordance with instructions	
	1.3 Move heavy and bulky items correctly, in accordance with instructions	
	1.4 Position resources safely, securely and in a manner which protects them from damage and contamination including: (i) products or materials (ii) equipment	

UNIT 248

2. Be able to select, use and maintain relevant equipment	2.1	Select appropriate equipment for this area of work	
	2.2	Use equipment according to relevant legislation and manufacturers instructions	
	2.3	Prepare, maintain and store equipment in a safe and effective working condition	
3. Be able to work safely and minimise environmental damage	3.1	Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	3.2	Carry out work in a manner which minimises environmental damage	
4. Know how to load and unload physical resources	4.1	State the reasons for, and methods of, labelling resources for transportation	
	4.2	Describe how to assess the load to be moved to determine the safest the method of lifting	
	4.3	Describe the safe lifting and carrying techniques which should be used	

UNIT 248

	4.4	Describe the loading and unloading requirements for transportation such as positioning, stacking and the weight of loads	
	4.5	Explain the ways of securing resources for transit in order to maintain safety and minimise damage	
	4.6	Describe appropriate methods of protecting resources from contamination and adverse weather conditions	
	4.7	Outline the methods for the safe stacking of products	
	4.8	Describe suitable methods of storing resources	
5. Know the types of equipment required and how to maintain them	5.1	Describe the equipment which will be required for the activity and relevant legal restrictions on operation	
	5.2	Describe the methods of maintaining the equipment used	

UNIT 248

6. Know relevant health and safety legislation and environmental good practice	6.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
	6.2	Describe how environmental damage can be minimised	

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Internal verifier's signature (if sampled)

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UNIT 249

TITLE	Transport physical resources within the work area	Learner's name
UAN REFERENCE	J/502/1404	
LEVEL	2	
CREDIT VALUE	2	
The aim of this unit is to provide the learner with the knowledge and skills required to transport physical resources within the work area. The type of physical resources and methods of transportation can be applied to a number of environments. Relationship to National Occupational Standards : O29NCU8.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to transport physical resources within the work area	1.1 Transport resources using powered or manual transportation equipment	
	1.2 Minimise damage to the resources and environment during manoeuvres and transit	
	1.3 Ensure that load is secure and protected from contamination and adverse weather conditions	
	1.4 Monitor load during transit and take action if required	
	1.5 Provide clear and accurate information for recording purposes	

UNIT 249

2. Be able to select, use and maintain relevant equipment	2.1	Select appropriate equipment for this area of work	
	2.2	Use equipment according to relevant legislation	
	2.3	Prepare, maintain and store equipment in a safe and effective working condition	
3. Be able to work safely and minimise environmental damage	3.1	Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
4. Know how to transport physical resources within the work area	4.1	Describe the ways of handling transportation equipment to minimise damage to resources in transit	
	4.2	Describe the methods of protecting resources from contamination and adverse weather conditions during transit	

UNIT 249

	4.2	State the reasons for monitoring loads during transit and the actions to take in case of problems with: (i) imbalance (ii) contamination (iii) adverse weather	
5. Know the types of equipment required and how to maintain them	5.1	Describe the equipment which will be required for the activity and relevant legal restrictions on operation	
	5.2	Describe the methods of maintaining the equipment used	
6. Know relevant health and safety legislation and environmental good practice	6.1	Outline the current health and safety legislation, codes of practice and any additional requirements	

UNIT 249

Learner's signature
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UNIT 250

TITLE	Construct, maintain and repair stone wall boundaries	Learner's name
UAN REFERENCE	A/600/0821	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to construct, maintain and repair stone wall boundaries It is essential that environmental good practice (fitting into the landscape, minimum disturbance to wildlife, disposal of waste etc) is considered at all stages of the work to be carried out. 'Construction' is defined as creating a new boundary or completely replacing boundary or other structure. 'Maintenance and repair' is defined as mending or restoring to a sound condition after dilapidation or wear. It may be undertaken for safety, to maintain the effectiveness of the boundary or structure or to increase its lifespan. Repairs may be temporary or long-term. 'Stone walls' include drystone walls/drystone dykes in keeping with local traditions; mortared rough stone walls and stone retaining walls (including ha-has). Relationship to National Occupational Standards : O29NCU22.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Construct, maintain and repair stone wall boundaries	1.1 Prepare the site appropriately, and in a way which minimises the effect on the surrounding environment	
	1.2 Identify the proposed line for the boundary from the specification and any special considerations which relate to the line including: i) health and safety ii) environmental impact iii) access	

UNIT 250

	1.3	Construct, maintain or repair the boundaries to specification, and finish it in a way which fits in with the surrounding environment	
	1.4	Take appropriate action without delay where problems occur during work including: (i) accidental damage (ii) difficulties in meeting the specification disturbance to wildlife or environment	
	1.5	Handle, manoeuvre and transport materials safely	
	1.6	Identify and report potential improvements to the work specification	
	1.7	Make the site good when work is finished and dispose of any waste or unwanted materials correctly and safely	
2. Be able to select, use and maintain equipment for the construction, maintenance and repair of stone wall boundaries	2.1	Select appropriate equipment and materials for this area of work	
	2.2	Use equipment according to instructions	

UNIT 250

	2.3	Prepare, maintain and store equipment in a safe and effective working condition.	
3. Be able to work safely and minimise environmental damage	3.1	Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	3.2	Carry out work in a manner which minimises environmental damage	
	3.3	Dispose of waste safely and correctly	
4. Know how to construct, maintain and repair stone wall boundaries	4.1	Describe suitable methods for preparing the site	
	4.2	Outline how to interpret and use relevant specifications covering: (i) setting out and location (ii) materials and resources (iii) timing and timescales iv) working methods (v) suitability to expected use and local tradition	
	4.3	Outline the context within which the boundary is set, and how this relates to the specification	

UNIT 250

	4.4	Describe the problems which may occur during operations and how these should be dealt with covering: (i) accidental damage (ii) difficulties in meeting the (iii) specification disturbance to wildlife or environment	
	4.5	Describe the environmental value of work sites, the potential effects of work on the environment and how to control these	
	4.6	Describe the reasons for leaving the site in the required condition on completion of operations	
5. Know the current health and safety legislation and environmental good practice	5.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	
	5.2	Describe how environmental damage can be minimised	
	5.3	Describe the correct methods for disposing of waste	

UNIT 250

	5.4	Explain how to identify hazards and assess risks	
	5.5	Explain how to interpret risk assessments	

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UNIT 251

TITLE	Construct , maintain and repair post and wire fence boundaries	Learner's name
UAN REFERENCE	A/600/0818	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to construct, maintain and repair post and wire fence boundaries It is essential that environmental good practice (fitting into the landscape, minimum disturbance to wildlife, disposal of waste etc) is considered at all stages of the work to be carried out. 'Construction' is defined as creating a new boundary or completely replacing boundary or other structure. 'Maintenance and repair' is defined as mending or restoring to a sound condition after dilapidation or wear. It may be undertaken for safety, to maintain the effectiveness of the boundary or structure or to increase its lifespan. Repairs may be temporary or long-term. Relationship to National Occupational Standards : O29NCU22.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Construct, maintain and repair post and wire fence boundaries	1.1 Prepare the site appropriately, and in a way which minimises the effect on the surrounding environment	
	1.2 Identify the proposed line for the boundary from the specification and any special considerations which relate to the line including: i) health and safety ii) environmental impact iii) access	

UNIT 251

	1.3	Construct, maintain or repair the boundaries to specification, and finish it in a way which fits in with the surrounding environment	
	1.4	Take appropriate action without delay where problems occur during work including: (i) accidental damage (ii) difficulties in meeting the specification (iii) disturbance to wildlife or environment	
	1.5	Handle, manoeuvre and transport materials safely	
	1.6	Identify and report potential improvements to the work specification	
	1.7	Make the site good when work is finished, and dispose of any waste or unwanted materials correctly and safely	
2. Be able to select, use and maintain equipment for the construction, maintenance and repair of post and wire fence boundaries	2.1	Select appropriate equipment and materials for this area of work	
	2.2	Use equipment according to instructions	

UNIT 251

	2.3	Prepare, maintain and store equipment in a safe and effective working condition	
3. Be able to work safely and minimise environmental damage	3.1	Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	3.2	Carry out work in a manner which minimises environmental damage	
	3.3	Dispose of waste safely and correctly	
4. Know how to construct, maintain and repair pot and wire fence boundaries	4.1	Describe suitable methods for preparing the site	
	4.2	Outline how to interpret and use relevant specifications covering: (i) setting out and location (ii) materials and resources (iii) timing and timescales (iv) working methods (v) suitability to expected use and local tradition	

UNIT 251

	4.3	Outline the context within which the boundary is set, and how this relates to the specification	
	4.4	Describe the problems which may occur during operations and how these should be dealt with covering: (i) accidental damage (ii) difficulties in meeting the specification disturbance to wildlife or environment	
	4.5	Describe the environmental value of work sites, the potential effects of work on the environment and how to control these	
	4.6	Describe the reasons for leaving the site in the required condition on completion of operations	
5. Know the current health and safety legislation and environmental good practice	5.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	
	5.2	Describe how environmental damage can be minimised	

UNIT 251

	5.3	Describe the correct methods for disposing of waste	
	5.4	Explain how to identify hazards and assess risks	
	5.4	Explain how to interpret risk assessments	
6. Know the types of equipment required and how to maintain them	6.1	Describe the equipment which will be necessary for the construction, maintenance and repair of post and wire fence boundaries	
	6.2	Describe methods of maintaining the equipment in a fit state for use	

UNIT 251

Learner's signature
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Assessor's name ……
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UNIT 252

TITLE	Construct , maintain and repair post and rail boundaries	Learner's name
UAN REFERENCE	T/600/0817	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to construct, maintain and repair post and rail fence boundaries It is essential that environmental good practice (fitting into the landscape, minimum disturbance to wildlife, disposal of waste etc) is considered at all stages of the work to be carried out. 'Construction' is defined as creating a new boundary or completely replacing boundary or other structure. 'Maintenance and repair' is defined as mending or restoring to a sound condition after dilapidation or wear. It may be undertaken for safety, to maintain the effectiveness of the boundary or structure or to increase its lifespan. Repairs may be temporary or long-term. Relationship to National Occupational Standards : O29NCU22.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Construct, maintain and repair post and rail boundaries	1.1 Prepare the site appropriately, and in a way which minimises the effect on the surrounding environment	
	1.2 Identify the proposed line for the boundary from the specification and any special considerations which relate to the line including: i) health and safety ii) environmental impact iii) access	

UNIT 252

	1.3	Construct, maintain or repair the boundaries to specification, and finish it in a way which fits in with the surrounding environment	
	1.4	Take appropriate action without delay where problems occur during work including: i) accidental damage ii) difficulties in meeting the specification iii) disturbance to wildlife or environment	
	1.5	Handle, manoeuvre and transport materials safely	
	1.6	Identify and report potential improvements to the work specification	
	1.7	Make the site good when work is finished, and dispose of any waste or unwanted materials correctly and safely	

UNIT 252

2. Be able to select, use and maintain equipment for the construction, maintenance and repair of post and rail fence boundaries	2.1	Select appropriate equipment and materials for this area of work	
	2.2	Use equipment according to instructions	
	2.3	Prepare, maintain and store equipment in a safe and effective working condition	
3. Be able to work safely and minimise environmental damage	3.1	Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	3.2	Carry out work in a manner which minimises environmental damage	
	3.3	Dispose of waste safely and correctly	
4. Know how to construct, maintain and repair post and rail fence boundaries	4.1	Describe suitable methods for preparing the site	

UNIT 252

	4.2	Outline how to interpret and use relevant specifications covering: (i) setting out and location (ii) materials and resources (iii) timing and timescales (iv) working methods (v) suitability to expected use and local tradition	
	4.3	Outline the context within which the boundary is set, and how this relates to the specification	
	4.4	Describe the problems which may occur during operations and how these should be dealt with covering: (i) accidental damage (ii) difficulties in meeting the specification (iii) disturbance to wildlife or environment	
	4.5	Describe the environmental value of work sites, the potential effects of work on the environment and how to control these	

UNIT 252

	4.6	Describe the reasons for leaving the site in the required condition on completion of operations	
5. Know the current health and safety legislation and environmental good practice	5.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	
	5.2	Describe how environmental damage can be minimised	
	5.3	Describe the correct methods for disposing of waste.	
	5.4	Explain how to identify hazards and assess risks	
	5.5	Explain how to interpret risk assessments	
6. Know the types of equipment required and how to maintain them	6.1	Describe the equipment which will be necessary for the construction, maintenance and repair of post and rail fence boundaries	
	6.2	Describe methods of maintaining the equipment in a fit state for use	

UNIT 252

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Assessor's name ……
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UNIT 253

TITLE	Construct, maintain and repair banks	Learner's name
UAN REFERENCE	K/600/0815	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to construct, maintain and repair banks. It is essential that environmental good practice (fitting into the landscape, minimum disturbance to wildlife, disposal of waste etc) is considered at all stages of the work to be carried out. 'Construction' is defined as creating a new boundary or completely replacing boundary or other structure. 'Maintenance and repair' is defined as mending or restoring to a sound condition after dilapidation or wear. It may be undertaken for safety, to maintain the effectiveness of the boundary or structure or to increase its lifespan. Repairs may be temporary or long-term. Relationship to National Occupational Standards : O29NCU22.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Construct, maintain and repair banks	1.1 Prepare the site appropriately, and in a way which minimises the effect on the surrounding environment	
	1.2 Identify the proposed line for the boundary from the specification and any special considerations which relate to the line including: i) health and safety ii) environmental impact iii) access	

UNIT 253

	1.3	Construct, maintain or repair the boundaries to specification, and finish it in a way which fits in with the surrounding environment	
	1.4	Take appropriate action without delay where problems occur during work including: (i) accidental damage (ii) difficulties in meeting the specification (iii) disturbance to wildlife or environment	
	1.5	Handle, manoeuvre and transport materials safely	
	1.6	Identify and report potential improvements to the work specification	
	1.7	Make the site good when work is finished, and dispose of any waste or unwanted materials correctly and safely	
2. Be able to select, use and maintain equipment for the construction, maintenance and repair of banks	2.1	Select appropriate equipment and materials for this area of work	
	2.2	Use equipment according to instructions	

UNIT 253

	2.3	Prepare, maintain and store equipment in a safe and effective working condition	
3. Be able to work safely and minimise environmental damage	3.1	Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	3.2	Carry out work in a manner which minimises environmental damage	
	3.3	Dispose of waste safely and correctly	
4. Know how to construct, maintain and repair banks	4.1	Describe suitable methods for preparing the site	
	4.2	Outline how to interpret and use relevant specifications covering: (i) setting out and location (ii) materials and resources (iii) timing and timescales (iv) working methods (v) suitability to expected use and local tradition	

UNIT 253

	4.3	Outline the context within which the boundary is set, and how this relates to the specification	
	4.4	Describe the problems which may occur during operations and how these should be dealt with covering: (i) accidental damage (ii) difficulties in meeting the specification (iii) disturbance to wildlife or environment	
	4.5	Describe the environmental value of work sites, the potential effects of work on the environment and how to control these	
	4.6	Describe the reasons for leaving the site in the required condition on completion of operations	
5. Know the current health and safety legislation and environmental good practice	5.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	

UNIT 253

	5.2	Describe how environmental damage can be minimised	
	5.3	Describe the correct methods for disposing of waste.	
	5.4	Explain how to identify hazards and assess risks	
	5.5	Explain how to interpret risk assessments	
6. Know the types of equipment required and how to maintain them	6.1	Describe the equipment which will be necessary for the construction, maintenance and repair of banks	
	6.2	Describe methods of maintaining the equipment in a fit state for use	

UNIT 253

Learner's signature
I confirm that the evidence above is all my own work

…… Date ……

Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed……Date ……

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UNIT 254

TITLE	Construct, maintain and repair access gates	Learner's name
UAN REFERENCE	L/600/0824	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to construct, maintain and repair access points. Local custom and materials should encourage the use of a wide range of gates and techniques for all features in this unit. It is essential that environmental good practice (fitting into the landscape, minimum disturbance to wildlife, disposal of waste etc) is considered at all stages of the work to be carried out. 'Construction' is defined as creating a new boundary or completely replacing boundary or other structure. 'Maintenance and repair' is defined as mending or restoring to a sound condition after dilapidation or wear. It may be undertaken for safety, to maintain the effectiveness of the boundary or structure or to increase its lifespan. Repairs may be temporary or long-term. Relationship to National Occupational Standards : O29NCU22.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Construct, maintain and repair access gates	1.1 Prepare the site appropriately, and in a way which minimises the effect on the surrounding environment	
	1.2 Construct, maintain or repair the access point to specification, and finish it in a way which fits in with the surrounding environment	

UNIT 254

	1.3	Take appropriate action without delay where problems occur during work including: (i) accidental damage (ii) difficulties in meeting the specification disturbance to wildlife or environment	
	1.4	Identify and report potential improvements to the work specification	
	1.5	Make the site good when work is finished, and dispose of any waste or unwanted materials correctly and safely	
2. Be able to select, use and maintain equipment for the construction, maintenance and repair of access gates	2.1	Select appropriate equipment and materials for this area of work	
	2.2	Use equipment according to instructions	
	2.3	Prepare, maintain and store equipment in a safe and effective working condition	

UNIT 254

3. Be able to work safely and minimise environmental damage	3.1	Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	3.2	Carry out work in a manner which minimises environmental damage	
	3.3	Dispose of waste safely and correctly	
4. Know how to construct, maintain and repair access gates	4.1	Describe suitable methods for preparing the site	
	4.2	Explain the proposed use of the access point and how this relates to the specification and operations	
	4.3	Outline how to interpret and use relevant specifications covering: (i) setting out and location (ii) materials and resources (iii) timing and timescales (iv) working methods (v) suitability to expected use and local tradition	

UNIT 254

	4.4	Outline the context within which the access gate is set, and how this relates to the specification	
	4.5	Explain the methods for constructing, maintaining and repairing access gates	
	4.6	Describe the problems which may occur during operations and how these should be dealt with covering: (i) accidental damage (ii) difficulties in meeting the specification disturbance to wildlife or environment	
	4.7	Describe the environmental value of work sites, the potential effects of work on the environment and how to control these	
	4.8	Describe the required condition of the site on completion of operations	

UNIT 254

5. Know the current health and safety legislation and environmental good practice	5.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	5.2	Describe how environmental damage can be minimised	
	5.3	Describe the correct methods for disposing of waste.	
	5.4	Explain how to identify hazards and assess risks	
	5.5	Explain how to interpret risk assessments	
6. Know the types of equipment required and how to maintain them	6.1	Describe the equipment which will be necessary for the construction, maintenance and repair of access gates	
	6.2	Describe methods of maintaining the equipment in a fit state for use	

UNIT 254

Learner's signature
I confirm that the evidence above is all my own work

…… Date ……

Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

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Internal verifier's signature (if sampled)

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UNIT 255

TITLE	Construct, maintain and repair stiles	Learner's name
UAN REFERENCE	Y/600/0826	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to construct, maintain and repair stiles. Local custom and materials should encourage the use of a wide range of stiles and techniques for all features in this unit. It is essential that environmental good practice (fitting into the landscape, minimum disturbance to wildlife, disposal of waste etc) is considered at all stages of the work to be carried out. 'Construction' is defined as creating a new boundary or completely replacing boundary or other structure. 'Maintenance and repair' is defined as mending or restoring to a sound condition after dilapidation or wear. It may be undertaken for safety, to maintain the effectiveness of the boundary or structure or to increase its lifespan. Repairs may be temporary or long-term. Stiles may be timber or stone construction but should fit the landscape and their proposed use. Relationship to National Occupational Standards : O29NCU22.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Construct, maintain and repair stiles	1.1 Prepare the site appropriately, and in a way which minimises the effect on the surrounding environment	
	1.2 Construct, maintain or repair the stile to specification, and finish it in a way which fits in with the surrounding environment	

UNIT 255

	1.3	Take appropriate action without delay where problems occur during work including: (i) accidental damage (ii) difficulties in meeting the specification (iii) disturbance to wildlife or environment	
	1.4	Identify and report potential improvements to the work specification	
	1.5	Make the site good when work is finished, and dispose of any waste or unwanted materials correctly and safely	
2. Be able to select, use and maintain equipment for the construction, maintenance and repair of stiles	2.1	Select appropriate equipment and materials for this area of work	
	2.2	Use equipment according to instructions	
	2.3	Prepare, maintain and store equipment in a safe and effective working condition	

UNIT 255

3. Be able to work safely and minimise environmental damage	3.1	Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	3.2	Carry out work in a manner which minimises environmental damage	
	3.3	Dispose of waste safely and correctly	
4. Know how to construct, maintain and repair stiles	4.1	Describe suitable methods for preparing the site	
	4.2	Explain the proposed use of the stile and how this relates to the specification and operations	
	4.3	Outline how to interpret and use relevant specifications covering: (i) setting out and location (ii) materials and resources (iii) timing and timescales (iv) working methods (v) suitability to expected use and local tradition	

UNIT 255

	4.4	Outline the context within which the stile is set, and how this relates to the specification	
	4.5	Explain the methods for constructing, maintaining and repairing stiles	
	4.6	Describe the problems which may occur during operations and how these should be dealt with covering: (i) accidental damage (ii) difficulties in meeting the specification (iii) disturbance to wildlife or environment	
	4.7	Describe the environmental value of work sites, the potential effects of work on the environment and how to control these	
	4.8	Describe the required condition of the site on completion of operations	
5. Know the current health and safety legislation and environmental good practice	5.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	

UNIT 255

	5.2	Describe how environmental damage can be minimised	
	5.3	Describe the correct methods for disposing of waste.	
	5.4	Explain how to identify hazards and assess risks	
	5.5	Explain how to interpret risk assessments	

Learner's signature
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…… Date ……

Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

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Internal verifier's signature (if sampled)

……Date……

UNIT 256

TITLE	Construct, maintain and repair stone pitched paths	Learner's name
UAN REFERENCE	F/502/3216	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to construct, maintain and repair stone pitched paths. Construction is defined as creating a new path or completely replacing a sizeable length of existing path. Maintenance and repair is defined as mending or restoring to a sound condition after dilapidation or wear. Repairs may be temporary or long-term Relationship to National Occupational Standards : 029NCU23.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to construct, maintain and repair stone pitched paths	1.1 Identify the proposed line for the stone pitched path and the special considerations	
	1.2 Take steps to ensure that other site users are not put at risk by work by: (i) providing information (signs etc.) (ii) re-routing access away from unsafe areas (iii) speaking to others on site	
	1.3 Provide drainage to specification to suit the site's needs and its expected levels of use	

UNIT 256

	1.4	Construct, maintain or repair the stone pitched path to specification, and finish it in a way which fits in with the surrounding environment to include: (i) setting out and location (ii) materials and resources (iii) timing and timescales (iv) working methods (v) suitability of expected use and local tradition	
	1.5	Use appropriate methods to reduce the impact of erosion on areas around the path	
	1.6	Leave the site in a suitable condition when the work is finished	
	1.7	Inform the appropriate person of any potential improvements to the work specification which are identified including (i) remedying the situation (ii) informing others who need to act	

UNIT 256

2. Be able to work safely and minimise environmental damage	2.1	Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	2.2	Carry out work in a manner which minimises environmental damage	
	2.3	Dispose of waste safely and correctly	
3. Be able to select, use and maintain relevant equipment	3.1	Select appropriate equipment for this area of work	
	3.2	Use equipment according to relevant legislation and manufacturer's instructions	
	3.3	Prepare, maintain and store equipment in a safe and effective working condition	
4. Know how to construct, maintain and repair stone pitched paths	4.1	State how to identify hazards, assess risks and interpret risk assessments	
	4.2	State the importance of using appropriate materials to produce a path which is fit for use and fits into the surrounding environment	

UNIT 256

	4.3	State the methods for preparing the site and how to create suitable foundations and drainage	
	4.4	Describe the purpose of the path and how this relates to the specification and operations	
	4.5	Describe how to interpret and use relevant specifications	
	4.6	Describe the methods for constructing, maintaining and repairing stone pitched paths	
	4.7	Describe the special considerations which relate to the proposed line to include: (i) health and safety (ii) environmental impact (iii) access (iv) site use (v) site drainage and soils (vi) site topography	

UNIT 256

	4.8	State the problems which may occur during operations and how these should be dealt with (i) accidental damage (ii) difficulties in meeting the specification (iii) disturbance to wildlife or environment	
	4.9	Describe how the site should be left on completion of operations	
5. Know the difference between stone pitched paths and other types of path	5.1	State the defining characteristics of reinforced paths compared to the following: (ii) aggregate paths (iii) flag paths (iv) boardwalk paths (v) reinforced paths (vi) bark paths	
	5.2	Identify typical uses of a stone pitched path	
6. Know relevant health and safety legislation and environmental good practice	6.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
	6.2	Describe how environmental damage can be minimised	

UNIT 256

	6.3	Describe the correct methods for disposing of waste	
7. Know the types of equipment required and how to maintain them	7.1	Describe the equipment which will be required for the activity	
	7.2	Describe the methods of maintaining the range of equipment	

Learner's signature
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…… Date ……

Assessor's name ……
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Internal verifier's signature (if sampled)

……Date……

UNIT 257

TITLE	Construct, maintain and repair reinforced paths	Learner's name
UAN REFERENCE	A/502/3215	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to construct, maintain and repair reinforced paths. Construction is defined as creating a new path or completely replacing a sizeable length of existing path. Maintenance and repair is defined as mending or restoring to a sound condition after dilapidation or wear. Repairs may be temporary or long-term. Relationship to National Occupational Standards : 029NCU23.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to construct, maintain and repair reinforced paths	1.1 Identify the proposed line for the reinforced path and the special considerations	
	1.2 Take steps to ensure that other site users are not put at risk by work by: (i) providing information (signs etc.) (ii) re-routing access away from unsafe areas (iii) speaking to others on site	
	1.3 Provide drainage to specification to suit the site's needs and its expected levels of use	

UNIT 257

	1.4	Construct, maintain or repair the reinforced path to specification, and finish it in a way which fits in with the surrounding environment to include: (i) setting out and location (ii) materials and resources (iii) timing and timescales (iv) working methods (v) suitability of expected use and local tradition	
	1.5	Use appropriate methods to reduce the impact of erosion on areas around the path	
	1.6	Leave the site in a suitable condition when the work is finished	
	1.7	Inform the appropriate person of any potential improvements to the work specification which are identified (i) remedying the situation (ii) informing others who need to act	

UNIT 257

2. Be able to work safely and minimise environmental damage	2.1	Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	2.2	Carry out work in a manner which minimises environmental damage	
	2.3	Dispose of waste safely and correctly	
3. Be able to select, use and maintain relevant equipment	3.1	Select appropriate equipment for this area of work	
	3.2	Use equipment according to relevant legislation and manufacturer's instructions	
	3.3	Prepare, maintain and store equipment in a safe and effective working condition	
4. Know how to construct, maintain and repair reinforced paths	4.1	State how to identify hazards, assess risks and interpret risk assessments	

UNIT 257

	4.2	State the importance of using appropriate materials to produce a path which is fit for use and fits into the surrounding environment	
	4.3	State the methods for preparing the site and how to create suitable foundations and drainage	
	4.4	Describe the purpose of the path and how this relates to the specification and operations	
	4.5	Describe how to interpret and use relevant specifications	
	4.6	Describe the methods for constructing, maintaining and repairing reinforced paths	
	4.7	Describe the special considerations which relate to the proposed line to include: (i) health and safety (ii) environmental impact (iii) access (iv) site use (v) site drainage and soils (vi) site topography	

UNIT 257

	4.8	State the problems which may occur during operations and how these should be dealt with (i) accidental damage (ii) difficulties in meeting the specification (iii) disturbance to wildlife or environment	
	4.8	Describe how the site should be left on completion of operations	
5. Know the difference between reinforced paths and other types of path	5.1	State the defining characteristics of reinforced paths compared to the following: (i) aggregate paths (ii) flag paths (iii) boardwalk paths (iv) stone pitched paths (v) bark paths	
	5.2	Identify typical uses of a reinforced path	
6. Know relevant health and safety legislation and environmental good practice	6.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
	6.2	Describe how environmental damage can be minimised	

UNIT 257

	6.3 Describe the correct methods for disposing of waste	
7. Know the types of equipment required and how to maintain them	7.1 Describe the equipment which will be required for the activity	
	7.2 Describe the methods of maintaining the range of equipment	

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Assessor's name ……
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Internal verifier's signature (if sampled)

……Date……

UNIT 258

TITLE	Construct, maintain and repair flag paths	Learner's name
UAN REFERENCE	T/502/3214	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to construct, maintain and repair flag paths. Construction is defined as creating a new path or completely replacing a sizeable length of existing path. Maintenance and repair is defined as mending or restoring to a sound condition after dilapidation or wear. Repairs may be temporary or long-term. Relationship to National Occupational Standards : 029NCU23.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to construct, maintain and repair flag paths	1.1 Identify the proposed line for the flag path and any special considerations	
	1.2 Take steps to ensure that other site users are not put at risk by work including: (i) providing information (signs etc.) (ii) re-routing access away from unsafe areas (iii) speaking to others on site	
	1.3 Provide drainage to specification to suit the site's needs and its expected levels of use	

UNIT 258

	1.4 Construct, maintain or repair the flag path to specification, and finish it in a way which fits in with the surrounding environment to include: (i) setting out and location (ii) materials and resources (iii) timing and timescales (iv) working methods (v) suitability of expected use and local tradition	
	1.5 Use appropriate methods to reduce the impact of erosion on areas around the path	
	1.6 Leave the site in a suitable condition when the work is finished	
	1.7 Inform the appropriate person of any potential improvements to the work specification which are identified (i) remedying the situation (ii) informing others who need to act	
2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	

UNIT 258

	2.2	Carry out work in a manner which minimises environmental damage	
	2.3	Dispose of waste safely and correctly	
3. Be able to select, use and maintain relevant equipment	3.1	Select appropriate equipment for this area of work	
	3.2	Use equipment according to relevant legislation and manufacturer's instructions	
	3.3	Prepare, maintain and store equipment in a safe and effective working condition	
4. Know how to construct, maintain and repair flag paths	4.1	State how to identify hazards, assess risks and interpret risk assessments	
	4.2	State the importance of using appropriate materials to produce a flag path which is fit for use and fits into the surrounding environment	
	4.3	State the suitable methods for preparing the site and how to create suitable foundations and drainage	

UNIT 258

	4.4	Describe how to interpret and use relevant specifications	
	4.5	Describe the methods for constructing, maintaining and repairing flag paths and their usefulness for different path contexts	
	4.6	Describe all the special considerations which relate to the proposed line to include: (i) health and safety (ii) environmental impact (iii) access (iv) site use (v) site drainage and soils (vi) site topography	
	4.7	State the problems which may occur during operations and how these should be dealt with (i) accidental damage (ii) difficulties in meeting the specification (iii) disturbance to wildlife or environment	

UNIT 258

	4.8	Describe how the site should be left on completion of operations	
5. Know the difference between flag paths and other types of path	5.1	State the defining characteristics of flag paths compared to the following: (i) stone pitched paths (ii) aggregate paths (iii) reinforced paths (iv) bark paths	
	5.3	Identify a typical uses of a flag path	
6. Know relevant health and safety legislation and environmental good practice	6.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
	6.2	Describe how environmental damage can be minimised	
	6.3	Describe the correct methods for disposing of waste	
7. Know the types of equipment required and how to maintain them	7.1	Describe the equipment which will be required for the activity	
	7.2	Describe the methods of maintaining the range of equipment	

UNIT 258

Learner's signature
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…… Date ……

Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

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Internal verifier's signature (if sampled)

……Date……

UNIT 259

TITLE	Construct, maintain and repair boardwalks	Learner's name
UAN REFERENCE	M/502/3213	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to construct, maintain and repair boardwalk paths. Construction is defined as creating a new path or completely replacing a sizeable length of existing path. Maintenance and repair is defined as mending or restoring to a sound condition after dilapidation or wear. Repairs may be temporary or long-term. Relationship to National Occupational Standards : 029NCU23.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to construct, maintain and repair boardwalks	1.1 Identify the proposed line for the boardwalk path and the special considerations	
	1.2 Take steps to ensure that other site users are not put at risk by work including: (i) providing information (signs etc.) (ii) re-routing access away from unsafe areas (iii) speaking to others on site	
	1.3 Provide drainage to specification to suit the site's needs and its expected levels of use	

UNIT 259

	1.4	Construct, maintain or repair the boardwalk to specification, and finish it in a way which fits in with the surrounding environment to include: (i) setting out and location (ii) materials and resources (iii) timing and timescales (iv) working methods (v) suitability of expected use and local tradition	
	1.5	Use appropriate methods to reduce the impact of erosion on areas around the path	
	1.6	Leave the site in a suitable condition when the work is finished	
	1.7	Inform the appropriate person of any potential improvements to the work specification which are identified (i) remedying the situation (ii) informing others who need to act	
2. Be able to work safely and minimise environmental damage	2.1	Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	

UNIT 259

	2.2	Carry out work in a manner which minimises environmental damage	
	2.3	Dispose of waste safely and correctly	
3. Be able to select, use and maintain relevant equipment	3.1	Select appropriate equipment for this area of work	
	3.2	Use equipment according to relevant legislation and manufacturer's instructions	
	3.3	Prepare, maintain and store equipment in a safe and effective working condition	
4. Know how to construct, maintain and repair boardwalks	4.1	State how to identify hazards, assess risks and interpret risk assessments	
	4.2	State the importance of using appropriate materials to produce a boardwalk which is fit for use and fits into the surrounding environment	
	4.3	Describe suitable methods for preparing the site and how to create suitable foundations and drainage	

UNIT 259

	4.4	Describe how to interpret and use relevant specifications	
	4.5	Describe the methods for constructing, maintaining and repairing boardwalks and their usefulness for different path contexts	
	4.6	Describe all the special considerations which relate to the proposed line to include: (i) health and safety (ii) environmental impact (iii) access (iv) site use (v) site drainage and soils (vi) site topography	
	4.7	State the problems which may occur during operations and how these should be dealt with (i) accidental damage (ii) difficulties in meeting the specification (iii) disturbance to wildlife or environment	
	4.8	Describe how the site should be left on completion of operations	

UNIT 259

5. Know the difference between boardwalk paths and other types of path	5.1	State the defining characteristics of boardwalk paths compared to the following: (i) stone pitched paths (ii) flag paths (iii) aggregate paths (iv) reinforced paths (v) bark paths	
	5.2	Identify a typical use of a boardwalk path	
6. Know relevant health and safety legislation and environmental good practice	6.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
	6.2	Describe how environmental damage can be minimised	
	6.3	Describe the correct methods for disposing of waste	
7. Know the types of equipment required and how to maintain them	7.1	Describe the equipment which will be required for the activity	
	7.2	Describe the methods of maintaining the range of equipment	

UNIT 259

Learner's signature
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…… Date ……

Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

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Internal verifier's signature (if sampled)

……Date……

UNIT 260

TITLE	Construct, maintain and repair bark paths	Learner's name
UAN REFERENCE	K/502/3209	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to construct, maintain and repair bark paths. Construction is defined as creating a new path or completely replacing a sizeable length of existing path. Maintenance and repair is defined as mending or restoring to a sound condition after dilapidation or wear. Repairs may be temporary or long-term. Relationship to National Occupational Standards : 029NCU23.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to construct, maintain and repair bark paths	1.1 Identify the proposed line for the bark path and the special considerations	
	1.2 Take steps to ensure that other site users are not put at risk by work by: (i) providing information (signs etc.) (ii) re-routing access away from unsafe areas (iii) speaking to others on site	

UNIT 260

	1.3 Provide drainage to specification to suit the site's needs and its expected levels of use	
	1.4 Construct, maintain or repair the bark path to specification, and finish it in a way which fits in with the surrounding environment to include: (i) setting out and location (ii) materials and resources (iii) timing and timescales (iv) working methods (v) suitability of expected use and local tradition	
	1.5 Use appropriate methods to reduce the impact of erosion on areas around the path	
	1.6 Leave the site in a suitable condition when the work is finished	
	1.7 Inform the appropriate person of any potential improvements to the work specification which are identified (i) remedying the situation (ii) informing others who need to act	

UNIT 260

2. Be able to work safely and minimise environmental damage	2.1	Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	2.2	Carry out work in a manner which minimises environmental damage	
	2.3	Dispose of waste safely and correctly	
3. Be able to select, use and maintain relevant equipment	3.1	Select appropriate equipment for this area of work	
	3.2	Use equipment according to relevant legislation and manufacturer's instructions	
	3.3	Prepare, maintain and store equipment in a safe and effective working condition	
4. Know how to construct, maintain and repair bark paths	4.1	State how to identify hazards, assess risks and interpret risk assessments	

UNIT 260

	4.2	State the importance of using appropriate materials to produce a path which is fit for use and fits into the surrounding environment	
	4.3	State the methods for preparing the site and how to create suitable foundations and drainage	
	4.4	Describe the purpose of the path and how this relates to the specification and operations	
	4.5	Describe how to interpret and use relevant specifications	
	4.6	Describe the methods for constructing, maintaining and repairing bark paths	
	4.7	Describe the special considerations which relate to the proposed line to include: (i) health and safety (ii) environmental impact (iii) access (iv) site use (v) site drainage and soils (vi) site topography	

UNIT 260

	4.8	State the problems which may occur during operations and how these should be dealt with (i) accidental damage (ii) difficulties in meeting the specification (iii) disturbance to wildlife or environment	
	4.9	Describe how the site should be left on completion of operations	
5. Know relevant health and safety legislation and environmental good practice	5.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
	5.2	Describe how environmental damage can be minimised	
	5.3	Describe the correct methods for disposing of waste.	
6. Know the types of equipment required and how to maintain them	6.1	Describe the equipment which will be required for the activity	
	6.2	Describe the methods of maintaining the range of equipment	

UNIT 260

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…… Date ……

Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

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Internal verifier's signature (if sampled)

……Date……

UNIT 261

TITLE	Construct , maintain and repair aggregate paths	Learner's name
UAN REFERENCE	D/502/3207	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to construct, maintain and repair paths. Construction is defined as creating a new path or completely replacing a sizeable length of existing path. Maintenance and repair is defined as mending or restoring to a sound condition after dilapidation or wear. Repairs may be temporary or long-term. Relationship to National Occupational Standards : 029NCU23.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to construct, maintain and repair aggregate paths	1.1 Identify the proposed line for the aggregate path	
	1.2 Take steps to ensure that other site users are not put at risk by work including: (i) providing information (signs etc.) (ii) re-routing access away from unsafe areas (iii) speaking to others on site	
	1.3 Provide drainage to specification to suit the site's needs and its expected levels of use	

UNIT 261

	1.4 Construct, maintain or repair the aggregate path to specification, and finish it in a way which fits in with the surrounding environment to include: (i) setting out and location (ii) materials and resources (iii) timing and timescales (iv) working methods (v) suitability of expected use and local tradition	
	1.5 Use appropriate methods to reduce the impact of erosion on areas around the path	
	1.6 Leave the site in a suitable condition when the work is finished	
	1.7 Inform the appropriate person of any potential improvements to the work specification which are identified (i) remedying the situation (ii) informing others who need to act	
2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	

UNIT 261

	2.2	Carry out work in a manner which minimises environmental damage	
	2.3	Dispose of waste safely and correctly	
3. Be able to select, use and maintain relevant equipment	3.1	Select appropriate equipment for this area of work	
	3.2	Use equipment according to relevant legislation and manufacturer's instructions	
	3.3	Prepare, maintain and store equipment in a safe and effective working condition	
4. Know the different types of path	4.1	State the defining characteristics of an aggregate path compared to the following: (i) stone pitched paths (ii) flag paths (iii) boardwalks (iv) reinforced paths (v) bark paths	
	4.2	State the typical use of an aggregate path	

UNIT 261

5. Know how to construct, maintain and repair paths	5.1	State how to identify hazards, assess risks and interpret risk assessments	
	5.2	State the importance of using appropriate materials to produce a path which is fit for use and fits into the surrounding environment	
	5.3	State the methods for preparing the site and how to create suitable foundations and drainage	
	5.4	State the purpose of the path and how this relates to the specification and operations	
	5.5	Describe how to interpret and use relevant specifications	
	5.6	Describe the methods for constructing, maintaining and repairing paths	

UNIT 261

	5.7	Describe special considerations which relate to the line to include: (i) health and safety (ii) environmental impact (iii) access (iv) site use (v) site drainage and soils (vi) site topography	
	5.8	State the problems which may occur during operations and how these should be dealt with (i) accidental damage (ii) difficulties in meeting the specification (iii) disturbance to wildlife or environment	
	5.9	Describe how the site should be left on completion of operations	
6. Know relevant health and safety legislation and environmental good practice	6.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
	6.2	Describe how environmental damage can be minimised	
	6.3	Describe the correct methods for disposing of waste.	

UNIT 261

7. Know the types of equipment required and how to maintain them	7.1 Describe the equipment which will be required for the activity	
	7.2 Describe the methods of maintaining the range of equipment	

Learner's signature
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…… Date ……

Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

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UNIT 262

TITLE	Construct, maintain and repair simple bridges	Learner's name
UAN REFERENCE	K/502/3226	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to construct, maintain and repair simple bridges. Construction is defined as creating a new structure or completely replacing an existing structure. Maintenance and repair is defined as mending or restoring to a sound condition after dilapidation or wear. Repairs may be temporary or long-term. Relationship to National Occupational Standards : O29NCU23.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to construct, maintain and repair simple bridge	1.1 Prepare the site appropriately, and in a way which minimises the effect on the surrounding environment to include: (i) setting out and location (ii) materials and resources (iii) timing and timescales (iv) working methods (v) suitability for expected use and local tradition	

UNIT 262

	1.2	Make sure that the bridge is secure, and suitable for its intended use	
	1.3	Construct, maintain or repair the bridge to specification, and finish it in a way which fits in with the surrounding environment	
	1.4	Take the appropriate action without delay when problems occur during your work including: (i) accidental damage (ii) difficulties in meeting the specification (iii) disturbance to wildlife or environment	
	1.5	Inform the appropriate person of any potential improvements to the work specification	
	1.6	Make the site as good as possible when work is finished	
2. Be able to work safely and minimise environmental damage	2.1	Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	

UNIT 262

	2.2	Carry out work in a manner which minimises environmental damage	
	2.3	Dispose of waste safely and correctly	
3. Be able to select, use and maintain relevant equipment	3.1	Select and use appropriate equipment for this area of work	
	3.2	Prepare, maintain and store equipment in a safe and effective working condition	
4. Know how to construct, maintain and repair simple bridges	4.1	Describe how to identify hazards and assess risks	
	4.2	Describe how to interpret risk assessments	
	4.3	Describe suitable methods for preparing the site	
	4.4	State the purpose of the bridge	
	4.5	Outline how to interpret and use relevant specifications covering: (i) setting out and location (ii) materials and resources (iii) timing and timescales (iv) working methods (v) suitability for expected use and local tradition	

UNIT 262

	4.6	Outline the context within which the structure is set, and how this relates to the specification	
	4.7	Describe methods for constructing, maintaining and repairing simple bridges	
	4.8	Describe problems which may occur during operations and how these should be dealt with (i) accidental damage (ii) difficulties in meeting the specification (iii) disturbance to wildlife or environment	
	4.9	Outline the required condition of the site on completion of operations	
5. Distinguish between different types of access structure	5.1	Identify and describe the defining characteristics of simple bridges compared to: (i) fords (ii) steps (iii) signs/way markers	
6. Know relevant health and safety legislation and environmental good practice	6.1	Outline the current health and safety legislation, codes of practice and any additional requirements	

UNIT 262

	6.2	Describe how environmental damage can be minimised	
	6.3	Describe the correct methods for disposing of waste	
7. Know the types of equipment required and how to maintain them	7.1	Describe the equipment which will be required for the activity	
	7.2	Describe the methods of maintaining the range of equipment	

Learner's signature
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…… Date ……

Assessor's name ……
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Internal verifier's signature (if sampled)

……Date……

UNIT 263

TITLE	Construct , maintain and repair fords	Learner's name
UAN REFERENCE	D/502/3224	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to construct, maintain and repair fords. Construction is defined as creating a new structure or completely replacing an existing structure. Maintenance and repair is defined as mending or restoring to a sound condition after dilapidation or wear. Repairs may be temporary or long-term. Relationship to National Occupational Standards : O29NCU23.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to construct, maintain and repair fords	1.1 Prepare the site appropriately, and in a way which minimises the effect on the surrounding environment to include: (i) setting out and location (ii) materials and resources (iii) timing and timescales (iv) working methods (v) suitability for expected use and local tradition	
	1.2 Make sure that the ford is secure, and suitable for its intended use	
	1.3 Construct, maintain or repair the ford to specification, and finish it in a way which fits in with the surrounding environment	

UNIT 263

	1.4	Take the appropriate action without delay when problems occur during your work including: (i) accidental damage (ii) difficulties in meeting the specification (iii) disturbance to wildlife or environment	
	1.5	Inform the appropriate person of any potential improvements to the work specification	
	1.6	Make the site as good as possible when work is finished	
2. Be able to work safely and minimise environmental damage	2.1	Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	2.2	Carry out work in a manner which minimises environmental damage	
	2.3	Dispose of waste safely and correctly	

UNIT 263

3. Be able to select, use and maintain relevant equipment	3.1	Select and use appropriate equipment for this area of work	
	3.2	Prepare, maintain and store equipment in a safe and effective working condition	
4. Know how to construct, maintain and repair fords	4.1	Describe how to identify hazards and assess risks	
	4.2	Describe how to interpret risk assessments	
	4.3	Describe suitable methods for preparing the site	
	4.4	State the purpose of the ford	
	4.5	Outline how to interpret and use relevant specifications covering: (i) setting out and location (ii) materials and resources (iii) timing and timescales (iv) working methods (v) suitability for expected use and local tradition	

UNIT 263

	4.6 Outline the context within which the ford is set, and how this relates to the specification	
	4.7 Describe methods for constructing, maintaining and repairing fords	
	4.8 Describe problems which may occur during operations and how these should be dealt with (i) accidental damage (ii) difficulties in meeting the specification (iii) disturbance to wildlife or environment	
	4.9 Outline the required condition of the site on completion of operations	
5. Distinguish between different types of access structure	5.1 Identify and describe the defining characteristics of fords compared to: (i) Simple bridges (ii) steps (iii) signs/waymarkers	
6. Know relevant health and safety legislation and environmental good practice	6.1 Outline the current health and safety legislation, codes of practice and any additional requirements	

UNIT 263

	6.2 Describe how environmental damage can be minimised	
	6.3 Describe the correct methods for disposing of waste	
7. Know the types of equipment required and how to maintain them	7.1 Describe the equipment which will be required for the activity	
	7.2 Describe the methods of maintaining the range of equipment	

Learner's signature
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Assessor's name ……
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UNIT 264

TITLE	Construct, maintain and repair steps	Learner's name
UAN REFERENCE	M/502/3227	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to construct, maintain and repair steps. Construction is defined as creating a new structure or completely replacing an existing structure. Maintenance and repair is defined as mending or restoring to a sound condition after dilapidation or wear. Repairs may be temporary or long-term. Relationship to National Occupational Standards : O29NCU23.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to construct, maintain and repair steps	1.1 Prepare the site appropriately, and in a way which minimises the effect on the surrounding environment to include: (i) setting out and location (ii) materials and resources (iii) timing and timescales (iv) working methods (v) suitability for expected use and local tradition	
	1.2 Make sure that the steps are secure, and suitable for its intended use	

UNIT 264

	1.3	Construct, maintain or repair the steps to specification, and finish it in a way which fits in with the surrounding environment	
	1.4	Take the appropriate action without delay when problems occur during your work including: (i) accidental damage (ii) difficulties in meeting the specification (iii) disturbance to wildlife or environment	
	1.5	Inform the appropriate person of any potential improvements to the work specification	
	1.6	Make the site as good as possible when work is finished	
2. Be able to work safely and minimise environmental damage	2.1	Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	2.2	Carry out work in a manner which minimises environmental damage	

UNIT 263

	2.3 Dispose of waste safely and correctly	
3. Be able to select, use and maintain relevant equipment	3.1 Select and use appropriate equipment for this area of work	
	3.2 Prepare, maintain and store equipment in a safe and effective working condition	
4. Know how to construct, maintain and repair steps	4.1 Describe how to identify hazards and assess risks	
	4.2 Describe how to interpret risk assessments	
	4.3 Describe suitable methods for preparing the site	
	4.4 State the purpose of the steps	
	4.3 Outline how to interpret and use relevant specifications covering: (i) setting out and location (ii) materials and resources (iii) timing and timescales (iv) working methods (v) suitability for expected use and local tradition	

UNIT 264

	4.6	Outline the context within which the steps are set, and how this relates to the specification	
	4.7	Describe methods for constructing, maintaining and repairing steps	
	4.8	Describe problems which may occur during operations and how these should be dealt with (i) accidental damage (ii) difficulties in meeting the specification (iii) disturbance to wildlife or environment	
	4.9	Outline the required condition of the site on completion of operations	
5. Distinguish between different types of access structure	5.1	Identify and describe the defining characteristics of steps compared to: (i) simple bridges (ii) fords (iii) signs/way markers	
6. Know relevant health and safety legislation and environmental good practice	6.1	Outline the current health and safety legislation, codes of practice and any additional requirements	

UNIT 264

	6.2	Describe how environmental damage can be minimised	
	6.3	Describe the correct methods for disposing of waste	
7. Know the types of equipment required and how to maintain them	7.1	Describe the equipment which will be required for the activity	
	7.2	Describe the methods of maintaining the range of equipment	

Learner's signature
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Assessor's name ……
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Internal verifier's signature (if sampled)

……Date……

UNIT 265

TITLE	Construct, maintain and repair signs/way markers	Learner's name
UAN REFERENCE	H/502/3225	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to construct, maintain and repair signs/way markers. Construction is defined as creating a new structure or completely replacing an existing structure. Maintenance and repair is defined as mending or restoring to a sound condition after dilapidation or wear. Repairs may be temporary or long-term. Relationship to National Occupational Standards : O29NCU23.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to construct, maintain and repair signs/way markers	1.1 Prepare the site appropriately, and in a way which minimises the effect on the surrounding environment to include: (i) setting out and location (ii) materials and resources (iii) timing and timescales (iv) working methods (v) suitability for expected use and local tradition	
	1.2 Make sure that the signs/way markers are secure, and suitable for its intended use	

UNIT 265

	1.3 Construct, maintain or repair the signs/way markers to specification, and finish it in a way which fits in with the surrounding environment	
	1.4 Take the appropriate action without delay when problems occur during your work including: (i) accidental damage (ii) difficulties in meeting the specification (iii) disturbance to wildlife or environment	
	1.5 Inform the appropriate person of any potential improvements to the work specification	
	1.6 Make the site as good as possible when work is finished	
2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	

UNIT 265

	2.2 Carry out work in a manner which minimises environmental damage	
	2.3 Dispose of waste safely and correctly	
3. Be able to select, use and maintain relevant equipment	3.1 Select and use appropriate equipment for this area of work	
	3.1 Prepare, maintain and store equipment in a safe and effective working condition	
4. Know how to construct, maintain and repair signs/way markers	4.1 Describe how to identify hazards and assess risks	
	4.2 Describe how to interpret risk assessments	
	4.3 Describe suitable methods for preparing the site	
	4.4 State the purpose of the signs/way markers	
	4.5 Outline how to interpret and use relevant specifications covering: (i) setting out and location (ii) materials and resources (iii) timing and timescales (iv) working methods (v) suitability for expected use and local tradition	

UNIT 265

	4.6	Outline the context within which the signs/way markers are set, and how this relates to the specification	
	4.7	Describe methods for constructing, maintaining and repairing signs/way markers	
	4.8	Describe problems which may occur during operations and how these should be dealt with (i) accidental damage (ii) difficulties in meeting the specification (iii) disturbance to wildlife or environment	
	4.9	Outline the required condition of the site on completion of operations	
5. Distinguish between different types of access structure	5.1	Identify and describe the defining characteristics of signs/ way markers compared to: (i) simple bridges (ii) fords (iii) steps	
6. Know relevant health and safety legislation and environmental good practice	6.1	Outline the current health and safety legislation, codes of practice and any additional requirements	

UNIT 265

	6.2	Describe how environmental damage can be minimised	
	6.3	Describe the correct methods for disposing of waste.	
7. Know the types of equipment required and how to maintain them	7.1	Describe the equipment which will be required for the activity	
	7.2	Describe the methods of maintaining the range of equipment	

Learner's signature
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…… Date ……

Assessor's name ……
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Internal verifier's signature (if sampled)

……Date……

UNIT 266

TITLE	Site and install site furniture and structures	Learner's name
UAN REFERENCE	J/502/3217	
LEVEL	2	
CREDIT VALUE	2	
The aim of this unit is to provide the learner with the knowledge and skills to install structures which are not boundaries or access structures. This includes, for example, large structures such as hides, screens and small structures such as signboards, benches and bins. It also includes more unusual structures such as environmental sculptures. Many of these structures will be prefabricated by manufacturers or by workshops elsewhere in an organisation. It is expected that the structures will be appropriate in style for the sites for which they are intended. Work could be carried out using hand tools or hand-held power tools. There is no requirement to use specialist equipment or heavy machinery, although this would be possible if you hold the appropriate Certificate of Competence. In all cases where heavy equipment is used you should be aware of the associated health and safety risks. Relationship to National Occupational Standards : O29NCU24.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to site and install site furniture and structures	1.1 Select the most appropriate place to site the structure in line with job specification and site conditions (i) slope (ii) drainage (iii) access for work and use (iv) setting out and location (v) materials and resources (vi) timing and timescales (vii) working methods (viii) suitability of expected use and local tradition	

UNIT 266

	1.2 Take the appropriate action without delay when you have problems meeting specifications.	
	1.3 Install the structure in line with job specification either: (i) large (ii) small	
	1.4 Ensure that the structure is safe and secure before leaving the site	
	1.5 Inform your line manager of any potential improvements to the work specification which you identify	
	1.6 Leave the work area safe and tidy after work is completed	
2. Be able to select, use and maintain relevant equipment	2.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	2.2 Carry out work in a manner which minimises environmental damage	

UNIT 266

	2.3	Dispose of waste safely and correctly	
3. Be able to select, use and maintain relevant equipment	3.1	Select appropriate equipment for this area of work	
	3.2	Use equipment according to relevant legislation and manufacturer's instructions	
	3.3	Prepare, maintain and store equipment in a safe and effective working condition	
4. Understand the need to site and install site furniture and structures	4.1	Describe the factors which determine where a structure should be sited (i) slope (ii) drainage (iii) access for work and use	
	4.2	Describe the purpose of the structure	
	4.3	Summarise how to interpret and use relevant specifications (i) setting out and location (ii) materials and resources (iii) timing and timescales (iv) working methods (v) suitability of expected use and local tradition	

UNIT 266

	4.4	Outline the context within which the structure is to be set, and how this relates to the specification	
	4.5	Describe methods for installing both small and large structures	
	4.6	Describe problems which may occur during operations and how these should be dealt with	
	4.7	Describe the required condition of the site on completion of operations	
5. Know relevant health and safety legislation and environmental good practice	5.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
	5.2	Describe how environmental damage can be minimised	
	5.3	Describe the correct methods for disposing of waste	
6. Know the types of equipment required and how to maintain them	6.1	Describe the equipment which will be required for the activity	
	6.2	Describe the methods of maintaining the range of equipment	

UNIT 266

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Assessor's name ……
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UNIT 267

TITLE	Maintain and repair site furniture and structures	Learner's name
UAN REFERENCE	L/502/3218	
LEVEL	2	
CREDIT VALUE	2	
The aim of this unit is to provide the learner with the knowledge and skills required for maintaining and repairing structures which are not boundaries or access structures. This includes, for example, large structures such as hides, screens and small structures such as signboards, benches and bins. It also includes more unusual structures such as environmental sculptures. Many of these structures will be prefabricated by manufacturers or by workshops. Work could be carried out using hand tools or hand-held power tools. Relationship to National Occupational Standards : 029NCU24.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Maintain and repair site furniture and structures	1.1 Prepare the site appropriately, and in a way which minimises the effect on the surrounding environment	
	1.2 Maintain or repair the structure to specification, and finish it in a way which fits in with the surrounding environment including: (i) materials and resources (ii) timing and timescales (iii) working methods (iv) suitability of expected use and local tradition	

UNIT 267

	1.3	Inform the appropriate person of any potential improvements to the work specification	
	1.4	Leave the site in a suitable condition when work is finished	
2. Be able to work safely and minimise environmental damage	2.1	Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	2.2	Carry out work in a manner which minimises environmental damage	
	2.3	Dispose of waste safely and correctly	
3. Be able to select, use and maintain relevant equipment	3.1	Select appropriate equipment for this area of work	
	3.2	Use equipment according to relevant legislation and manufacturer's instructions	
	3.3	Prepare, maintain and store equipment in a safe and effective working condition	

UNIT 267

4. Know how to maintain and/or repair site furniture and structures	4.1	State how to recognise the environmental value of sites	
	4.2	Suitable methods for preparing the site	
	4.3	Describe the purpose and context of the structure and how this relates to the specification and operations	
	4.4	Describe the methods for maintaining and repairing structures	
	4.5	State how to interpret and use relevant specifications	
	4.6	Describe the problems which may occur during operations and how these should be dealt with (i) accidental damage (ii) difficulties in meeting the specification (iii) disturbance to wildlife or environment	
	4.7	State the importance of leaving the site in a suitable condition on completion of operations	

UNIT 267

5. Know relevant health and safety legislation and environmental good practice	5.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
	5.2	Describe how environmental damage can be minimised	
	5.3	Describe the correct methods for disposing of waste.	
6. Know the types of equipment required and how to maintain them	6.1	Describe the equipment which will be required for the activity	
	6.2	Describe the methods of maintaining the range of equipment	

UNIT 267

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Internal verifier's signature (if sampled)

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UNIT 268

TITLE	Prepare the site for the fabrication and installation of permanent structures for the water environment	Learner's name
UAN REFERENCE	R/502/3219	
LEVEL	2	
CREDIT VALUE	5	
The aim of this unit is to provide the learner with the knowledge and skills to prepare the site ready for construction of permanent structures. The site must be prepared in such a way as to prevent access from the public and livestock, as far as is reasonably practicable. The site must be prepared in a way that recognises any hazards i.e. overhead and underground services, any safety barriers must be in place and consideration to working on or near water. The unit is applicable to river, coastal and waterways workers (including volunteers) who are involved in the construction of new permanent structures All site documentation i.e. permission to enter site, site plans, service drawings, risk management works package and a method statement, must be issued prior to commencement of work Environmental impact must be balanced with the objectives of the work. Relationship to National Occupational Standards : O29NCU25.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to work safely and minimise environmental damage	1.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	1.2 Carry out work in a manner which minimises environmental damage	
	1.3 Dispose of waste safely and correctly	

UNIT 268

2. Prepare equipment for use	2.1	Carry out the pre-start checks and adjustments below to equipment in accordance with manufacturers specifications in the appropriate locations (i) routine maintenance (ii) safety checks	
	2.2	Confirm that at least two of the following plant and equipment for the work are safe, and ready for use (i) hand tools (ii) hand-held power tools (iii) mobile plant (iv) water-borne plant	
3. Prepare the site for the fabrication and installation of permanent structures	3.1	Prepare the site in accordance with procedures and the work to be carried out	
	3.2	Identify any circumstances which affect the planned procedures, and take the appropriate action	
	3.3	Access the site in accordance with instructions and relevant legal requirements	

UNIT 268

	3.4	Prepare the appropriate quantity and type of materials ready for use for at least two of the following: (i) geotextiles (ii) timber (iiii) ballast (iv) top soil	
	3.5	Place warning signs and barriers as necessary and in correct location	
	3.6	Ensure temporary works comply with design specifications and statutory requirements and are safe, secure and ready for use	
	3.7	Provide clear and accurate information for recording purposes	
4. Know how to prepare the site for the fabrication and installation of permanent structures	4.1	State the correct ways to access and prepare the site for fabrication and installation work	
	4.3	State the requirements of method statements	

UNIT 268

	4.3	Outline the types and quantity of materials which are needed, and the methods for preparing such materials covering: (i) geotextiles (ii) timber (iii) ballast for site access road (iv) top soil (v) perimeter fencing (vi) pipes (vii) sheet piling	
	4.4	State the correct use of warning signs and barriers	
	4.5	State the methods and statutory requirements for setting up and using temporary works	
	4.6	Outline the procedures for recording and reporting information	
	4.7	Describe the types of circumstances which may occur and the correct action to take involving: site hazards, services, working conditions, plant break downs, wildlife habitats, recreational use of the water environment	

UNIT 268

5. Know how to prepare, use and maintain equipment	5.1 State the safe and correct methods for preparing and using plant and equipment covering all the following: (i) hand tools (ii) hand-held power tools (iii) mobile plant (iv) water-borne plant	
6. Know the relevant health and safety legislation	6.1 State the health and safety and legislation requirements when preparing the site	
	6.2 State how to use and understand risk assessments	
	6.3 State how to maintain environmental good practice during work activities	
	6.4 Outline appropriate action to take to prevent accidental damage to the environment	
7. Understand wider environmental issues	7.1 Outline the recreational and economic use of the water environment and how such use relates to work activities	
	7.2 Describe the opportunities which may arise to enhance wildlife habitats and to whom these should be reported	

UNIT 268

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Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

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UNIT 269

TITLE	Reinstate the site following the fabrication and installation of permanent structures for the water environment	Learner's name
UAN REFERENCE	J/502/3220	
LEVEL	2	
CREDIT VALUE	5	
The aim of this unit is to provide the learner with the knowledge and skills required for the restoration of the site to an acceptable condition. The includes the dismantling and removing of temporary structures, disposing of all waste correctly and ensuring the safe condition of the site and the equipment for future use and all site records. The unit is applicable to river, coastal and waterways workers (including volunteers) who are involved in the construction of new permanent structures. Relationship to National Occupational Standards : O29NCU25.3		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to work safely and minimise environmental damage	1.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	1.2 Carry out work in a manner which minimises environmental damage	
	1.3 Dispose of waste safely and correctly	

UNIT 269

2. Reinstate the site following the fabrication and installation of permanent structures	2.1	Dismantle and remove temporary works safely and without damage to property and equipment	
	2.2	Remove any portable facilities from the site in accordance with organisational requirements	
	2.3	Leave plant and equipment in a safe, secure and fit state for subsequent use	
	2.4	Restore the site to safe and appropriate conditions which fit in with the specification	
	2.5	Communicate the completion of the work clearly and accurately to the appropriate person	
	2.6	Provide clear and accurate information for recording purposes	
3. Know how to reinstate the site following the fabrication and installation of permanent structures	3.1	State the ways in which temporary works must be safely and correctly dismantled	

UNIT 269

	3.2	Outline the necessary condition of the site and equipment on completion of work activities	
	3.3	State the procedures for communicating and recording the completion of work activities	
4. Know relevant health and safety legislation and environmental good practice	4.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
	4.2	Describe how environmental damage can be minimised	
	4.3	Describe the correct methods for disposing of waste.	
	4.4	State how to use and understand risk assessments	
	4.5	State how to maintain environmental good practice during work activities	
5. Understand the wider environmental issues	5.1	Describe how to protect and conserve habitats during work activities	

UNIT 269

	5.2	Outline the recreational and economic use of the water environment and how such use relates to work activities	
	5.3	Describe the opportunities which may arise to enhance wildlife habitats and to whom these should be reported	
	5.4	State the appropriate action to take in response to accidental damage to the environment	

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UNIT 270

TITLE	Safe use and application of pesticides	Learner's name
UAN REFERENCE	T/600/1286	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge, understanding and skills required for preparing for the application of pesticides, applying pesticides in accordance with instructions and legislation. To comply with legislation the learner must hold the relevant Certificate of competence for each situation in which they wish to apply pesticides Relationship to National Occupational Standards : 029NCU81		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Know how to use and apply pesticides safely	1.1 Demonstrate knowledge of operator's responsibilities under current legislation controlling the use of pesticides	
	1.2 Demonstrate knowledge of interpreting product label information	
	1.3 Demonstrate knowledge of personal safety and contamination	
	1.4 Demonstrate knowledge of pesticide and container storage	
	1.5 Demonstrate knowledge of the disposal of pesticides, container and packaging	

UNIT 270

	1.6 Demonstrate knowledge of the requirements for record keeping	
	1.7 Demonstrate knowledge of environmental factors and wildlife considerations	
2. Be able to prepare to apply pesticides	2.1 Identify applicator controls and components	
	2.2 Prepare and check prime mover, where applicable, and all equipment	
	2.3 Check applicator/equipment for defects and security of attachment	
	2.4 Read and interpret product label	
	2.5 Select spray volume/spray quality/rate of application	
	2.6 Demonstrate knowledge of legislation and safety requirements	
3. Be able to calibrate the sprayer or applicator	3.1 Carry out activities to calibrate the applicator	
	3.2 Demonstrate knowledge of calibration data to be recorded	

UNIT 270

	3.3 Calculate, measure and mix pesticide	
	3.4 Demonstrate knowledge of the preparation of concentrated pesticides	
4. Be able to apply pesticide safely	4.1 Carry out a risk assessment, including an environmental assessment, of the site to be sprayed	
	4.2 Demonstrate knowledge of safe and accurate spraying/ application procedures	
	4.3 Use appropriate methods to apply pesticide safely to a site or crop	
5. Be able to carry out post-operation procedures	5.1 Demonstrate knowledge of cleaning, decontamination and storage of equipment	
	5.2 Complete an application record	

UNIT 270

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UNIT 271

TITLE	Prepare sites to create habitats	Learner's name
UAN REFERENCE	Y/502/3237	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to prepare sites for the creation of a range of habitats. This involves the establishment of suitable site conditions. Sites may be rural or urban and are likely to have a range of proposed uses including conservation, recreation and education. Relationship to National Occupational Standards : O29NCU86.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to prepare sites for habitats	1.1 Prepare the site to encourage the growth of vegetation	
	1.2 Provide drainage to create or maintain the required conditions	
	1.3 Carry out work in a way which keeps the site clear of any unnecessary obstacles and waste material	
2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	

UNIT 271

	2.2	Carry out work in a manner which minimises environmental damage	
	2.3	Dispose of waste safely and correctly	
3. Be able to select, use and maintain relevant equipment	3.1	Select and use appropriate equipment for this area of work	
	3.2	Prepare, maintain and store equipment in a safe and effective working condition	
4. Know how to prepare sites to create habitats	4.1	Describe the effect which site conditions will have on the growth of vegetation, habitat quality and landscape value covering: (i) soil (ii) water (iii) slopes and levels (iv) container/planters	
	4.2	State the implications of site drainage for habitat management	

UNIT 271

	4.3	Describe the environmental value of work sites, the potential effects of work on the environment and how to control these covering: (i) biodiversity (ii) historical/archaeological value	
	4.4	State how work needs to consider and fit into local biodiversity action plans	
	4.5	Describe how to interpret job specifications	
	4.6	State how to identify hazards, assess risks and interpret risk assessments	
5. Know relevant health and safety legislation and environmental good practice	5.1	Outline the current health and safety legislation, codes of practice and any additional requirements including any permissions or licences	
	5.2	Describe how environmental damage can be minimised	
	5.3	Describe the correct methods for disposing of waste	

UNIT 271

6. Know the types of equipment required and how to maintain them	6.1	Describe the equipment which will be required for the activity	
	6.2	Describe the methods of maintaining the range of equipment	

Learner's signature
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Assessor's name ……
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UNIT 272

TITLE	Establish and protect woodland vegetation	Learner's name
UAN REFERENCE	R/502/3253	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to establish and protect w woodland vegetation. This involves the establishment of appropriate vegetation. Establishing vegetation includes sowing (either direct or in nursery beds), planting and encouraging natural regeneration. The term 'vegetation' is given a wide interpretation as the unit covers woody and non-woody vegetation. Sites may be rural or urban and are likely to have a range of proposed uses including conservation, recreation and education. Relationship to National Occupational Standards : O29NCU86.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Know how to establish and protect woodland vegetation	1.1 Describe the effect which the positioning, mix and density of establishment will have on the growth of vegetation, habitat and landscape quality	
	1.2 State ways of encouraging natural regeneration	
	1.3 Describe how to establish woody and non woody vegetation in line with the site specification to include: (i) planting (ii) sowing (iii) natural regeneration	

UNIT 272

	1.4	State what might damage vegetation and the ways in which vegetation can be protected form the following: (i) unwanted competing growth (ii) prevailing environmental conditions (iii) humans (iv) animals	
	1.5	Describe the environmental value of work sites, the potential effects of work on the environment and how to control these covering: (i) biodiversity (ii) historical/archaeological value	
	1.6	State how work needs to consider and fit into local biodiversity action plans	
	1.7	Describe how to interpret job specifications	
	1.8	State how to identify hazards, assess risks and interpret risk assessments	
2. Know relevant health and safety legislation and environmental good practice	2.1	Outline the current health and safety legislation, codes of practice and any additional requirements	

UNIT 272

	2.2	Describe how environmental damage can be minimised	
	2.3	Describe the correct methods for disposing of waste	
3. Know the types of equipment required and how to maintain them	3.1	Describe the equipment which will be required for the activity	
	3.2	Describe the methods of maintaining the range of equipment	
4. Be able to establish and protect woodland vegetation	4.1	Establish woody and non woody vegetation in line with the site specification	
	4.2	Provide vegetation with suitable protection from three of the following: (i) unwanted competing growth (ii) prevailing environmental conditions (iii) humans (iv) animals	
	4.3	Keep the site clear of any unnecessary obstacles and waste material	

UNIT 272

5. Be able to distinguish between a woodland habitat and other types of habitat	5.1	Identify the defining characteristics of a woodland habitat compared to the following: i) Moorland ii) Hedgerows/farmland iii) Wetland iv) Coastal v) Heathland vi) Grassland	
6. Be able to work safely and minimise environmental damage	6.1	Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	6.2	Carry out work in a manner which minimises environmental damage	
	6.3	Dispose of waste safely and correctly	
7. Be able to select, use and maintain relevant equipment	7.1	Select appropriate equipment for this area of work	
	7.2	Use equipment according to relevant legislation and manufacturer's instructions	
	7.3	Prepare, maintain and store equipment in a safe and effective working condition	

UNIT 272

Learner's signature
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I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

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UNIT 273

TITLE	Establish and protect wetland vegetation	Learner's name
UAN REFERENCE	F/502/3250	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to establish and protect wetland vegetation. This involves the establishment of appropriate vegetation. Establishing vegetation includes sowing (either direct or in nursery beds), planting and encouraging natural regeneration. The term 'vegetation' is given a wide interpretation as the unit covers woody and non-woody vegetation. Sites may be rural or urban and are likely to have a range of proposed uses including conservation, recreation and education. Relationship to National Occupational Standards : O29NCU86.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Know how to establish and protect wetland vegetation	1.1 Describe the effect which the positioning, mix and density of establishment will have on the growth of vegetation, habitat and landscape quality	
	1.2 State ways of encouraging natural regeneration	
	1.3 Describe how to establish woody and non woody vegetation in line with the site specification to include: (i) planting (ii) sowing (iii) natural regeneration	

UNIT 273

	1.4	State what might damage vegetation and the ways in which vegetation can be protected form the following: (i) unwanted competing growth (ii) prevailing environmental conditions (iii) humans (iv) animals	
	1.5	Describe the environmental value of work sites, the potential effects of work on the environment and how to control these covering: (i) biodiversity (ii) historical/archaeological value	
	1.6	State how work needs to consider and fit into local biodiversity action plans	
	1.7	Describe how to interpret job specifications	
	1.8	State how to identify hazards, assess risks and interpret risk assessments	
2. Know relevant health and safety legislation and environmental good practice	2.1	Outline the current health and safety legislation, codes of practice and any additional requirements	

UNIT 273

	2.2	Describe how environmental damage can be minimised	
	2.3	Describe the correct methods for disposing of waste	
3. Know the types of equipment required and how to maintain them	3.1	Describe the equipment which will be required for the activity	
	3.2	Describe the methods of maintaining the range of equipment	
4. Be able to establish and protect wetland vegetation	4.1	Establish woody and non woody vegetation in line with the site specification	
	4.2	Provide vegetation with suitable protection from three of the following: (i) unwanted competing growth (ii) prevailing environmental conditions (iii) humans (iv) animals	
	4.3	Keep the site clear of any unnecessary obstacles and waste material	

UNIT 273

5. Be able to distinguish between a wetland habitat and other types of habitat	5.1	Identify the defining characteristics of a wetland habitat compared to the following: i) Moorland ii) Hedgerows/farmland iii) Woodlands iv) Coastal v) Heathland vi) Grassland	
6. Be able to work safely and minimise environmental damage	6.1	Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	6.2	Carry out work in a manner which minimises environmental damage	
	6.3	Dispose of waste safely and correctly	
7. Be able to select, use and maintain relevant equipment	7.1	Select appropriate equipment for this area of work	
	7.2	Use equipment according to relevant legislation and manufacturer's instructions	
	7.3	Prepare, maintain and store equipment in a safe and effective working condition	

UNIT 273

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UNIT 274

TITLE	Establish and protect moorland vegetation	Learner's name
UAN REFERENCE	J/502/3248	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to establish and protect moorland vegetation. This involves the establishment of appropriate vegetation. Establishing vegetation includes sowing (either direct or in nursery beds), planting and encouraging natural regeneration. The term 'vegetation' is given a wide interpretation as the unit covers woody and non-woody vegetation. Sites may be rural or urban and are likely to have a range of proposed uses including conservation, recreation and education. Relationship to National Occupational Standards : O29NCU86.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Know how to establish and protect moorland vegetation	1.1 Describe the effect which the positioning, mix and density of establishment will have on the growth of vegetation, habitat and landscape quality	
	1.2 State ways of encouraging natural regeneration	
	1.3 Describe how to establish woody and non woody vegetation in line with the site specification to include: (i) planting (ii) sowing (iii) natural regeneration	

UNIT 274

	1.4	State what might damage vegetation and the ways in which vegetation can be protected form the following: (i) unwanted competing growth (ii) prevailing environmental conditions (iii) humans (iv) animals	
	1.5	Describe the environmental value of work sites, the potential effects of work on the environment and how to control these covering: (i) biodiversity (ii) historical/archaeological value	
	1.6	State how work needs to consider and fit into local biodiversity action plans	
	1.7	Describe how to interpret job specifications	
	1.8	State how to identify hazards, assess risks and interpret risk assessments	
2. Know relevant health and safety legislation and environmental good practice	2.1	Outline the current health and safety legislation, codes of practice and any additional requirements	

UNIT 274

	2.2	Describe how environmental damage can be minimised	
	2.3	Describe the correct methods for disposing of waste	
3. Know the types of equipment required and how to maintain them	3.1	Describe the equipment which will be required for the activity	
	3.2	Describe the methods of maintaining the range of equipment	
4. Be able to establish and protect moorland vegetation	4.1	Establish woody and non woody vegetation in line with the site specification	
	4.2	Provide vegetation with suitable protection from three of the following: (i) unwanted competing growth (ii) prevailing environmental conditions (iii) humans (iv) animals	
	4.3	Keep the site clear of any unnecessary obstacles and waste material	

UNIT 274

5. Be able to distinguish between a moorland habitat and other types of habitat	5.1	Identify the defining characteristics of a moorland habitat compared to the following: i) Wetland ii)Hedgerows/ farmland iii) Woodlands iv) Coastal v) Heathland vi) Grassland	
6. Be able to work safely and minimise environmental damage	6.1	Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	6.2	Carry out work in a manner which minimises environmental damage	
	6.3	Dispose of waste safely and correctly	
7. Be able to select, use and maintain relevant equipment	7.1	Select appropriate equipment for this area of work	
	7.2	Use equipment according to relevant legislation and manufacturer's instructions	

UNIT 274

	7.3	Prepare, maintain and store equipment in a safe and effective working condition	

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I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

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UNIT 275

TITLE	Establish and protect hedgerows/farmland vegetation	Learner's name
UAN REFERENCE	F/502/3247	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to establish and protect hedgerows/farmland vegetation. This involves the establishment of appropriate vegetation. Establishing vegetation includes sowing (either direct or in nursery beds), planting and encouraging natural regeneration. The term 'vegetation' is given a wide interpretation as the unit covers woody and non-woody vegetation. Sites may be rural or urban and are likely to have a range of proposed uses including conservation, recreation and education. Relationship to National Occupational Standards : O29NCU86.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Know how to establish and protect hedgerows /farmland vegetation	1.1 Describe the effect which the positioning, mix and density of establishment will have on the growth of vegetation, habitat and landscape quality	
	1.2 State ways of encouraging natural regeneration	
	1.3 Describe how to establish woody and non woody vegetation in line with the site specification to include: (i) planting (ii) sowing (iii) natural regeneration	

UNIT 275

	1.4	State what might damage vegetation and the ways in which vegetation can be protected form the following: (i) unwanted competing growth (ii) prevailing environmental conditions (iii) humans (iv) animals	
	1.5	Describe the environmental value of work sites, the potential effects of work on the environment and how to control these covering: (i) biodiversity (ii) historical/archaeological value	
	1.6	State how work needs to consider and fit into local biodiversity action plans	
	1.7	Describe how to interpret job specifications	
	1.8	State how to identify hazards, assess risks and interpret risk assessments	
2. Know relevant health and safety legislation and environmental good practice	2.1	Outline the current health and safety legislation, codes of practice and any additional requirements	

UNIT 275

	2.2	Describe how environmental damage can be minimised	
	2.3	Describe the correct methods for disposing of waste	
3. Know the types of equipment required and how to maintain them	3.1	Describe the equipment which will be required for the activity	
	3.2	Describe the methods of maintaining the range of equipment	
4. Be able to establish and protect hedgerows/farmland vegetation	4.1	Establish woody and non woody vegetation in line with the site specification	
	4.2	Provide vegetation with suitable protection from three of the following: (i) unwanted competing growth (ii) prevailing environmental conditions (iii) humans (iv) animals	
	4.3	Keep the site clear of any unnecessary obstacles and waste material	

UNIT 275

5. Be able to distinguish between a hedgerow/farmland habitat and other types of habitat	5.1	Identify the defining characteristics of a hedgerows/farmland habitat compared to the following: i) Wetland ii) Moorland iii) Woodlands iv) Coastal v) Heathland vi) Grassland	
6. Be able to work safely and minimise environmental damage	6.1	Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	6.2	Carry out work in a manner which minimises environmental damage	
	6.3	Dispose of waste safely and correctly	
7. Be able to select, use and maintain relevant equipment	7.1	Select appropriate equipment for this area of work	
	7.2	Use equipment according to relevant legislation and manufacturer's instructions	
	7.3	Prepare, maintain and store equipment in a safe and effective working condition	

UNIT 275

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Assessor's name ……
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UNIT 276

TITLE	Establish and protect heathland vegetation	Learner's name
UAN REFERENCE	A/502/3246	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to establish and protect heathland vegetation. This involves the establishment of appropriate vegetation. Establishing vegetation includes sowing (either direct or in nursery beds), planting and encouraging natural regeneration. The term 'vegetation' is given a wide interpretation as the unit covers woody and non-woody vegetation. Sites may be rural or urban and are likely to have a range of proposed uses including conservation, recreation and education. Relationship to National Occupational Standards : O29NCU86.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Know how to establish and protect heathland vegetation	1.1 Describe the effect which the positioning, mix and density of establishment will have on the growth of vegetation, habitat and landscape quality	
	1.2 State ways of encouraging natural regeneration	
	1.3 Describe how to establish woody and non woody vegetation in line with the site specification to include: (i) planting (ii) sowing (iii) natural regeneration	

UNIT 276

	1.4	State what might damage vegetation and the ways in which vegetation can be protected form the following: (i) unwanted competing growth (ii) prevailing environmental conditions (iii) humans (iv) animals	
	1.5	Describe the environmental value of work sites, the potential effects of work on the environment and how to control these covering: (i) biodiversity (ii) historical/archaeological value	
	1.6	State how work needs to consider and fit into local biodiversity action plans	
	1.7	Describe how to interpret job specifications	
	1.8	State how to identify hazards, assess risks and interpret risk assessments	

UNIT 276

2. Know relevant health and safety legislation and environmental good practice	2.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
	2.2	Describe how environmental damage can be minimised	
	2.3	Describe the correct methods for disposing of waste	
3. Know the types of equipment required and how to maintain them	3.1	Describe the equipment which will be required for the activity	
	3.2	Describe the methods of maintaining the range of equipment	
4. Be able to establish and protect heathland vegetation	4.1	Establish woody and non woody vegetation in line with the coastal site specification	
	4.2	Provide vegetation with suitable protection from three of the following: (i) unwanted competing growth (ii) prevailing environmental conditions (iii) humans (iv) animals	

UNIT 276

	4.3	Keep the site clear of any unnecessary obstacles and waste material	
5. Be able to distinguish between a heathland habitat and other types of habitat	5.1	Identify the defining characteristics of a heathland habitat compared to the following: i) Wetland ii) Moorland iii) Woodlands iv) Hedgerows/Farmland V) Grassland vi) Coastal	
6. Be able to work safely and minimise environmental damage	6.1	Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	6.2	Carry out work in a manner which minimises environmental damage	
	6.3	Dispose of waste safely and correctly	
7. Be able to select, use and maintain relevant equipment	7.1	Select appropriate equipment for this area of work	

UNIT 276

	7.2	Use equipment according to relevant legislation and manufacturer's instructions	
	7.2	Prepare, maintain and store equipment in a safe and effective working condition	

Learner's signature
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…… Date ……

Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

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Internal verifier's signature (if sampled)

……Date……

UNIT 277

TITLE	Establish and protect grassland vegetation	Learner's name
UAN REFERENCE	T/502/3245	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to establish and protect grassland vegetation. This involves the establishment of appropriate vegetation. Establishing vegetation includes sowing (either direct or in nursery beds), planting and encouraging natural regeneration. The term 'vegetation' is given a wide interpretation as the unit covers woody and non-woody vegetation. Sites may be rural or urban and are likely to have a range of proposed uses including conservation, recreation and education. Relationship to National Occupational Standards : O29NCU86.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Know how to establish and protect grassland vegetation	1.1 Describe the effect which the positioning, mix and density of establishment will have on the growth of vegetation, habitat and landscape quality	
	1.2 State ways of encouraging natural regeneration	
	1.3 Describe how to establish woody and non woody vegetation in line with the site specification to include: (i) planting (ii) sowing (iii) natural regeneration	

UNIT 277

	1.4	State what might damage vegetation and the ways in which vegetation can be protected form the following: (i) unwanted competing growth (ii) prevailing environmental conditions (iii) humans (iv) animals	
	1.5	Describe the environmental value of work sites, the potential effects of work on the environment and how to control these covering: (i) biodiversity (ii) historical/archaeological value	
	1.6	State how work needs to consider and fit into local biodiversity action plans	
	1.7	Describe how to interpret job specifications	
	1.8	State how to identify hazards, assess risks and interpret risk assessments	
2. Know relevant health and safety legislation and environmental good practice	2.1	Outline the current health and safety legislation, codes of practice and any additional requirements	

UNIT 277

	2.2	Describe how environmental damage can be minimised	
	2.3	Describe the correct methods for disposing of waste	
3. Know the types of equipment required and how to maintain them	3.1	Describe the equipment which will be required for the activity	
	3.2	Describe the methods of maintaining the range of equipment	
4. Be able to establish and protect grassland vegetation	4.1	Establish woody and non woody vegetation in line with the coastal site specification	
	4.2	Provide vegetation with suitable protection from three of the following: (i) unwanted competing growth (ii) prevailing environmental conditions (iii) humans (iv) animals	
	4.3	Keep the site clear of any unnecessary obstacles and waste material	

UNIT 277

5. Be able to distinguish between a grassland habitat and other types of habitat	5.1	Identify the defining characteristics of a grassland habitat compared to the following: i) Wetland ii) Moorland iii)Woodlands iv)Hedgerows/Farmland v) Coastal vi) Heathland	
6. Be able to work safely and minimise environmental damage	6.1	Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	6.2	Carry out work in a manner which minimises environmental damage	
	6.3	Dispose of waste safely and correctly	
7. Be able to select, use and maintain relevant equipment	7.1	Select appropriate equipment for this area of work	
	7.2	Use equipment according to relevant legislation and manufacturer's instructions	

UNIT 277

	7.3	Prepare, maintain and store equipment in a safe and effective working condition	

Learner's signature
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…… Date ……

Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed……Date ……

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UNIT 278

TITLE	Establish and protect coastal vegetation	Learner's name
UAN REFERENCE	D/502/3241	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to establish and protect coastal vegetation. This involves the establishment of appropriate vegetation. Establishing vegetation includes sowing (either direct or in nursery beds), planting and encouraging natural regeneration. The term 'vegetation' is given a wide interpretation as the unit covers woody and non-woody vegetation. Sites may be rural or urban and are likely to have a range of proposed uses including conservation, recreation and education. Relationship to National Occupational Standards : O29NCU86.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Know how to establish and protect grassland vegetation	1.1 Describe the effect which the positioning, mix and density of establishment will have on the growth of vegetation, habitat and landscape quality	
	1.2 State ways of encouraging natural regeneration	
	1.3 Describe how to establish woody and non woody vegetation in line with the site specification to include: (i) planting (ii) sowing (iii) natural regeneration	

UNIT 278

	1.4	State what might damage vegetation and the ways in which vegetation can be protected form the following: (i) unwanted competing growth (ii) prevailing environmental conditions (iii) humans (iv) animals	
	1.5	Describe the environmental value of work sites, the potential effects of work on the environment and how to control these covering: (i) biodiversity (ii) historical/archaeological value	
	1.6	State how work needs to consider and fit into local biodiversity action plans	
	1.7	Describe how to interpret job specifications	
	1.8	State how to identify hazards, assess risks and interpret risk assessments	
2. Know relevant health and safety legislation and environmental good practice	2.1	Outline the current health and safety legislation, codes of practice and any additional requirements	

UNIT 278

	2.2	Describe how environmental damage can be minimised	
	2.3	Describe the correct methods for disposing of waste	
3. Know the types of equipment required and how to maintain them	3.1	Describe the equipment which will be required for the activity	
	3.2	Describe the methods of maintaining the range of equipment	
4. Be able to establish and protect grassland vegetation	4.1	Establish woody and non woody vegetation in line with the coastal site specification	
	4.2	Provide vegetation with suitable protection from three of the following: (i) unwanted competing growth (ii) prevailing environmental conditions (iii) humans (iv) animals	
	4.3	Keep the site clear of any unnecessary obstacles and waste material	

UNIT 278

5. Be able to distinguish between a grassland habitat and other types of habitat	5.1 Identify the defining characteristics of a grassland habitat compared to the following: i) Wetland ii) Moorland iii) Woodlands iv) Hedgerows/Farmland v) Heathland vi) Grassland	
6. Be able to work safely and minimise environmental damage	6.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	6.2 Carry out work in a manner which minimises environmental damage	
	6.3 Dispose of waste safely and correctly	
7. Be able to select, use and maintain relevant equipment	7.1 Select appropriate equipment for this area of work	
	7.2 Use equipment according to relevant legislation and manufacturer's instructions	
	7.3 Prepare, maintain and store equipment in a safe and effective working condition	

UNIT 278

Learner's signature
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Assessor's name ……
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UNIT 279

TITLE	Carry out habitat management	Learner's name
UAN REFERENCE	Y/502/1472	
LEVEL	2	
CREDIT VALUE	7	
The aim of this unit is to provide the learner with the knowledge and skills required to carry out habitat management work. Vegetation includes wood and non-woody vegetation. This unit does not cover heather management by burning. Work on sites must be carried out in line with appropriate permissions and licences. Relationship to National Occupational Standards : O29NCU87.1,2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able carry out maintenance tasks	1.1 Carry out two of the following maintenance tasks: (i) Maintain water levels required for the conservation of the habitat (ii) Reduce the impact of public access on site (iii) Reduce the impact of pollution on site (iv) Maintain soil conditions required for the conservation of the habitat	
	1.2 Keep the site clear of any unnecessary obstacles and waste materials	
2. Be able to manage vegetation in different types of habit	2.1 Identify vegetation according to each site's management plan and any constraints	

UNIT 279

	2.2 Recognise any hazards and reduce any associated risks to an acceptable level	
	2.3 Manage vegetation using at least four of the correct management techniques and equipment according to the site management plan to include four of the following: (i) felling (ii) coppicing (iii) uprooting (iv) hedge maintenance (v) pruning (vi) thinning (vii) cutting or mowing (viii) mulching (ix) spraying	
3. Be able to select, use and maintain equipment for manage vegetation	3.1 Select appropriate equipment for this area of work	
	3.2 Use equipment according to instructions	
	3.3 Prepare, maintain and store equipment in a safe and effective working condition throughout	

4. Be able to work safely and minimise environmental damage	4.1	Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	4.2	Carry out work in a manner which minimises environmental damage	
	4.3	Dispose of waste safely and correctly	
5. Know how to carry out maintenance	5.1	Describe how to identify hazards and interpret risk assessments	
	5.2	State how to interpret job specifications	
	5.3	Describe how the maintenance work is affected by the environmental value (in terms of biodiversity and of historical and archaeological value)	
6. Know and understand the need to manage vegetation	6.1	Describe how to recognise the age, state and type of vegetation	

	6.2	Describe all the management techniques used to manage vegetation: (i) felling (ii) coppicing (iii) uprooting (iv) hedge maintenance (v) pruning (vi) thinning (vii) cutting or mowing (viii) mulching (ix) spraying	
	6.3	Describe the action to take in the case of accidental damage to habitat, wildlife or landscape	
	6.4	Describe how the work fits into local biodiversity action plans	
7. Know the types of equipment required and how to maintain them	7.1	Describe the equipment which will be necessary for managing vegetation	
	7.2	Describe methods of maintaining the equipment in a fit state for use	
8. Know the current health and safety legislation and environmental good practice.	8.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work including permissions or licences	

	8.2	Describe how environmental damage can be minimised	
	8.3	Describe the correct methods for disposing of waste	

Learner's signature
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…… Date ……

Assessor's name ……
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Internal verifier's signature (if sampled)

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UNIT 280

TITLE	Carry out habitat management work to maintain suitable site conditions for woodlands	Learner's name
UAN REFERENCE	M/502/3261	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge, and skills required to carry out practical management of woodland habitats. Work on sites must be carried out in line with appropriate permissions and licences. Relationship to National Occupational Standards : O29NCU87.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to maintain suitable site conditions for woodlands	1.1 Carry out maintenance tasks in line with work specifications to include two of the following reasons: (i) to maintain water levels required for the conservation of the habitat (ii) to reduce the impact of public access on the site (iii) to reduce the impact of pollution on the site (iv) to maintain soil conditions required for the conservation of the habitat	
	1.1 Keep the site clear of any unnecessary obstacles and waste material	

UNIT 280

2. Be able to select, use and maintain equipment for maintaining suitable site conditions for woodlands	2.1	Select and use appropriate equipment for this area of work	
	2.2	Prepare, maintain and store equipment in a safe and effective working condition	
3. Be able to work safely and minimise environmental damage	3.1	Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	3.2	Carry out work in a manner which minimises environmental damage	
	3.3	Dispose of waste safely and correctly	
4. Know how to maintain suitable site conditions for woodland	4.1	Explain how to interpret job specifications	
	4.2	Describe the environmental value (in terms of biodiversity and of historical/archaeological value) of work sites, the potential effects of your work on the environment and how to control these	

UNIT 280

	4.3	Outline how your work fits into local biodiversity action plans	
	4.4	Outline the implications of the legislation which affects your work including any permissions or licences which are required	
5. Know the types of equipment required and how to maintain them	5.1	Describe the equipment which will be necessary for maintaining suitable site conditions for woodlands	
	5.2	Describe methods of maintaining the equipment in a fit state for use	
6. Know the current health and safety legislation and environmental good practice	6.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	
	6.2	Describe how environmental damage can be minimised	
	6.3	Describe the correct methods for disposing of waste	

UNIT 280

Learner's signature
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UNIT 281

TITLE	Carry out habitat management work to maintain suitable site conditions for wetland	Learner's name
UAN REFERENCE	K/502/3260	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge, and skills required to carry out practical management of wetland habitats. Work on sites must be carried out in line with appropriate permissions and licences. Relationship to National Occupational Standards : O29NCU87.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to maintain suitable site conditions for wetland	1.1 Carry out maintenance tasks in line with work specifications to include two of the following reasons: (i) to maintain water levels required for the conservation of the habitat (ii) to reduce the impact of public access on the site (iii) to reduce the impact of pollution on the site (iv) to maintain soil conditions required for the conservation of the habitat.	
	1.2 Keep the site clear of any unnecessary obstacles and waste material	

UNIT 281

2. Be able to select, use and maintain equipment for maintaining suitable site conditions for wetland	2.1	Select and use appropriate equipment for this area of work	
	2.2	Prepare, maintain and store equipment in a safe and effective working condition	
3. Be able to work safely and minimise environmental damage	3.1	Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	3.2	Carry out work in a manner which minimises environmental damage	
	3.3	Dispose of waste safely and correctly	
4. Know how to maintain suitable site conditions for wetlands	4.1	Explain how to interpret job specifications	
	4.2	Describe the environmental value (in terms of biodiversity and of historical/archaeological value) of work sites, the potential effects of your work on the environment and how to control these	
	4.3	Outline how your work fits into local biodiversity action plans	

UNIT 281

	4.4	Outline the implications of the legislation which affects your work including any permissions or licences which are required	
5. Know the types of equipment required and how to maintain them	5.1	Describe the equipment which will be necessary for maintaining suitable site conditions for wetland	
	5.2	Describe methods of maintaining the equipment in a fit state for use	
6. Know the current health and safety legislation and environmental good practice	6.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	6.2	Describe how environmental damage can be minimised	
	6.3	Describe the correct methods for disposing of waste	

UNIT 281

Learner's signature
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Internal verifier's signature (if sampled)

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UNIT 282

TITLE	Carry out habitat management work to maintain suitable site conditions for moorland	Learner's name
UAN REFERENCE	T/502/3259	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to carry out practical management of moorland habitats. Work on sites must be carried out in line with appropriate permissions and licences. Relationship to National Occupational Standards : O29NCU87.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to maintain suitable coastal site conditions for moorland	1.1 Carry out maintenance tasks in line with work specifications to include two of the following reasons: (i) to maintain water levels required for the conservation of the habitat (ii) to reduce the impact of public access on the site (iii) to reduce the impact of pollution on the site (iv) to maintain soil conditions required for the conservation of the habitat	
	1.2 Keep the site clear of any unnecessary obstacles and waste material	

UNIT 282

2. Be able to select, use and maintain equipment for maintaining suitable site conditions for moorlands	2.1	Select and use appropriate equipment for this area of work	
	2.2	Prepare, maintain and store equipment in a safe and effective working condition	
3. Be able to work safely and minimise environmental damage	3.1	Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	3.2	Carry out work in a manner which minimises environmental damage	
	3.3	Dispose of waste safely and correctly	
4. Know how to maintain suitable site conditions for moorland	4.1	Explain how to interpret job specifications	
	4.2	Describe the environmental value (in terms of biodiversity and of historical/archaeological value) of work sites, the potential effects of your work on the environment and how to control these	
	4.3	Outline how your work fits into local biodiversity action plans	

UNIT 282

	4.4	Outline the implications of the legislation which affects your work including any permissions or licences which are required	
5. Know the types of equipment required and how to maintain them	5.1	Describe the equipment which will be necessary for maintaining suitable site conditions for moorland	
	5.2	Describe methods of maintaining the equipment in a fit state for use	
6. Know the current health and safety legislation and environmental good practice	6.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	6.2	Describe how environmental damage can be minimised	
	6.3	Describe the correct methods for disposing of waste	

UNIT 282

Learner's signature
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Internal verifier's signature (if sampled)

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UNIT 283

TITLE	Carry out habitat management work to maintain suitable site conditions for hedgerows/farmland	Learner's name
UAN REFERENCE	M/502/3258	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge, and skills required to carry out practical management of hedgerow / farmland habitats. Work on sites must be carried out in line with appropriate permissions and licences. Relationship to National Occupational Standards : O29NCU87.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to maintain suitable site conditions for hedgerows/ farmland	1.1 Carry out maintenance tasks in line with work specifications to include two of the following reasons: (i) to maintain water levels required for the conservation of the habitat (ii) to reduce the impact of public access on the site (iii) to reduce the impact of pollution on the site (iv) to maintain soil conditions required for the conservation of the habitat	
	1.2 Keep the site clear of any unnecessary obstacles and waste material	

UNIT 283

2. Be able to select, use and maintain equipment for maintaining suitable site conditions for hedgerows-farmland	2.1	Select and use appropriate equipment for this area of work	
	2.2	Prepare, maintain and store equipment in a safe and effective working condition	
3. Be able to work safely and minimise environmental damage	3.1	Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	3.2	Carry out work in a manner which minimises environmental damage	
	3.3	Dispose of waste safely and correctly	
4. Know how to maintain suitable site conditions for hedgerows/farmland	4.1	Explain how to interpret job specifications	
	4.2	Describe the environmental value (in terms of biodiversity and of historical/archaeological value) of work sites, the potential effects of your work on the environment and how to control these 4.3 Outline how your work fits into local biodiversity action plans	

UNIT 283

	4.4	Outline the implications of the legislation which affects your work including any permissions or licences which are required	
5. Know the types of equipment required and how to maintain them	5.1	Describe the equipment which will be necessary for maintaining suitable site conditions for hedgerows / farmland	
	5.2	Describe methods of maintaining the equipment in a fit state for use	
6. Know the current health and safety legislation and environmental good practice	6.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	
	6.2	Describe how environmental damage can be minimised	
	6.3	Describe the correct methods for disposing of waste	

UNIT 283

Learner's signature
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UNIT 284

TITLE	Carry out habitat management work to maintain suitable site conditions for heathland	Learner's name
UAN REFERENCE	T/502/3262	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to carry out practical management of heathland habitats. Work on sites must be carried out in line with appropriate permissions and licences. Relationship to National Occupational Standards : O29NCU87.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to maintain suitable site conditions for heathland	1.1 Carry out maintenance tasks in line with work specifications to include two of the following reasons: (i) to maintain water levels required for the conservation of the habitat (ii) to reduce the impact of public access on the site (iii) to reduce the impact of pollution on the site (iv) to maintain soil conditions required for the conservation of the habitat	
	1.2 Keep the site clear of any unnecessary obstacles and waste material	

UNIT 284

2. Be able to select, use and maintain equipment for maintaining suitable site conditions for heathland	2.1	Select and use appropriate equipment for this area of work	
	2.2	Prepare, maintain and store equipment in a safe and effective working condition	
3. Be able to work safely and minimise environmental damage	3.1	Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	3.2	Carry out work in a manner which minimises environmental damage	
	3.3	Dispose of waste safely and correctly	
4. Know how to maintain suitable site conditions for heathland	4.1	Explain how to interpret job specifications	
	4.2	Describe the environmental value (in terms of biodiversity and of historical/archaeological value) of work sites, the potential effects of your work on the environment and how to control these	
	4.3	Outline how your work fits into local biodiversity action plans	

UNIT 284

	4.4	Outline the implications of the legislation which affects your work including any permissions or licences which are required	
5. Know the types of equipment required and how to maintain them	5.1	Describe the equipment which will be necessary for maintaining suitable site conditions for heathland	
	5.2	Describe methods of maintaining the equipment in a fit state for use	
6. Know the current health and safety legislation and environmental good practice	6.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	
	6.2	Describe how environmental damage can be minimised	
	6.3	Describe the correct methods for disposing of waste	

UNIT 284

Learner's signature
I confirm that the evidence above is all my own work

…… Date ……

Assessor's name ……
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Internal verifier's signature (if sampled)

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UNIT 285

TITLE	Carry out habitat management work to maintain suitable site conditions for grassland	Learner's name
UAN REFERENCE	M/502/3289	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge, and skills required to carry out practical management of grassland habitats. Work on sites must be carried out in line with appropriate permissions and licences. Relationship to National Occupational Standards : n/a		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to maintain suitable site conditions for grassland	1.1 Carry out maintenance tasks in line with work specifications to include two of the following reasons: (i) to maintain water levels required for the conservation of the habitat (ii) to reduce the impact of public access on the site (iii) to reduce the impact of pollution on the site (iv) to maintain soil conditions required for the conservation of the habitat	
2. Be able to select, use and maintain equipment for maintaining suitable conditions for grassland	2.1 Select and use appropriate equipment for this area of work	
	2.2 Prepare, maintain and store equipment in a safe and effective working condition throughout	

UNIT 285

3. Be able to work safely and minimise environmental damage	3.1	Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	3.2	Carry out work in a manner which minimises environmental damage	
	3.3	Dispose of waste safely and correctly	
4. Know how to maintain suitable site conditions for grassland	4.1	Explain how to interpret job specifications	
	4.2	Describe the environmental value (in terms of biodiversity and of historical/archaeological value) of work sites, the potential effects of your work on the environment and how to control these	
	4.3	Outline how your work fits into local biodiversity action plans	
	4.4	Outline the implications of the legislation which affects your work including any permissions or licences which are required	

UNIT 285

5. Know the types of equipment required and how to maintain them	5.1	Describe the equipment which will be necessary for maintaining suitable conditions for grassland	
	5.2	Describe methods of maintaining the equipment in a fit state for use	
6. Know the current health and safety legislation and environmental good practice	6.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work.	
	6.2	Describe how environmental damage can be minimised	
	6.3	Describe the correct methods for disposing of waste	

UNIT 285

Learner's signature
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Assessor's name ……
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UNIT 286

TITLE	Carry out habitat management work to maintain suitable coastal site conditions	Learner's name
UAN REFERENCE	Y/502/3254	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge and skills required to carry out practical management of coastal habitats. Habitat types include : dunes and dune slacks ; estuaries and mudflats ; salt marsh. Work on sites must be carried out in line with appropriate permissions and licences. Relationship to National Occupational Standards : O29NCU87.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to maintain suitable coastal site conditions	1.1 Carry out maintenance tasks in line with work specifications to include two of the following tasks: (i) to maintain water levels required for the conservation of the habitat (ii) to reduce the impact of public access on the site (iii) to reduce the impact of pollution on the site (iv) to maintain soil conditions required for the conservation of the habitat	
	1.2 Keep the site clear of any unnecessary obstacles and waste material	

UNIT 286

2. Be able to select, use and maintain equipment for maintaining suitable coastal site conditions	2.1 Select and use appropriate equipment for this area of work	
	2.2 Prepare, maintain and store equipment in a safe and effective working condition	
3. Be able to work safely and minimise environmental damage	3.1 Work in a way which maintains health and safety and is consistent with current legislation, codes of practice and any additional requirements	
	3.2 Carry out work in a manner which minimises environmental damage	
	3.3 Dispose of waste safely and correctly	
4. Know how to maintain suitable coastal site conditions	4.1 Explain how to interpret job specifications	
	4.2 Describe the environmental value (in terms of biodiversity and of historical/archaeological value) of work sites, the potential effects of your work on the environment and how to control these	
	4.3 Outline how your work fits into local biodiversity action plans	

UNIT 286

	4.4	Outline the implications of the legislation which affects your work including any permissions or licences which are required	
5. Know the types of equipment required and how to maintain them	5.1	Describe the equipment which will be necessary for maintaining suitable costal site conditions	
	5.2	Describe methods of maintaining the equipment in a fit state for use	
6. Know the current health and safety legislation and environmental good practice	6.1	Outline the current health and safety legislation, codes of practice and any additional requirements, which apply to this area of work	
	6.2	Describe how environmental damage can be minimised	
	6.3	Describe the correct methods for disposing of waste	

UNIT 286

Learner's signature
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…… Date ……

Assessor's name ……
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UNIT 287

TITLE	Manage vegetation by coppicing	Learner's name
UAN REFERENCE	J/600/2653	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to carry out practical habitat management using coppicing as a management technique Work on sites must be carried out in line with appropriate permissions and licences. Relationship to National Occupational Standards : O29NCU87.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to select, use and maintain relevant equipment for managing vegetation by coppicing	1.1 Select appropriate equipment for this area of work	
	1.2 Use equipment according to relevant legislation and manufacturer's instructions	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition	
2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	

UNIT 287

	2.2	Carry out work in a manner which minimises environmental damage	
	2.3	Dispose of waste safely and correctly	
	2.4	Recognise any hazards and reduce any associated risks to an acceptable level	
3. Be able to carry out the coppicing operation in line with site management requirements	3.1	Select vegetation according to the site management plan and any prevailing constraints	
	3.2	Manage vegetation by coppicing and according to the site management plan	
	3.3	Deal with any produce or superfluous material according to the site management plan	
	3.4	Take the appropriate action to remedy any incidental damage which occurs during the management of vegetation	
4. Know how to carry out the coppicing safely	4.1	Describe the management technique of coppicing	

UNIT 287

5. Know how to recognise the vegetation to be managed	5.1	State how to recognise the age, state and type of vegetation to be managed	
	5.2	State how to interpret job specifications	
6. Know the types of equipment required and how to maintain them	6.1	Describe the equipment and tools which will be required for coppicing	
	6.2	Describe the methods of maintaining the range of equipment	
7. Know relevant health and safety legislation and environmental good practice	7.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
	7.2	State the implications of the legislation which affects your work including any permissions or licences which are required	
	7.3	State how your work fits into local biodiversity action plans	
	7.4	Describe how environmental damage can be minimised	

UNIT 287

	7.5	State what action to take in the case of incidental damage to habitat, wildlife or landscape	
	7.6	Describe the correct methods for disposing of waste.	
	7.7	Describe how to identify hazards and assess risks	
	7.8	State how to interpret risk assessments	
	7.9	State the environmental value of work sites, the potential effects of your work on the environment and how to control these	

UNIT 287

Learner's signature
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Assessor's name ……
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Internal verifier's signature (if sampled)

……Date……

UNIT 288

TITLE	Manage vegetation by cutting/mowing	Learner's name
UAN REFERENCE	H/600/2658	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to carry out practical habitat management using cutting/mowing as a management technique Work on sites must be carried out in line with appropriate permissions and licences. Relationship to National Occupational Standards : O29NCU87.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to select, use and maintain relevant equipment for managing vegetation by cutting/mowing	1.1 Select appropriate equipment for this area of work	
	1.2 Use equipment according to relevant legislation and manufacturer's instructions	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition	
2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	

UNIT 288

	2.2	Carry out work in a manner which minimises environmental damage	
	2.3	Dispose of waste safely and correctly	
	2.4	Recognise any hazards and reduce any associated risks to an acceptable level	
3. Be able to carry out the cutting/mowing operation in line with site management requirements	3.1	Select vegetation according to the site management plan and any prevailing constraints	
	3.2	Manage vegetation by cutting/mowing and according to the site management plan	
	3.3	Deal with any produce or superfluous material according to the site management plan	
	3.4	Take the appropriate action to remedy any incidental damage which occurs during the management of vegetation	
4. Know how to carry out the cutting/mowing safely	4.1	Describe the management technique of cutting/mowing	

UNIT 288

5. Know how to recognise the vegetation to be managed	5.1	State how to recognise the age, state and type of vegetation to be managed	
	5.2	State how to interpret job specifications	
6. Know the types of equipment required and how to maintain them	6.1	Describe the equipment and tools which will be required for cutting/mowing	
	6.2	Describe the methods of maintaining the range of equipment	
7. Know relevant health and safety legislation and environmental good practice	7.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
	7.2	State the implications of the legislation which affects your work including any permissions or licences which are required	
	7.3	State how your work fits into local biodiversity action plans	
	7.4	Describe how environmental damage can be minimised	

UNIT 288

	7.5 State what action to take in the case of incidental damage to habitat, wildlife or landscape	
	7.6 Describe the correct methods for disposing of waste.	
	7.7 Describe how to identify hazards and assess risks	
	7.8 State how to interpret risk assessments	
	7.9 State the environmental value of work sites, the potential effects of your work on the environment and how to control these	

UNIT 288

Learner's signature
I confirm that the evidence above is all my own work

…… Date ……

Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed……Date ……

Internal verifier's signature (if sampled)

……Date……

UNIT 289

TITLE	Manage vegetation by felling	Learner's name
UAN REFERENCE	T/600/2678	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to carry out practical habitat management using felling as a management technique Work on sites must be carried out in line with appropriate permissions and licences. Relationship to National Occupational Standards : O29NCU87.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to select, use and maintain relevant equipment for managing vegetation by felling	1.1 Select appropriate equipment for this area of work	
	1.2 Use equipment according to relevant legislation and manufacturer's instructions	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition	
2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	

UNIT 289

	2.2 Carry out work in a manner which minimises environmental damage	
	2.3 Dispose of waste safely and correctly	
	2.4 Recognise any hazards and reduce any associated risks to an acceptable level	
3. Be able to carry out the felling operation in line with site management requirements	3.1 Select vegetation according to the site management plan and any prevailing constraints	
	3.2 Manage vegetation by felling and according to the site management plan	
	3.3 Deal with any produce or superfluous material according to the site management plan	
	3.4 Take the appropriate action to remedy any incidental damage which occurs during the management of vegetation	
4. Know how to carry out the felling safely	4.1 Describe the management technique of felling	

UNIT 289

5. Know how to recognise the vegetation to be managed. State how to recognise	5.1	State how to recognise the age, state and type of vegetation to be managed	
	5.2	State how to interpret job specifications	
6. Know the types of equipment required and how to maintain them	6.1	Describe the equipment and tools which will be required for felling	
	6.2	Describe the methods of maintaining the range of equipment.	
7. Know relevant health and safety legislation and environmental good practice	7.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
	7.2	State the implications of the legislation which affects your work including any permissions or licences which are required	
	7.3	State how your work fits into local biodiversity action plans	
	7.4	Describe how environmental damage can be minimised	

UNIT 289

	7.5	State what action to take in the case of incidental damage to habitat, wildlife or landscape	
	7.6	Describe the correct methods for disposing of waste	
	7.7	Describe how to identify hazards and assess risks	
	7.8	State how to interpret risk assessments	
	7.9	State the environmental value of work sites, the potential effects of your work on the environment and how to control these	

UNIT 289

Learner's signature
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……Date……

UNIT 290

TITLE	Manage vegetation by hedge maintenance	Learner's name
UAN REFERENCE	T/600/2681	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to carry out practical habitat management using hedge maintenance as a management technique Work on sites must be carried out in line with appropriate permissions and licences. Relationship to National Occupational Standards : O29NCU87.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to select, use and maintain relevant equipment for managing vegetation by hedge maintenance	1.1 Select appropriate equipment for this area of work	
	1.2 Use equipment according to relevant legislation and manufacturer's instructions	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition	
2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	

UNIT 290

	2.2	Carry out work in a manner which minimises environmental damage	
	2.3	Dispose of waste safely and correctly	
	2.4	Recognise any hazards and reduce any associated risks to an acceptable level	
3. Be able to carry out the hedge maintenance operation in line with site management requirements	3.1	Select vegetation according to the site management plan and any prevailing constraints	
	3.2	Manage vegetation by hedge maintenance and according to the site management plan	
	3.3	Deal with any produce or superfluous material according to the site management plan	
	3.4	Take the appropriate action to remedy any incidental damage which occurs during the management of vegetation	
4. Know how to carry out the hedge maintenance safely	4.1	Describe the management technique of hedge maintenance	

UNIT 290

5. Know how to recognise the vegetation to be managed	5.1	State how to recognise the age, state and type of vegetation to be managed	
	5.2	State how to interpret job specifications	
6. Know the types of equipment required and how to maintain them	6.1	Describe the equipment and tools which will be required for hedge maintenance	
	6.2	Describe the methods of maintaining the range of equipment.	
7. Know relevant health and safety legislation and environmental good practice	7.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
	7.2	State the implications of the legislation which affects your work including any permissions or licences which are required	
	7.3	State how your work fits into local biodiversity action plans	
	7.4	Describe how environmental damage can be minimised	

UNIT 290

	7.5	State what action to take in the case of incidental damage to habitat, wildlife or landscape	
	7.6	Describe the correct methods for disposing of waste.	
	7.7	Describe how to identify hazards and assess risks	
	7.8	State how to interpret risk assessments	
	7.9	State the environmental value of work sites, the potential effects of your work on the environment and how to control these	

UNIT 290

Learner's signature
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…… Date ……

Assessor's name ……
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Internal verifier's signature (if sampled)

……Date……

UNIT 291

TITLE	Manage vegetation by spraying	Learner's Name
UAN REFERENCE	J/600/2684	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to carry out practical habitat management using spraying as a management technique Work on sites must be carried out in line with appropriate permissions and licences. Relationship to National Occupational Standards : O29NCU87.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to select, use and maintain relevant equipment for managing vegetation by spraying	1.1 Select appropriate equipment for this area of work	
	1.2 Use equipment according to relevant legislation and manufacturer's instructions	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition	
2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	

UNIT 291

	2.2 Carry out work in a manner which minimises environmental damage	
	2.3 Dispose of waste safely and correctly	
	2.4 Recognise any hazards and reduce any associated risks to an acceptable level	
3. Be able to carry out the spraying operation in line with site management requirements	3.1 Select vegetation according to the site management plan and any prevailing constraints	
	3.2 Manage vegetation by spraying and according to the site management plan	
	3.3 Deal with any produce or superfluous material according to the site management plan	
	3.4 Take the appropriate action to remedy any incidental damage which occurs during the management of vegetation	
4. Know how to carry out the spraying safely	4.1 Describe the management technique of spraying	

UNIT 291

5. Know how to recognise the vegetation to be managed	5.1	State how to recognise the age, state and type of vegetation to be managed	
	5.2	State how to interpret job specifications	
6. Know the types of equipment required and how to maintain them	6.1	Describe the equipment and tools which will be required for spraying	
	6.2	Describe the methods of maintaining the range of equipment.	
7. Know relevant health and safety legislation and environmental good practice	7.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
	7.2	State the implications of the legislation which affects your work including any permissions or licences which are required	
	7.3	State how your work fits into local biodiversity action plans	
	7.4	Describe how environmental damage can be minimised	

UNIT 291

	7.5 State what action to take in the case of incidental damage to habitat, wildlife or landscape	
	7.6 Describe the correct methods for disposing of waste.	
	7.7 Describe how to identify hazards and assess risks	
	7.8 State how to interpret risk assessments	
	7.9 State the environmental value of work sites, the potential effects of your work on the environment and how to control these	

UNIT 291

Learner's signature
I confirm that the evidence above is all my own work

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Assessor's name ……
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Signed……Date ……

Internal verifier's signature (if sampled)

……Date……

UNIT 292

TITLE	Manage vegetation by thinning	Learner's Name
UAN REFERENCE	H/600/2689	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to carry out practical habitat management using thinning as a management technique Work on sites must be carried out in line with appropriate permissions and licences. Relationship to National Occupational Standards : O29NCU87.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to select, use and maintain relevant equipment for managing vegetation by thinning	1.1 Select appropriate equipment for this area of work	
	1.2 Use equipment according to relevant legislation and manufacturer's instructions	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition	
2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	

UNIT 292

	2.2	Carry out work in a manner which minimises environmental damage	
	2.3	Dispose of waste safely and correctly	
	2.4	Recognise any hazards and reduce any associated risks to an acceptable level	
3. Be able to carry out the thinning operation in line with site management requirements	3.1	Select vegetation according to the site management plan and any prevailing constraints	
	3.2	Manage vegetation by thinning and according to the site management plan	
	3.3	Deal with any produce or superfluous material according to the site management plan	
	3.4	Take the appropriate action to remedy any incidental damage which occurs during the management of vegetation	
4. Know how to carry out the thinning safely	4.1	Describe the management technique of thinning	
5. Know how to recognise the vegetation to be managed	5.1	State how to recognise the age, state and type of vegetation to be managed	

UNIT 292

	5.2	State how to interpret job specifications	
6. Know the types of equipment required and how to maintain them	6.1	Describe the equipment and tools which will be required for thinning	
	6.2	Describe the methods of maintaining the range of equipment.	
7. Know relevant health and safety legislation and environmental good practice	7.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
	7.2	State the implications of the legislation which affects your work including any permissions or licences which are required	
	7.3	State how your work fits into local biodiversity action plans	
	7.4	Describe how environmental damage can be minimised	
	7.5	State what action to take in the case of incidental damage to habitat, wildlife or landscape	
	7.6	Describe the correct methods for disposing of waste	

UNIT 292

	7.7	Describe how to identify hazards and assess risks	
	7.8	State how to interpret risk assessments	
	7.9	State the environmental value of work sites, the potential effects of your work on the environment and how to control these	

Learner's signature
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Internal verifier's signature (if sampled)

……Date……

UNIT 293

TITLE	Manage vegetation by uprooting	Learner's Name
UAN REFERENCE	H/600/2692	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to carry out practical habitat management using uprooting as a management technique Work on sites must be carried out in line with appropriate permissions and licences. Relationship to National Occupational Standards : O29NCU87.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to select, use and maintain relevant equipment for managing vegetation by uprooting	1.1 Select appropriate equipment for this area of work	
	1.2 Use equipment according to relevant legislation and manufacturer's instructions	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition	
2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	

UNIT 293

	2.2	Carry out work in a manner which minimises environmental damage	
	2.3	Dispose of waste safely and correctly	
	2.4	Recognise any hazards and reduce any associated risks to an acceptable level	
3. Be able to carry out the uprooting operation in line with site management requirements	3.1	Select vegetation according to the site management plan and any prevailing constraints	
	3.2	Manage vegetation by uprooting and according to the site management plan	
	3.3	Deal with any produce or superfluous material according to the site management plan	
	3.4	Take the appropriate action to remedy any incidental damage which occurs during the management of vegetation	
4. Know how to carry out the uprooting safely	4.1	Describe the management technique of uprooting	

UNIT 293

5. Know how to recognise the vegetation to be managed	5.1	State how to recognise the age, state and type of vegetation to be managed	
	5.2	State how to interpret job specifications	
6. Know the types of equipment required and how to maintain them	6.1	Describe the equipment and tools which will be required for uprooting	
	6.2	Describe the methods of maintaining the range of equipment	
7. Know relevant health and safety legislation and environmental good practice	7.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
	7.2	State the implications of the legislation which affects your work including any permissions or licences which are required	
	7.3	State how your work fits into local biodiversity action plans	
	7.4	Describe how environmental damage can be minimised	

UNIT 293

	7.5 State what action to take in the case of incidental damage to habitat, wildlife or landscape	
	7.6 Describe the correct methods for disposing of waste.	
	7.7 Describe how to identify hazards and assess risks	
	7.8 State how to interpret risk assessments	
	7.9 State the environmental value of work sites, the potential effects of your work on the environment and how to control these	

UNIT 293

Learner's signature
I confirm that the evidence above is all my own work

…… Date ……

Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed……Date ……

Internal verifier's signature (if sampled)

……Date……

UNIT 294

TITLE	Manage vegetation by pruning	Learner's Name
UAN REFERENCE	J/600/2698	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to carry out practical habitat management using pruning as a management technique Work on sites must be carried out in line with appropriate permissions and licences. Relationship to National Occupational Standards : O29NCU87.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to select, use and maintain relevant equipment for managing vegetation by pruning	1.1 Select appropriate equipment for this area of work	
	1.2 Use equipment according to relevant legislation and manufacturer's instructions	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition	
2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	

UNIT 294

	2.2	Carry out work in a manner which minimises environmental damage	
	2.3	Dispose of waste safely and correctly	
	2.4	Recognise any hazards and reduce any associated risks to an acceptable level	
3. Be able to carry out the pruning operation in line with site management requirements	3.1	Select vegetation according to the site management plan and any prevailing constraints	
	3.2	Manage vegetation by pruning and according to the site management plan	
	3.3	Deal with any produce or superfluous material according to the site management plan	
	3.4	Take the appropriate action to remedy any incidental damage which occurs during the management of vegetation	
4. Know how to carry out the pruning safely	4.1	Describe the management technique of pruning	
5. Know how to recognise the vegetation to be managed	5.1	State how to recognise the age, state and type of vegetation to be managed	

UNIT 294

	5.2	State how to interpret job specifications	
6. Know the types of equipment required and how to maintain them	6.1	Describe the equipment and tools which will be required for pruning	
	6.2	Describe the methods of maintaining the range of equipment	
7. Know relevant health and safety legislation and environmental good practice	7.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
	7.2	State the implications of the legislation which affects your work including any permissions or licences which are required	
	7.3	State how your work fits into local biodiversity action plans	
	7.4	Describe how environmental damage can be minimised	
	7.5	State what action to take in the case of incidental damage to habitat, wildlife or landscape	
	7.6	Describe the correct methods for disposing of waste.	

UNIT 294

	7.7	Describe how to identify hazards and assess risks	
	7.8	State how to interpret risk assessments	
	7.9	State the environmental value of work sites, the potential effects of your work on the environment and how to control these	

Learner's signature
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Internal verifier's signature (if sampled)

……Date……

UNIT 295

TITLE	Prepare and operate power tools and attachments when working in the environmental and land-based industries	Learner's Name
UAN REFERENCE	L/501/7046	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge, understanding and skills required to operate power tools and equipment under minimal direction or guidance. It relates to the safe operation of power tools. This unit is aimed at fence installers who use power tools and attachments as a part of their job role. Power tools such as: grinders, saws, compactors etc can be used. Relationship to National Occupational Standards : FE7.1, 2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to work safely and in-line with requirements	1.1 Carry out work safely in line with health and safety requirements and codes of practice	
	1.2 Select and prepare personal protective equipment according to hazards presented by power tool, attachments and selected task	
2. Prepare power tools and attachments for use	2.1 Carry out pre-start checks in accordance with manufactures' procedures and practices for cleanliness, lubricates, fuels and coolants and safety features	

UNIT 295

3. Use power tools and attachments safely to achieve specified work requirement	3.1	Establish a safe working area for tool usage	
	3.2	Carry out start and stop procedures to confirm functions are in accordance with safe control and the manufacturer's operating instructions	
	3.3	Modify work activities to take account of changes to prevailing weather conditions	
	3.4	Work using methods and activities which minimise disturbance and damage to the environment	
	3.5	Identify and report any defects in performance	
	3.6	Deal with defects within level of responsibility	
	3.7	Report defects which fall outside own level of responsibility	
	3.8	Use corrective actions in response to problems with power tool and attachment	

UNIT 295

4. Be able to carry out post-stop checks and store tools	4.1	Complete post-stop checks in accordance with manufacturer's instructions for cleanliness, lubricates, fuels and coolants	
	4.2	Clean and store tools and attachments securely, in accordance with manufacturer's recommendations	
5. Know the relevant legislation and codes of practice	5.1	Outline the health and safety requirements associated with power tools and equipment	
	5.2	State the types, purpose and uses of personal protective equipment	
	5.3	Outline the hazards associated with the use of different types of power tools and attachments	
	5.4	State responsibilities with regard to power tool operating regulations and instructions	
	5.5	Outline the environmental impact/disturbance which can be caused by inappropriate use of power tools	

UNIT 295

6. Understand the use of power tools	6.1	Explain the types, purpose, uses and limitations of power tools and attachments	
	6.2	Explain the types of performance defects associated with power tools and their attachments	
	6.3	Describe common defects found with power tools and their attachments	
7. Know how to prepare and use power tools and attachments	7.1	State the importance of completing pre-start and post-stop checks	
	7.2	Outline reasons for the correct methods of storage	
	7.3	Outline the corrective actions to take in response to identified problems when using power tools	
	7.4	Outline why it is necessary to modify work activities to take account of changes in the prevailing weather	

UNIT 295

Learner's signature
I confirm that the evidence above is all my own work

…… Date ……

Assessor's name ……
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Signed……Date ……

Internal verifier's signature (if sampled)

……Date……

UNIT 296

TITLE	Give customers a positive impression of yourself and your organisation	Learner's Name
UAN REFERENCE	L/601/0933	
LEVEL	2	
CREDIT VALUE	5	
The aim of this unit is to enable the learner to communicate with customers and giving a positive impression of themselves whenever dealing with a customer. By doing this they will also be giving a positive impression of their organisation and the customer service it provides. Relationship to National Occupational Standards : This Unit directly relates to the Customer Service NOS		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Establish rapport with customers	1.1 Meet their organisation's standards of appearance and behaviour	
	1.2 Greet their customer respectfully and in a friendly manner	
	1.3 Communicate with their customer in a way that makes them feel valued and respected	
	1.4 Identify and confirm their customer's expectations	
	1.5 Treat their customer courteously and helpfully at all times	
	1.6 Keep their customer informed and reassured	

UNIT 296

	1.7 Adapt their behaviour to respond to different customer behaviour	
2. Respond appropriately to customers	2.1 Respond promptly to a customer seeking help	
	2.2 Choose the most appropriate way to communicate with their customer	
	2.3 Check with their customer that they have fully understood their expectations	
	2.4 Respond promptly and positively to their customer's questions and comments	
	2.5 Allow their customer time to consider their response and give further explanation when appropriate	
3. Communicate information to customers	3.1 Quickly find information that will help their customer	
	3.2 Give their customer information they need about the services or products offered by their organisation	

UNIT 296

	3.3 Recognise information that their customer might find complicated and check whether they fully understand	
	3.4 Explain clearly to their customers any reasons why their expectations cannot be met	
4. Understand how to give customers a positive impression of themselves and the organisation	4.1 Describe their organisation's standards for appearance and behaviour	
	4.2 Explain their organisation's guidelines for how to recognise what their customer wants and respond appropriately	
	4.3 Identify their organisation's rules and procedures regarding the methods of communication they use	
	4.4 Explain how to recognise when a customer is angry or confused	
	4.5 Identify their organisation's standards for timeliness in responding to customer questions and requests for information	

UNIT 296

Learner's signature
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…… Date ……

Assessor's name ……
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Internal verifier's signature (if sampled)

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UNIT 298

TITLE	IT User Fundamentals	
UAN REFERENCE	L/502/4207	
LEVEL	2	
CREDIT VALUE	3	
The aim of this unit is to enable the learner to set up and use hardware day-to-day, protect hardware, software and the data within an IT system. Relationship to National Occupational Standards: This unit is based on National Occupational Standards, as defined by e-skills UK.		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Use IT systems to meet a variety of needs	1.1 Use correct procedures to start and shutdown an IT system	
	1.2 Select and use interface features effectively to interact with IT systems	
	1.3 Select and adjust system settings as appropriate to needs	
	1.4 Select and use a communication service to access the Internet	
	1.5 Use appropriate terminology when describing IT systems	
2. Manage information storage and retrieval appropriately	2.1 Manage files and folders to enable efficient information retrieval	
	2.2 Identify when and why to use different types of storage media	

UNIT 298

	2.3 Organise and store information, using general and local conventions where appropriate	
3. Follow and understand the need for safety and security practices	3.1 Work safely and take steps to minimise physical stress	
	3.2 Describe the danger of computer viruses, and how to minimise risk	
	3.3 Keep information secure	
	3.4 Explain why it is important to stay safe and to respect others when using IT-based communication	
	3.5 Follow relevant guidelines and procedures for the safe and secure use of IT	

Unit 298

Learner's signature
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UNIT 299

TITLE	Manage vegetation by mulching	Learner's name
UAN REFERENCE	F/600/2683	
LEVEL	2	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge and skills required to carry out practical habitat management using mulching as a management technique. Work on sites must be carried out in line with appropriate permissions and licences. Relationship to National Occupational Standards: O29NCU87.2		

Learner Outcomes The Learner will :	Assessment Criteria The learner can :	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to select, use and maintain relevant equipment for managing vegetation by mulching	1.1 Select appropriate equipment for this area of work	
	1.2 Use equipment according to relevant legislation and manufacturer's instructions	
	1.3 Prepare, maintain and store equipment in a safe and effective working condition	
2. Be able to work safely and minimise environmental damage	2.1 Work in a way which maintains health and safety and is consistent with relevant legislation, codes of practice and any additional requirements	
	2.2 Carry out work in a manner which minimises environmental damage	

UNIT 299

	2.3	Dispose of waste safely and correctly	
	2.4	Recognise any hazards and reduce any associated risks to an acceptable level	
3. Be able to carry out the mulching operation in line with site management requirements	3.1	Select vegetation according to the site management plan and any prevailing constraints	
	3.2	Manage vegetation by mulching and according to the site management plan	
	3.3	Deal with any produce or superfluous material according to the site management plan	
	3.4	Take the appropriate action to remedy any incidental damage which occurs during the management of vegetation	
4. Know how to carry out the mulching safely	4.1	Describe the management technique of mulching	

UNIT 299

5. Know how to recognise the vegetation to be managed	5.1	State how to recognise the age, state and type of vegetation to be managed	
	5.2	State how to Interpret job specifications	
6. Know the types of equipment required and how to maintain them	6.1	Describe the equipment and tools which will be required for mulching	
	6.2	Describe the methods of maintaining the range of equipment	
7. Know relevant health and safety legislation and environmental good practice	7.1	Outline the current health and safety legislation, codes of practice and any additional requirements	
	7.2	State the implications of the legislation which affects your work including any permissions or licences which are required	
	7.3	State how your work fits into local biodiversity action plans	
	7.4	Describe how environmental damage can be minimised	
	7.5	State what action to take in the case of incidental damage to habitat, wildlife or landscape	

UNIT 299

	7.6	Describe the correct methods for disposing of waste	
	7.7	Describe how to Identify hazards and assess risks	
	7.8	State how to interpret risk assessments	
	7.9	State the environmental value of work sites, the potential effects of your work on the environment and how to control these	

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UNIT 300

TITLE	Involve people in community recycling	Learner's name
UAN REFERENCE	T/502/3231	
LEVEL	3	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge, understanding and skills required to involve groups in community recycling. Relationship to National Occupational Standards : O29NEC18.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to involve groups within the community in a recycling project	1.1 Clearly explain their organisation's community recycling objectives and the ways in which communities can become involved	
	1.2 Actively involve at least three of the following groups within the community in their recycling project: (i) community groups (ii) less able (iii) children and young people (iv) volunteers (v) environmental groups (vi) local businesses	

UNIT 300

	1.3 Encourage groups within the community to use appropriate methods of waste reduction: (i) reduction (ii) re-use (iii) recycling	
	1.4 Assist community groups in identifying outlets for at least three of the following unwanted materials: (i) paper (ii) card (iii) glass (iv) plastic (v) aluminium (vi) other metals (vii) compostable materials (viii) textiles (ix) electrical goods (x) wood (xi) furniture	
	1.5 Provide the following types of information and guidance to groups within the community (i) information on recycling (ii) information relating to your organisation (iii) referral to others with greater expertise in community recycling	

UNIT 300

2. Understand how to involve people in community recycling	2.1 Outline the range of groups that exist within a community and their respective objectives: (i) community groups (ii) less able (iii) children and young people (iv) volunteers (v) environmental groups (vi) local businesses	
	2.2 Describe organisational procedures for promoting community recycling	
	2.3 Describe how to involve groups within the community in your recycling project	
	2.4 Describe how to identify waste reduction needs	
	2.5 Summarise the various outlets that may be available	
	2.6 Outline the sources of information and guidance on community recycling	
3. Understand the implications for work in respect of health and safety, waste legislation and regulations	3.1 Describe the implications for the work of health and safety, environmental and waste legislation and regulations	

UNIT 300

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UNIT 301

TITLE	Implement environmental good practice at work	Learner's name
UAN REFERENCE	Y/502/3285	
LEVEL	3	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge, skills and understanding required to implement and improve environmental good practice at work. Relationship to National Occupational Standards : O29NEC19.1, 2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to encourage environmental good practice at work	1.1 Ensure work is carried out efficiently, effectively and in a manner which minimises environmental damage	
	1.2 Ensure work is carried out in accordance with relevant legislation and organisational requirements with respect to environmental good practice	
	1.3 Take effective and prompt action in response to damage or to prevent damage to the environment	
	1.4 Provide clear and accurate information on environmental problems to others within the organisation	

UNIT 301

	1.5 Carry out monitoring activities in accordance with organisational requirements and environmental good practice	
2. Be able to improve work activities to enhance environmental performance	2.1 Identify ways of changing work activities for which they have responsibility in order to improve environmental performance	
	2.2 Evaluate the advantages and disadvantages of changes to work activities and make a decision on how best to proceed	
	2.3 Make changes to work activities in accordance with organisational and legislative requirements	
	2.4 Encourage interested parties to improve their environmental performance	
	2.5 Publicise the environmental benefits of changes in work activities	
	2.6 Monitor and evaluate the effectiveness of changes to work activities and use the findings to inform future practice	

UNIT 301

3. Understand how to encourage environmental good practice at work	3.1 Explain ways of working which minimise environmental damage	
	3.2 Outline relevant legislation, regulatory and organisational requirements with respect to environmental good practice	
	3.3 Explain the action to take in response to environmental damage	
	3.4 Describe the correct methods for minimising waste and disposing of waste	
	3.5 Explain the information which should be provided regarding environmental good practice and the procedures involved	

UNIT 301

4. Understand how to improve work activities to enhance environmental performance	4.1 Explain ways of working which maintain and improve environmental performance covering: (i) identifying and optimising the environmental implications of resource (ii) identifying and optimising the environmental impact of an organisation's work (iii) identifying and optimising the environmental implications of an organisation's products or services (iv) maintaining or increasing levels of recycling and re-use (v) meeting the environmental requirements of legislation (vi) meeting the environmental requirements of interested parties	
	4.2 Describe the factors which may limit improvements to environmental performance	
	4.3 Describe benefits to an organisation and the environment of improved environmental good practice and performance	

UNIT 301

	4.4 Outline the situations which may need preventative or remedial action as a consequence of work by an organisation	
	4.5 Explain the consequences of failing to maintain and improve environmental good practice	
	4.6 Explain ways of influencing and motivating others (internal and external) to improve environmental performance	
	4.7 Explain ways of monitoring and evaluating the effectiveness of improvements in environmental performance	
	4.8 Describe reasons for, and ways of publicising the benefits and results of improved environmental performance	

UNIT 301

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UNIT 302

TITLE	Plan Deliver and evaluate environmental projects	Learner's name
UAN REFERENCE	A/502/3232	
LEVEL	3	
CREDIT VALUE	10	
The aim of this unit is to provide the learner with the knowledge, understanding and skills required for planning, delivering and evaluating a wide range of environmental projects. 'Environmental projects' include any type of project work. The unit looks at the specific skills required in planning for and maintaining the quality of work, sustaining a good working environment and evaluating the project against initial objectives. Relationship to National Occupational Standards : O29NEC19.1, 2		

UNIT 302

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to plan environmental projects	1.1 Negotiate project specifications that: (i) meet agreed organisational requirements (ii) meet appropriate management plans (iii) conform to current statutory and legal requirements (iv) conform to principles of environmental good practice (v) take into account the views and opinions of those with relevant technical expertise (vi) take into account risks: a. Health and safety b. Financial c. Reputation d. Environmental impact	
	1.2 Include systems and criteria for project evaluation within the project specifications	

UNIT 302

	1.3 Present final project specifications in a format which is accurate, complete and suitable for the user covering: (i) schedule (ii) location (iii) methods and procedures (iv) physical resources (v) human resources (vi) relevant legal requirements (vii) standard of outcome required (viii) financial requirements	
	1.4 Give clear and accurate briefings to those people involved with the project specifications including those: (i) internal to the organisation (ii) external to the organisation	
	1.5 Ensure that, where relevant, contracts for project work are issued	

UNIT 302

2. Be able to deliver environmental projects	2.1 Make resources available to allow project activities to be carried out in a safe, and effective way including: (i) natural (ii) physical (iii) human (iv) financial and inform the appropriate person without delay where these resources are not available	
	2.2 Consistently meet project specifications within your area of responsibility, noting any factors which may cause disruption to project activities, and taking the appropriate action to minimise their effects	
	2.3 Take corrective action without delay, and inform the relevant people of any changes which may affect them	
	2.4 Establish and maintain systems to monitor the quality, quantity and time specifications for service delivery	
	2.5 Make any recommendations for improving project activities and working conditions promptly to the appropriate people	

UNIT 302

	2.6 Ensure that the use and maintenance of equipment conforms to recommended schedules and procedures	
	2.7 Promptly report all accidents and incidents to the appropriate people, and record them accurately and fully	
	2.8 Conduct communications with the project team and other interested parties in a way which promotes understanding and goodwill	
	2.9 Make sure that records of project activities are complete, accurate and comply with organisational procedures	
3. Be able to evaluate environmental projects	3.1 Carry out evaluation efficiently and effectively against criteria set out in the project specification, ensuring that evaluation is thorough, complete and objective covering: (i) environmental impact (ii) quality (iii) use of resources	

UNIT 302

	3.2 Produce evaluation reports that are clear, accurate and in a form suitable for the intended recipients	
	3.3 Justify your conclusions and recommendations on the basis of: (i) the information available, (ii) the methods of evaluation including: a. qualitative b. quantitative (iii) clearly stated assumptions	
4. Understand how to plan environmental projects	4.1 Summarise relevant aspects of organisational requirements and management plans	
	4.2 Summarise current principles of environmental good practice, and statutory and legal requirements, and their impact on project specifications	
	4.3 Summarise health and safety and risks	
	4.4 Identify those who should be consulted with and describe the ways in which their views and opinions may be sought	

	4.5 Explain actual and potential pressures on the environment, of any conflict between these pressures, and the effect these may have on the project specification	
	4.6 Describe the process of identifying and selecting appropriate evaluation systems and criteria	
	4.7 Explain the importance of accurate and complete specification, and reason for choice of presentation format covering: (i) schedule (ii) location (iii) methods and procedures (iv) physical resources (v) human resources (vi) relevant legal requirements (vii) standard of outcome required	
	4.8 Explain the importance of giving clear and accurate briefings to those involved with the project specification, and reasons for the choice of briefing method	

	4.9 Outline the process of agreeing and issuing contracts for project work	
5. Understand how to deliver environmental projects	5.1 Outline the required type and quantity of resources needed for project activities and the appropriate action in the case of inadequate resources covering all the following: (i) natural (ii) physical (iii) human (iv) financial	
	5.2 Outline individual responsibilities within project specifications including health and safety	
	5.3 Explain how to identify and minimise the effect of disruptions and the reasons for selecting corrective actions	
	5.4 Explain how to establish and maintain systems to monitor service delivery and how to identify improvements to project activities and working conditions	

	5.5 Outline methods of communication likely to promote understanding and goodwill	
	5.6 Explain the importance of complete and accurate records which comply with organisational procedures	
6. Understand how to evaluate environmental projects	6.1 Explain the importance of evaluating project outcomes covering the following criteria: (i) environmental impact (ii) quality (iii) use of resources	
	6.2 Describe techniques of evaluation and requirements of the original project specification	
	6.3 Explain the process of evaluation and the importance of thorough, complete and impartial evaluation	
	6.4 Explain the importance of clear and accurate reports and reasons for style of report	
	6.5 Describe means of drawing conclusions and making recommendations	

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UNIT 303

TITLE	Monitor and report on environmental conditions	Learner's name
UAN REFERENCE	F/502/3233	
LEVEL	3	
CREDIT VALUE	10	
The aim of this unit is to provide the learner with the knowledge, understanding and skills required for developing and using systems to monitor and report on environmental conditions. The term 'monitor' is given a wide interpretation as it extends from the informal monitoring which takes place during day-to-day operations to the more formal monitoring of specific aspects of the environment. Monitoring: making observations with sufficient precision to determine whether a required condition is being met. Survey: a one-off activity to collect data for a prescribed purpose Surveillance: a repeated survey to assess the condition of a site or feature on that site. Relationship to National Occupational Standards : O29NEC 22		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to monitor environmental conditions	1.1 Select indicators for monitoring environmental change on the basis of available information covering at least three of the following: (i) landscape and landscape features (ii) wildlife and wildlife habitats (iii) effectiveness of habitat management (iv) effects on landscapes and wildlife of visitors and others (v) features of historical, archaeological and cultural importance (vi) access network	

UNIT 303

	1.2 Consult with the appropriate people in the process of selecting and agreeing indicators	
	1.3 Ensure that selected indicators are measurable and are listed accurately	
	1.4 Develop and use systems for monitoring in accordance with agreed technical criteria, operating costs and time specifications, and other organisational requirements	
	1.5 Produce guidelines for the use of monitoring systems that are clear, in an appropriate format, in suitable language, and available to all users	
	1.6 Assess the monitoring systems and propose any modifications after feedback and further analysis	
2. Be able to promote health and safety and environmental good practice	2.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements	

UNIT 303

3. Be able to report on results of monitoring environmental conditions	3.1 Record all monitoring data in a format and language specified by the monitoring system	
	3.2 Use all available, relevant and current information to interpret monitoring data, ensuring that interpretations are justified using rational argument and supporting evidence	
	3.3 Produce reports on environmental change in a format, style and language which helps decision-making and which conform to organisational procedures, ensuring that reports are relevant, accurate and concise and are supported with records of the raw data	
	3.4 Make explicit conclusions and recommendations for action within the monitoring report	
	3.5 Actively seek feedback from recipients of the report	
4. Understand the need to monitor environmental conditions	4.1 Explain the importance of developing and using systems to monitor environment change	

UNIT 303

	4.2 Describe methods of identifying relevant indicators for monitoring environmental change	
	4.3 Describe principles of monitoring against indicators covering all of the following: (i) landscape and landscape features (ii) wildlife and wildlife habitats (iii) effectiveness of habitat management (iv) effects on landscapes and wildlife of visitors and others (v) features of historical, archaeological and cultural importance (vi) access network	
	4.4 Describe sources of research data and information to monitor environmental change	
	4.5 Explain where and how to obtain relevant additional data and information	
	4.6 Outline which individuals and organisations to consult when selecting and agreeing indicators	

UNIT 303

	4.7 Describe types of systems to monitor environmental change and their use	
	4.8 Explain organisational requirements in relation to the monitoring systems adopted	
	4.9 Describe methods of communicating guidelines clearly and in a format suitable for users	
	4.10 Describe the types of changes which may take place in the environment and the causes of these changes	
	4.11 Explain the need to review the monitoring systems and how this can be best achieved	
5. Understand relevant health and safety legislation and environmental good practice	5.1 Summarise relevant health and safety and other legislation, codes of practice and any additional requirements	
6. Understand the need to report on environmental conditions	6.1 Describe techniques for recording data on environmental change	

UNIT 303

	6.2 Describe ways in which records may vary according to the nature and objectives of the monitoring activity	
	6.3 Outline sources of information relevant to the interpretation of monitoring data	
	6.4 Describe types of supporting evidence which may be used	
	6.5 Describe effective ways of reporting results from monitoring activities	
	6.6 Describe ways in which the form, style and language of a report should vary according to the different recipients	
	6.7 Describe appropriate ways of presenting data to support a monitoring report	
	6.8 Explain reasons for selecting particular ways of presenting data	
	6.9 Outline means of obtaining and handling feedback from the recipients of a report	
	6.10 Explain the importance of reporting on environmental change	

UNIT 303

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UNIT 304

TITLE	Prepare, conduct and report on field surveys	Learner's name
UAN REFERENCE	J/502/3234	
LEVEL	3	
CREDIT VALUE	6	
The aim of this unit is to provide the learner with the skills, knowledge and understanding required for undertaking survey work and reporting on the findings of such surveys. The term 'survey' is open to broad interpretation because of the wide range of surveys that may be carried out in different contexts using a range of survey techniques. Relationship to National Occupational Standards : O29NEC23		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to prepare to collect data	1.1 Identify and secure access to any existing data (primary and secondary) relevant to the survey	
	1.2 Identify survey methodology, sources of data and legislative requirements in accordance with the survey specification	
	1.3 Ensure that the selected survey techniques are appropriate for the survey objectives, legal, safe and within time and resource constraints	
	1.4 Identify and obtain any necessary permissions, consents and licences	

UNIT 304

	1.5 Secure and check all necessary survey equipment	
	1.6 Explicitly specify responsibilities for carrying out the survey, selecting people who are competent to undertake the survey, and provide them with a thorough briefing both verbal and written	
	1.7 Ensure that the survey design provides for the storage of any confidential information in accordance with data protection legislation	
2. Be able to collect and record data through field surveys	2.1 Collect all data using the correct survey techniques and ensure that the data is accurate to the level required in the survey specification	
	2.2 Record all data legibly, fully and in the format specified	
	2.3 Take prompt appropriate action in cases where data cannot be obtained in accordance with the specification	

UNIT 304

	2.4 Take note of any data not covered by the specification, but potentially relevant to the survey, and report it to the appropriate person	
	2.5 Ensure that the effects of the work and access do not adversely affect the condition of survey sites	
	2.6 Encourage any interested persons to ask questions or seek explanation, and provide them with appropriate information	
	2.7 Produce proof of authority to conduct surveys on request	
3. Be able to promote health and safety and environmental good practice	3.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements which apply to the preparation, conduct and report on field survey	
	3.2 Ensure work is carried out in a manner which minimises environmental damage	

UNIT 304

4. Understand how to prepare for conducting surveys	4.1 Explain the potential sources of data, their advantages and disadvantages and principles of use	
	4.2 Explain where and how to obtain additional data relevant to the survey	
	4.3 Differentiate between the range of survey techniques available, their advantages and disadvantages and principles of use	
	4.4 Describe organisational requirements concerning the types of survey adopted	
	4.5 Outline the circumstances in which permission, consent or licences are required for survey activities and the means of obtaining them	
5. Understand the roles of team members in conducting surveys	5.1 Explain the roles and responsibilities of individual team members; the importance of clear and thorough briefing	
6. Understand how to conduct and report on field surveys	6.1 Explain types, and correct use, of survey equipment	

UNIT 304

	6.2 Explain effective means of storing the data to be collected	
	6.3 Explain the range of techniques available for surveys of landscapes features, flora and fauna, different habitat types, historical features, impact of humans on the environment	
	6.4 Indicate recognition of landscapes features, flora and fauna, different habitat types, historical features, impact of humans on the environment (in accordance with the nature and objectives of the survey undertaken)	
	6.5 Explain effective techniques for recording survey data	
	6.6 Explain ways in which survey recording requirements vary according to the nature and objectives of the survey	
	6.7 Explain the appropriate action to take in cases where the required data cannot be collected	
	6.8 Describe type of data which is relevant to the survey but not covered by the design	

UNIT 304

	6.9 Explain actions to take in case of incidental damage or disturbance to habitat, wildlife or landscape	
	6.10 Explain how people can be encouraged to ask questions	
	6.11 Describe the importance of providing proof of authority	
7. Understand relevant health and safety legislation and environmental good practice	7.1 Summarise current health and safety legislation, codes of practice and any additional requirements which apply to this area of work	
	7.2 Describe the possible environmental damage and how to respond appropriately	
	7.3 Explain the records required for management and legislative purposes and the importance of maintaining them	

UNIT 304

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UNIT 305

TITLE	Interpret surveys and report on findings	Learner's name
UAN REFERENCE	L/502/3235	
LEVEL	3	
CREDIT VALUE	5	
The aim of this unit is to provide the learner with the skills, knowledge and understanding to report on the findings of surveys. The term 'survey' is open to broad interpretation because of the wide range of surveys that may be carried out in different contexts using a range of survey techniques. Relationship to National Occupational Standards : O29NEC23.3		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to interpret survey data and report on findings	1.1 Ensure that the evaluation is appropriate to the objectives of the survey and meets operational requirements	
	1.2 Interpret survey data using all available, relevant and current information	
	1.3 Note any failure in the analysis to obtain useful results, and inform the appropriate person promptly	
	1.4 Justify the interpretation of survey data using rational argument and supporting evidence	
	1.5 Seek feedback on survey interpretations prior to a final report being produced	

UNIT 304

	1.6 Ensure that the report: i) is accurate and complete ii) is in a format conforming with the survey specification iii) contains the required supporting data in accordance with the survey specification iv) presents information and conclusions in a manner which is accessible and of use to others	
	1.7 Make the report available to the appropriate people within the required timescale	
	1.8 Reply to requests for further clarification and explanation of the report clearly and accurately within the specified timescale	
	1.9 Maintain confidentiality of information in accordance with the survey specification	
2 Understand how to Interpret survey data and report on findings	2.1 Summarise the techniques for data evaluation and their application in different circumstances	

UNIT 304

	2.2 Indicate awareness of: i) the limitations of different interpretation and evaluation methods ii) the limitations of different data sources	
	2.3 Explain actions to be taken in cases where useful survey results are not obtained	
	2.4 Outline the legal implications of the report findings	
	2.5 Explain how to obtain feedback on the interpretation of survey data	
	2.6 Outline the appropriate people to receive copies of the report	
	2.7 Explain ways of presenting information clearly and in a manner appropriate to the intended user	
	2.8 Explain how to present data to support the report	
	2.9 Summarise the timescales within which reporting must take place and reasons for this	

UNIT 305

	2.10 Summarise the means of obtaining and handling feedback from the recipients of the report	
	2.11 Explain how to ensure confidentiality and sensitivity of information	

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UNIT 306

TITLE	Produce management plans for environmental sites	Learner's name
UAN REFERENCE	K/502/3243	
LEVEL	3	
CREDIT VALUE	9	
The aim of this unit is to provide the learner with the knowledge, understanding and skills required for producing management plans. It looks at the key activities undertaken when gathering information on sites, how this is interpreted to produce a site management plan. The term 'site' should be interpreted widely and could refer to a single nature reserve or country park, a roadside verge or a series or group of similar locations with comparable management requirements. 'Management' is also given a broad interpretation and covers all practical work such as habitat and access management, as well as the provision of interpretation and other visitor facilities and the management of visitor activities. Relationship to National Occupational Standards : O29NEC24.1,2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to assess site resources	1.1 Assess and record actual and potential site resources from available data	
	1.2 Identify existing site use and management	
	1.3 Establish the intended purposes and uses of the site	
	1.4 Identify and evaluate opportunities and constraints in managing the site	
2. Be able to produce site management plans	2.1 Present plans in a way which is suitable for those who are to implement and monitor them	

UNIT 306

	2.2 Ensure that plans achieve the best balance between the present use of the site and opportunities and constraints covering: i) legal ii) environmental iii) requirements of site users and wider community iv) economic/financial v) physical vi) organisational vii) timing or seasonality viii) site history	
	2.3 Identify the resources required to achieve the plan and establish their availability including: (i) natural (ii) physical (iii) human (iv) financial	

UNIT 306

	2.4 Ensure that plans contain the necessary information for their effective implementation covering: i) site preparation ii) work methods and procedures iii) sequence of operations iv) disposal of waste or surplus products v) final intended appearance and condition of the site vi) health and safety requirements vii) monitoring systems and timescales	
3. Understand how to assess site resources	3.1 Explain the techniques for assessing site resources and their use for the following: i) flora ii) fauna iii) landscape features iv) archaeological and historical features v) visitor facilities vi) educational facilities vii) recreation facilities	
	3.2 Explain the types of conflicts which may exist in relation to the use of the site and how this has been tackled in the past	

UNIT 306

	3.3 Describe the types of potential site uses and their associated requirements	
	3.4 Outline requirements for public access and recreational use of the site	
4. Understand the factors which influence the production of plans	4.1 Explain the impact which different management methods may have on surrounding people, flora and fauna	
	4.2 Explain the ways in which conflicts may be tackled and resolved in management plans	
	4.3 Explain the inter-relationship between opportunities and constraints in the management of sites: i) legal ii) environmental iii) social iv) cultural and aesthetic v) economic or financial vi) physical vii) organisational viii) timing or seasonality	

UNIT 306

	4.4 Explain the different kinds of resources which are necessary to achieve plans, and their inter-relationship: i) human ii) financial iii) material and capital	
5. Understand how to present the site management plans	5.1 Explain the structure, content and presentation of site plans for particular uses and audiences	
	5.2 Explain the methods of presenting plans to meet the needs of the full range of people who are to implement them	
6. Understand the relevant legislation and policies	6.1 Summarise current health and safety legislation, codes of practice and any additional requirements	

UNIT 306

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UNIT 307

TITLE	Research and plan environmental interpretations	Learner's name
UAN REFERENCE	R/502/3236	
LEVEL	3	
CREDIT VALUE	5	
The aim of this unit is to provide the knowledge, understanding and skills required to plan and research interpretations. The interpretations could cover geographical areas or sites, specific environmental topics or environmental themes depending on the research. Relationship to National Occupational Standards : O29NEC25.1&2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to research information for interpretations	1.1 Establish the nature, requirements and expectations of the intended audience	
	1.2 Formulate clear research objectives linked to the nature and requirements of the audience, the sites to be visited and the focus of interpretation	
	1.3 Use appropriate information sources effectively and economically	
	1.4 Assess all information obtained for accuracy and appropriateness to the intended audience	
	1.5 Identify and access additional sources of information where necessary	

UNIT 307

	1.6 Ensure that throughout the work account is taken of the environmental and social impact of proposed interpretations	
	1.7 Ensure the information compiled is reliable, accurate and optimises the goodwill of those providing the information	
2. Be able to plan information for interpretation	2.1 Ensure that plans take account of potential site hazards and minimise their effects on the audience	
	2.2 Relate the planned interpretations to the nature and requirements of the audience, the sites to be visited and the focus of interpretation	
	2.3 Ensure that plans allow for the use of a range of appropriate interpretive methods	
	2.4 Ensure that plans take account of the potential environmental and social impact of the proposed interpretation and aim to sustain the special character of the site	

UNIT 307

	2.5 Negotiate and agree site access arrangements prior to planned visits	
	2.6 Identify the required resources and confirm their availability	
	2.7 Maintain the confidentiality of information	
3 Understand how to research information for interpretations	3.1 Explain why it is important to formulate clear research objectives	
	3.2 Explain how to establish the nature, requirements and expectations of the intended audience covering the following groups: i) general interest ii) special interest	
	3.3 Explain the ways in which the needs of different audiences may vary, and how this impacts on research covering the following groups: i) general interest ii) special interest	
	3.4 Explain how to link to needs of the audience with the sites to be visited and the focus of interpretation	

UNIT 307

	3.5 Explain relevant information sources, and how to access and use them effectively	
	3.6 Explain how to check information for reliability, accuracy and relevance; and the reasons why this is important	
	3.7 Explain the ways in which the goodwill of information providers can be optimised	
	3.8 Explain how to take account of potential environmental and social impact of interpretations and the reasons why this is important	
4. Understand how to plan for interpretations	4.1 Explain how to plan interpretations and select methods best suited to the needs of the audience, the sites to be visited and the focus of interpretation. Interpretations cover: i) geographical areas or sites ii) specific environmental topics iii) environmental themes	

UNIT 307

	4.2 Explain the specific site hazards, how they are recognised and their impact on visitors minimised and the consequences of failing to identify and plan accordingly	
	4.3 Explain the resources and approaches available for the plan and their suitability covering: i) time ii) human iii) physical iv) financial information	
	4.4 Explain how to identify, negotiate and agree appropriate site access arrangements and the consequences of failing to make appropriate access arrangements prior to visits	
	4.5 Explain the importance of confirming availability of resources and the consequences of failing to ensure required resources are available	
	4.6 Explain the need for appropriate levels of confidentiality	

UNIT 307

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UNIT 308

TITLE	Prepare interpretive entertainment and educational activities	Learner's name
UAN REFERENCE	L/502/3249	
LEVEL	3	
CREDIT VALUE	4	
The aim of this unit is to provide the knowledge, understanding and skills required to prepare interpretative activities for a range of audiences using a range of techniques. The techniques could include the use of audio visual / electronic equipment, use of props or audience involvement and participation. Relationship to National Occupational Standards : O29NEC26.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to prepare interpretive, entertainment and educational activities	1.1 Select and match subject matter to the site, the target audience and type of activity to ensure wider participation	
	1.2 Work closely with those who are responsible for the audience to maximise the value of planned activities	
	1.3 Prepare opportunities for the audience to maximise the use of their senses	
	1.4 Plan appropriate styles and structures of activities which are appropriate to a range of audience profiles	

UNIT 308

	1.5 Develop and put in place contingency plans for all of the following: i) the audience is different from that anticipated ii) ill-health (staff or animal) iii) bad weather	
	1.6 Ensure that the selected techniques are sufficient and are consistent with the objectives within the constraints of site, event and budget	
2. Be able to promote health and safety and environmental good practice	2.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements	
3. Understand how to prepare interpretive entertainment and educational activities	3.1 Explain how to select and agree relevant subject matter to match the site, audience and the activity to ensure wider participation	
	3.2 Explain how to link activities to the curriculum	
	3.3 Explain the range of potential audiences covering all of: i) organised parties ii) individual members of the public iii) people with particular requirements or interests	

UNIT 308

	3.4 Explain techniques for interpretation that make use of audience senses	
4. Understand relevant health and safety legislation and environmental good practice	4.1 Summarise current health and safety legislation, codes of practice and any additional requirements including the safety of visitors	

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UNIT 309

TITLE	Deliver and evaluate interpretive entertainment and educational activities	Learner's name
UAN REFERENCE	J/502/3251	
LEVEL	3	
CREDIT VALUE	4	
The aim of this unit is to provide the knowledge, understanding and skills required to deliver and evaluate interpretative entertainment and educational activities for a range of audiences using a range of techniques. Relationship to National Occupational Standards : O29NEC26.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to deliver interpretive and educational activities	1.1 Ensure that the pace, style and structure of activities are appropriate to the circumstances, interests and ability of the audience throughout	
	1.2 Deliver all main messages in ways which maximise understanding, and attempt to ensure these are understood	
	1.3 Take into account varying expectations among the audience as far as is practicable	
	1.4 Complete the activity to time	

UNIT 309

	1.5 Use at least two types of interpretive techniques appropriately and effectively including: i) use of multi media equipment ii) use of props iii) audience involvement and participation	
	1.6 Monitor the safety and comfort of the audience according to the nature of the activity	
	1.7 Follow agreed contingency procedures as necessary	
2. Be able to evaluate the activities	2.1 Evaluate the effectiveness of the interpretation against the set objectives	
	2.2 Report any conclusions or recommendations arising from the evaluation to the appropriate people	
3. Understand how to deliver interpretive entertainment and educational activities	3.1 Explain the importance of planning activities to meet time constraints.	

UNIT 309

	3.2 Analyse the range of techniques and delivery styles that can be used and explain the reasons for selecting a particular technique or style which maximises audience use of their senses	
	3.3 Explain the potential range of visitor interests and abilities	
	3.4 Explain the range of tools and techniques available and principles of their use in different circumstances to meet a variety of needs	
	3.5 Explain how, and the reasons why, pace, style and structure of activities could be varied to meet visitor needs and varying expectations	
	3.6 Explain how audience safety can be monitored and how this may vary according to the nature of the activity	
	3.7 Explain what action should be taken in response to equipment failure, accidents or other contingencies that may be encountered	

UNIT 309

4. Understand how to evaluate the activities	4.1 Explain how visitor reaction and understanding can be identified, evaluated and improved	
	4.2 Explain the different sources of feedback on activities	
	4.3 Explain the importance of evaluation to future planning and decision-making	

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UNIT 310

TITLE	Prepare, produce and evaluate interpretive media	Learner's name
UAN REFERENCE	M/502/3244	
LEVEL	3	
CREDIT VALUE	8	
The aim of this unit is to provide the knowledge, understanding and skills required to prepare briefs, monitor the production and evaluate the effectiveness of at least two different kinds of interpretative media. The interpretative media could be leaflets, signs, displays, trails, audio/audio visual, and events. Relationship to National Occupational Standards : O29NEC27.1&2&3		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to prepare briefs for producing interpretive media	1.1 Prepare briefs for interpretive media which meet resource, budget, legal and site requirements	
	1.2 Identify interpretive media that are appropriate for the intended audience and the interpretation objectives	
	1.3 Accurately identify resource requirements for realising the briefs and where appropriate identify suitable alternatives	
	1.4 Seek any necessary information and advice from appropriate sources	

UNIT 310

	1.5 Present briefs within agreed timescales in a form and level of detail suitable for further specialist design work to be carried out if required	
2. Be able to monitor the production of interpretative media	2.1 Monitor production progress regularly against agreed resource allocations and timescales	
	2.2 Agree any proposed changes to the production plan with the appropriate people	
	2.3 Ensure the interpretive media are produced within planned budget and timescales	
	2.4 Ensure the interpretive media produced match the design brief	
	2.5 Ensure that site-based interpretive media are located in accordance with the original brief	
	2.6 Ensure that printed materials are distributed in accordance with the original brief	
3. Be able to evaluate the effectiveness of interpretative media	3.1 Ensure that all evaluation criteria are clearly established and agreed with the appropriate people	

UNIT 310

	3.2 Use at least two different evaluation methods that are appropriate to the situation and the customers: i) response to questionnaires ii) observation iii) customer feedback iv) feedback from colleagues v) feedback from employer	
	3.3 Carry out and record the evaluation in a manner which yields accurate and impartial data	
	3.4 Ensure that evaluation results are related to the evaluation criteria and based on accurate analysis of the available data	
	3.5 Draw conclusions on the effectiveness of interpretive media based on evaluation criteria and supported by the results of the evaluation	
	3.6 Present results and conclusions to the appropriate people in an agreed format and within agreed timescales	

UNIT 310

4. Understand how to prepare briefs for producing interpretative media	4.1 Explain the types of interpretive media and how appropriate each is to particular circumstances: i) leaflets ii) signs iii) displays iv) trails v) audio/audio visual vi) events	
	4.2 Explain the resources that will be required for producing media i) time ii) money iii) people iv) skills	
	4.3 Explain the sources of relevant information and how reliable these are	
	4.4 Explain how to establish the purpose of the brief, the format and level of detail required in the brief, and timescales for submitting the brief	
	4.5 Explain how to establish who the intended audience are and the learning objectives required	

UNIT 310

	4.6 Explain the consequences of failing to establish the relevant background before beginning to prepare the brief	
5. Understand how to produce and monitor interpretive media	5.1 Explain how to measure suitability of product against design brief	
	5.2 Explain the factors that could affect production/location and how these should be handled	
	5.3 Explain their limits of authority and from where to seek confirmation of changes covering: i) schedule ii) methods iii) suppliers iv) siting	
	5.4 Explain the individuals/organisations that are involved in the production of media, the nature of their involvement and responsibilities	
	5.5 Explain why it is important to regularly monitor production/siting/distribution	
6. Understand how to evaluate the effectiveness of interpretive media	6.1 Explain how and with whom valid evaluation criteria should be established	

UNIT 310

	6.2 Explain the different methods of evaluation and the suitability of each for different situations i) response to questionnaires ii) observation iii) customer feedback iv) feedback from colleagues v) feedback from employer	
	6.3 Explain the factors which can cause data to be skewed	
	6.4 Explain the methods of recording data and the suitability of each	
	6.5 Explain how to analyse data and draw conclusions related to the evaluation criteria that are supported by the results of the analysis	
	6.6 Explain why it is important to use methods which are likely to produce accurate and impartial data	

UNIT 310

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UNIT 311

TITLE	Plan the construction and maintenance of structures and surfaces	Learner's name
UAN REFERENCE	H/600/1235	
LEVEL	3	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge, skills and understanding required to plan the construction and maintenance of structures and surfaces. The learner will identify the requirements of the structure or surfaces and create effective plans that will take into account of any constraints and opportunities Relationship to National Occupational Standards : O29NCU26.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. To be able to plan the construction and maintenance of structures and surfaces.	1.1 Establish the purpose and use of the structure or surface	
	1.2 Identify opportunities and constraints relevant to the site	
	1.3 Produce plans that achieve the best balance between the criteria and the opportunities and constraints	
	1.4 Identify resources required to achieve the plans and establish their availability	
	1.5 Produce plans that contain the necessary information for implementation	

UNIT 311

	1.6 Present plans in a way which is suitable for those who are to implement them	
2. Understand how to plan the construction and maintenance of structures and surfaces	2.1 Explain the purpose and use which the structure or surface is to meet and the requirements of the planned development	
	2.2 Describe the full range of opportunities and constraints which may be relevant to the site covering all the following: i) legal, ii) environmental, iii) social, cultural and aesthetic, iv) economic/ financial, v) physical, vi) organisational, vii) timing/seasonality	
	2.3 Explain how to develop plans which achieve the best balance between different factors and the purpose of the structure or surface	
	2.4 State how to determine the best time for the construction and maintenance work	

UNIT 311

	2.5 Explain how and why to finish structures and surfaces in ways which are consistent with the surrounding environment	
	2.6 Explain how to determine the resources necessary to achieve the plan and their likely availability i) human ii) financial iii) material and iv) capital	
	2.7 Describe the nature of the information which the plan has to contain and how to determine specific details in relation to: i) site preparation ii) methods of work iii) sequence of operations iv) disposal of waste v) site restitution vi) health and safety requirements	
	2.8 Effective methods of presenting plans to the full range of those who are to use them taking into account their particular needs	

UNIT 311

3. Understand relevant health and safety legislation and environmental good practice	3.1 Summarise current health and safety legislation, codes of practice and any additional requirements	
	3.2 Describe the possible environmental damage that could occur and how to respond appropriately	
	3.3 Explain the correct and appropriate methods for disposing of waste	

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Unit 312

TITLE	Monitor and evaluate the construction and maintenance of structures and surfaces	Learner's name
UAN REFERENCE	Y/600/1085	
LEVEL	3	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge, skills and understanding required to monitor and evaluate plans in relation to construction and maintenance of structures and/or surfaces. The learner will monitor and evaluate the impact of the plan and also recognise and deal with deviations from the plan Relationship to National Occupational Standards : O29NCU26.1 and O29NCU26.2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. To be able to monitor and evaluate the construction and maintenance of structures and surfaces.	1.1 Select monitoring methods which are appropriate to the plan and those implementing it	
	1.2 Monitor the work at suitable times to check progress and the implementation of the plan	
	1.3 Take the appropriate action if there are deviations from plan	
	1.4 Evaluate progress and the overall achievement of the plan	
	1.5 Carry out any additional work in order to complete the implementation of the plan within the required timescales	

UNIT 312

2. Understand how to monitor and evaluate the construction and maintenance of structures and surfaces	2.1 Explain the nature of the plan and what it aims to achieve	
	2.2 Describe the environmental limitations on construction and maintenance and how to assess the environmental impact	
	2.3 Explain how best to determine suitable times for monitoring given the nature of the structure or surface and those implementing the plan	
	2.4 Explain how best to monitor and evaluate the i) quality of outcomes, ii) quality of working methods and practices, iii) resource use iv) scheduling progress	
	2.5 Describe effective methods of monitoring and evaluating construction and maintenance (e.g. direct observation, electronic recording, test procedure)	
	2.6 Explain the likely causes of deviations from plans and how to evaluate the criticality of deviations from plans	

UNIT 312

	2.7 Explain the actions to take if deviations from plans arise, including; temporary cessation of work, reporting to others and reviewing plans	
	2.8 Organisational health and safety policy and your specific responsibilities under health and safety legislation	
3. Understand relevant health and safety legislation and environmental good practice	3.1 Summarise current health and safety legislation, codes of practice and any additional requirements	

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UNIT 313

TITLE	Identify the need for, and plan, habitat management work	Learner's name
UAN REFERENCE	T/502/1530	
LEVEL	3	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge, skills and understanding to identify the need for habitat management work to be carried out and plan the necessary work. The unit is applicable to the management of all types of habitats and the full range of management techniques. Relationship to National Occupational Standards : O29NCU88.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to identify habitat management work	1.1 Identify the need for habitat management through use of all of the following: i) site monitoring ii) management plan iii) reports from others	

UNIT 313

2. Be able to plan for habitat management work	2.1 Plan habitat management for at least four of the following objectives: i) to create or maintain suitable conditions for particular species ii) to create or maintain a desired mix of habitats for access and recreation iii) to conserve desirable physical or archaeological features iv) to reduce the pressures of human activity on habitats v) to promote site safety	
	2.2 Take account of the environmental value of at least two of the following types of sites in planning: i) ecological ii) archaeological iii) recreational	
	2.3 Select appropriate habitat management methods to achieve objectives	

UNIT 313

	2.4 Produce work plans and specifications for the identified work to include the following: i) schedule ii) location iii) methods and procedures iv) physical resources v) human resources vi) legal requirements vii) standard of outcome required	
	2.5 Carry out risk assessments and identify safe working procedures	
	2.6 Seek agreement from all relevant interested parties and ensure that all necessary permissions are in place	
	2.7 Identify the most appropriate workforce for the planned habitat management work	
	2.8 Identify and access the resources required to carry out the planned work	
	2.9 Schedule habitat management work based on the following: i) identified priorities ii) effects of season and timing	

UNIT 313

	2.10 Record plans in a suitable format	
3. Understand how to identify the need for habitat management work	3.1 Explain how to identify the need for habitat management through use of: i) site monitoring ii) management plan iii) reports from others	
	3.2 Explain how to identify the objectives of habitat management for the following objectives: i) to create or maintain suitable conditions for particular species ii) to create or maintain a desired mix of habitats for access and recreation iii) to conserve desirable physical or archaeological features iv) to reduce the pressures of human activity on habitats v) to promote site safety	
	3.3 Describe how to recognise the environmental value of sites	

UNIT 313

4. Understand the need to plan habitat management work	4.1 Explain how the environmental value of sites affects the planning of work	
	4.2 Explain how to assess risks and develop safe working procedures	
	4.3 Explain the process of producing work plans and specifications to organisational requirements including: • agreement of objectives • agreement of plans • when permissions is required • the suitable workforce • the resources required (tools and equipment, people) • schedule of work • legal requirements • standard of outcome	
	4.4 Explain how planned work fits into organisational objectives, local and UK biodiversity action plans	

UNIT 313

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UNIT 314

TITLE	Co-ordinate and oversee habitat management work	Learner's name
UAN REFERENCE	A/502/1531	
LEVEL	3	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge, understanding and skills required to monitor and evaluate the effectiveness of habitat management work. It also involves the selection and briefing of a suitable workforce to carry out the habitat management work. Relationship to National Occupational Standards : O29NCU88.3		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to co-ordinate and oversee habitat management work	1.1 Make available the necessary resources to allow habitat management work to be carried out in a safe and effective way. Resources to include: i) natural ii) physical iii) human iv) financial	
	1.2 Inform the appropriate person where these resources are not available	

UNIT 314

	1.3 Brief those who will be carrying out the work with regard to: i) work specification ii) environmental value of the site and its implications for the planned work	
	1.4 Oversee habitat management work for four of the following objectives i) to create or maintain suitable conditions for particular species ii) to create or maintain a desired mix of habitats for access and recreation iii) to conserve desirable physical or archaeological features iv) to reduce the pressures of human activity on habitats v) to promote site safety	
	1.5 Communicate with the work team and other interested parties in a way which promotes understanding and goodwill	
	1.6 Provide clear and accurate information for recording purposes	

UNIT 314

2. Be able to promote health and safety and environmental good practice	2.1 Work in a way which promotes health and safety, is consistent with legislation, codes of practice and any additional requirements	
	2.2 Ensure work is carried out in a manner which minimises environmental damage	
	2.3 Manage and dispose of waste in accordance with legislative requirements and codes of practice	
3. Understand how to co-ordinate and oversee habitat management work	3.1 Explain the required type and quantity of resources needed for habitat management work	
	3.2 Describe the appropriate action to take in the case of inadequate resources	
	3.3 Describe relevant aspects of work specifications, and individual responsibilities	
	3.4 Describe how to select a workforce which is appropriate for the planned work	
	3.5 Describe methods of briefing the workforce on the activities required	

UNIT 314

	3.6 Describe how to effectively oversee habitat management work which is being carried out i) to create or maintain suitable conditions for particular species ii) to create or maintain a desired mix of habitats for access and recreation iii) to conserve desirable physical or archaeological features iv) to reduce the pressures of human activity on habitats v) to promote site safety	
	3.7 Explain how to identify and minimise the effect of disruptions and how to select corrective actions	
	3.8 Explain how to establish, maintain and improve systems to monitor work	
	3.9 Describe methods of communication likely to promote understanding and goodwill	
	3.10 Identify the types of records required and the importance of accurate record keeping	

UNIT 314

4. Understand relevant health and safety legislation and environmental good practice	4.1 Summarise current health and safety legislation, codes of practice and any additional requirements	
	4.2 Describe the possible environmental damage that could occur and how to respond appropriately	
	4.3 Explain the correct and appropriate methods for disposing of waste	

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UNIT 315

TITLE	Monitor and evaluate the effectiveness of habitat management work	Learner's name
UAN REFERENCE	F/502/1532	
LEVEL	3	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge, understanding and skills required to monitor and evaluate the effectiveness of habitat management work. The length of time over which such monitoring and evaluation should take place will vary according to the habitat and type of work. Relationship to National Occupational Standards : O29NCU88.3		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to monitor and evaluate the effectiveness of habitat management work	1.1 Set in place systems to monitor the effectiveness of habitat management work in creating desired conditions within appropriate timescales with regard both: i) the habitat being managed ii) the work which was carried out	
	1.2 Use the outcomes of your monitoring to inform the planning of future habitat management work to include: i) planning of your own future work ii) planning by other people	

UNIT 315

	1.3 Plan and implement additional work to rectify any problems or failures to achieve original management objectives	
2. Understand how to monitor and evaluate the effectiveness of habitat management work	2.1 Explain the criteria used to evaluate the habitat management work at completion of practical activities	
	2.2 Outline the requirements of the original work plan and specification	
	2.3 Explain the importance of longer-term monitoring to determine whether habitat management has been effective	
	2.4 Identify the factors that determine the length of time over which monitoring should take place	
	2.5 Explain how to use the outcomes of monitoring to improve future plans and where necessary how to plan additional work	

UNIT 315

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UNIT 316

TITLE	Encourage and motivate volunteers	Learner's name
UAN REFERENCE	J/502/1645	
LEVEL	3	
CREDIT VALUE	5	
The aim of this unit is to provide the learner with the knowledge, understanding and skills required to encourage, motivate and show appreciation for the work of volunteers. The learner will assess the needs and wishes of the volunteers, recognise their commitment and encourage further development. Relationship to National Occupational Standards : O29NCU89.1, 2		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to motivate volunteers by promoting the special ethos and values of volunteering	1.1 Assess the needs and wishes of individuals and/or groups to help determine the starting point for their involvement	
	1.2 Support volunteers in ways which match volunteer expectations, motivations and needs	
	1.3 Demonstrate an awareness of individual and/or group volunteers abilities and aptitudes	
	1.4 Recognise volunteers and their commitment which are likely to enhance their motivation to continue	
	1.5 Take account of equal opportunities issues as they affect volunteers	

UNIT 316

2. Recognise voluntary effort by valuing volunteer contributions	2.1 Show appreciation of the individual contributions made by volunteers by: i) providing feedback to volunteers ii) communicating this information to others	
	2.2 Encourage further development of volunteers capabilities	
	2.3 Record individual and group effort in terms of its worth and contribution to organisational objectives	
3. Understand how to motivate volunteers by promoting the special ethos and values of volunteering	3.1 Explain what volunteering entails and the implications of volunteering for the volunteer, the voluntary organisation and the client	
	3.2 Explain why people volunteer and why organisations involve volunteers	
	3.3 Explain ways of assessing and confirming the needs and wishes of individuals and/or groups to help determine the starting point for their involvement	

Unit 316

	3.4 Describe how equal opportunities issues and values affect volunteers and volunteering and the organisation	
	3.5 Explain ways of recognising the commitment of volunteers and how that will enhance their motivation to continue	
4. Understand how to recognise voluntary effort by valuing volunteer contributions	4.1 Explain how to respond positively to personal and group voluntary effort by: i) providing feedback to volunteers ii) communicating this information to others	
	4.2 Describe how to assess and record individual and group effort in terms of its worth and contribution to organisational objectives	
	4.3 Describe how to evaluate an individual's voluntary effort in ways which can help further his/her or a group's capabilities	
	4.4 Describe ways of recognising formally the skills and abilities shown	

Unit 316

	4.5 Describe how to provide feedback at an appropriate level in the organisation	

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UNIT 317

TITLE	Manage the work of volunteers	Learner's name
UAN REFERENCE	D/502/1599	
LEVEL	3	
CREDIT VALUE	6	
The aim of this unit is to provide the learner with the knowledge, understanding and skills required to manage the work of volunteers. It includes planning the work of volunteers, ensuring that they have sufficient resources to carry out the work, instructing them in the skills needed and assessing their work. Relationship to National Occupational Standards : O29NCU90, O29NCU89.3		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to plan the work of volunteers	1.1 Give opportunities to volunteers to contribute to the planning and organisation of their work	
	1.2 Produce plans that take into account the relevant factors of volunteering including: i) your team's objectives ii) the volunteers whose work you are responsible for and their development needs iii) constraints under which volunteers may be working iv) meeting the motivational needs of your volunteers	
	1.3 Produce plans and schedules that are realistic and achievable within organisational constraints	

UNIT 317

	1.4 Explain the plans to others clearly and in sufficient detail to gain support, motivation and commitment	
	1.5 Update plans at regular intervals and take account of any changes	
2. Be able to prepare resources for volunteers	2.1 Check that resources are available and suitable for the planned work and take the appropriate action where there are any problems	
	2.2 Allocate resources so that volunteers can do the work to the required standard	
	2.3 Make sure volunteers are using resources according to organisational, legal and regulatory requirements	
	2.4 Make sure volunteers are using resources efficiently and effectively and encourage them to suggest improvements	
3. Be able to lead the work of volunteers	3.1 Make volunteers feel welcome and introduce any new volunteers to each other and the rest of the team	

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	3.2 Clearly explain organisational policy in relation to: i) volunteering ii) confidentiality iii) welfare iv) health and safety v) volunteer insurance vi) training and developing volunteers vii) equal opportunities	
	3.3 Provide volunteers with clear instructions on tasks they have to do in line with organisational and legal requirements	
	3.4 Correctly demonstrate the tasks and check that volunteers understand what is expected	
	3.5 Let the volunteers practise the tasks under competent supervision until they can consistently achieve the required standard on their own	
	3.6 Identify and correct any mistakes in a way that supports their self-confidence and praise them when they perform tasks correctly	

UNIT 317

	3.7 Identify volunteers who could take on new responsibilities and agree what development would be appropriate to their needs	
	3.8 Identify volunteer work that does not meet agreed standards and take the appropriate action	
4. Be able to assess the work of volunteers and provide feedback	4.1 Explain the purpose of assessment clearly to all involved	
	4.2 Give opportunities to volunteers to assess their own work	
	4.3 Carry out assessments at times most likely to maintain and improve effective performance	
	4.4 Make your assessments objectively against clear and agreed criteria	
	4.5 Provide feedback to volunteers in a situation and manner most likely to maintain and improve motivation	
	4.6 Provide feedback which recognises team members achievements and provide constructive suggestions and encouragement for improving their work	

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	4.7 Show respect for the individuals involved and treat all feedback to individuals and teams confidentially	
	4.8 Give opportunities to team members to respond to feedback	
5. Be able to promote health and safety and environmental good practice	5.1 Work in a way which promotes health and safety, is consistent with relevant legislation, codes of practice and any additional requirements	
6. Be able to maintain accurate records	6.1 Provide clear and accurate information for recording purposes	
7. Understand how to plan the work of volunteers	7.1 Explain how to provide volunteers with the opportunity to contribute to the planning and organisation of their work	

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	7.2 Describe how to produce plans that take into account the relevant factors of volunteering including: i) your team's objectives ii) the volunteers whose work you are responsible for and their development needs iii) constraints under which volunteers may be working iv) meeting the motivational needs of your volunteers	
	7.3 Explain how to develop realistic and achievable work plans both in the short and medium term	
	7.4 Describe how to present work plans in a way that gains support, motivation and commitment	
	7.5 Explain the need to regularly review work plans	
8. Understand how to prepare resources for volunteers	8.1 Explain how to check that the appropriate resources are available and outline the procedures to follow for obtaining resources	
	8.2 Outline the procedure for reporting problems with resources	

UNIT 317

	8.3 Summarise organisational, legal and regulatory standards for the resources that the work uses	
	8.4 Explain how to allocate resources in a way that enables the achievement of objectives	
	8.5 Explain the need to ensure resources are used efficiently and effectively and the implications for not doing so	
	8.6 Explain the impact that the use of resources could have on the environment	
	8.7 Explain the reasons for getting others to suggest ways of improving the use of resources	
9. Understand how to lead the work of volunteers	9.1 Describe the induction process for new volunteers and the importance of making volunteers feel welcome and part of the team	

UNIT 317

	9.2 Describe how to ensure that new volunteers understand organisational policy in relation to: i) volunteering ii) confidentiality iii) welfare iv) health and safety v) volunteer insurance vi) training and developing volunteers vii) equal opportunities	
	9.3 Describe how to instruct volunteers and to demonstrate tasks clearly and correctly to ensure that volunteers understand what they have to do	
	9.4 Explain the reasons for making sure volunteers continue to be supervised until they can achieve the standard required and the action to take when work does not meet the standard	
	9.5 Describe how to correct mistakes without undermining self-confidence	
	9.6 Explain how to recognising the potential for volunteers to take on new responsibilities and outline the development opportunities available to them	

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	9.7 Outline the organisational and legal requirements that are relevant to the tasks the volunteers are being developed to undertake	
	9.8 Describe how organisations gives recognition and reward to volunteers	
	9.9 Explain methods of handling difficulties with volunteer work, and procedures for dealing with problems	
10. Understand how to assess the work of volunteers and provide feedback	10.1 Explain the need to communicate clearly the purpose of assessment to all involved	
	10.2 Explain the reasons for providing opportunities to volunteers to assess their own work	
	10.3 Explain the principles of fair and objective assessment of work and how to ensure this is achieved	
	10.4 Explain how to provide feedback to volunteers on their performance based on assessment	
	10.5 Explain the principles of respect and confidentiality when providing feedback	

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	10.6 Describe how to motivate volunteers and gain their commitment by providing feedback	
	10.7 Explain how to provide constructive suggestions on how performance can be improved	
	10.8 Describe how to give those involved the opportunity to respond to feedback and provide suggestions on how to improve their work	
11. Understand relevant health and safety legislation and environmental good practice	11.1 Summarise current health and safety legislation, codes of practice and any additional requirements	
12. Understand the importance of accurate record keeping	12.1 Explain the records required for management and legislative purposes and the importance of maintaining them	

UNIT 317

Learner's signature
I confirm that the evidence above is all my own work

…… Date ……

Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed……Date ……

Internal verifier's signature (if sampled)

……Date……

UNIT 318

TITLE	Present and promote the characteristics and values of the organisation	Learner's name
UAN REFERENCE	F/502/3264	
LEVEL	3	
CREDIT VALUE	3	
The aim of this unit is to provide the learner with the knowledge, understanding and skills required to present and promote the values and characteristics of an organisation to a variety of audiences Relationship to National Occupational Standards : O29NCU100.1		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Be able to present and promote the characteristics and values of the organisation	1.1 Accurately identify valid and accurate information about an organisation's characteristics and values	
	1.2 Present the information in a way which is likely to be of interest to the audience concerned	
	1.3 Select appropriate methods to promote the organisation's values either direct or indirect	
	1.4 Ensure methods of presentation and promotion and the information to be given conforms to statutory and organisational requirements and accepted codes of practice	

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	1.5 Ensure presentation and promotion allows for adequate audience participation and feedback	
2. Know how to promote the characteristics and values of the organisation	2.1 Describe the values of the organisation holds and how this distinguishes it from others	
	2.2 Explain how to evaluate the relevance of the organisation's values and their likely appeal to audiences	
	2.3 Describe potential audiences and their characteristics that will require the information Characteristics include: i) nature ii) reasons iii) anticipated events	
	2.4 Describe how to assess whether the information provided is valid	

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	2.5 Describe a range of different ways in which the organisation's values can be introduced and promoted i) for both internal and external audiences ii) that are both direct and indirect iii) and use a variety of senses iv) catch the imagination of the audience	
	2.6 Describe how the organisation has presented information previously and what success was achieved	
	2.7 Describe how to present information effectively and with clear justification	
	2.8 Outline the legislation which is relevant to the values and issues to be promoted and which forms the background for the work	
	2.9 Describe effective methods of obtaining feedback from the audience	

UNIT 318

Learner's signature
I confirm that the evidence above is all my own work

…… Date ……

Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed……Date ……

Internal verifier's signature (if sampled)

……Date……

UNIT 319

TITLE	Monitor and evaluate the effectiveness of promoting the characteristics and values of the organisation	Learner's name
UAN REFERENCE	J/502/3265	
LEVEL	3	
CREDIT VALUE	4	
The aim of this unit is to provide the learner with the knowledge, understanding and skills required to monitor and evaluate the effectiveness of promoting the characteristics and values of an organisation. A suitable monitoring system will need to be set up and an appropriate methodology used. Evaluation must take account of feedback from target audiences. Relationship to National Occupational Standards : n/a		

Learner Outcomes The learner will:	Assessment Criteria The learner can:	For inserting direct evidence or referencing to where the evidence can be found
1. Monitor and evaluate the effectiveness of promotion	1.1 Select appropriate methods for monitoring and evaluating the effectiveness of promotion – either i) qualitative ii) quantitative	
	1.2 Carry out monitoring and evaluation of the promotion which is sufficient to reveal effectiveness covering i) penetration ii) coverage iii) changes in audience behaviour	
	1.3 Encourage others involved in promoting organisational values to evaluate the promotional methods and messages	

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	1.4 Give the target audience opportunities to provide feedback and use this feedback in your evaluation	
	1.5 Improve promotion in the light of: • feedback • perceived take-up • penetration • the organisation's aims and vision for the future	
2. Understand the need to monitor and evaluate the effectiveness of promotion	2.1 Describe the values and characteristics of the organisation	
	2.2 Explain the range of methods for monitoring and evaluating the effectiveness of promotions: i) qualitative ii) quantitative	
	2.3 Explain how to judge the sufficiency of promotions and whether they are effective covering: i) penetration ii) coverage iii) changes in audience behaviour	

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	2.4 State the range of individuals who may be involved in promoting the organisation's values and the different roles which they each may play	
	2.5 Explain how to encourage people to self assess the work they have done and make realistic judgements which are constructive	
	2.6 Describe the different methods which can be used to gain feedback from target audiences	
	2.7 Explain the differences between direct and indirect promotional methods and the range of approaches which lie within these	
	2.8 Explain how to evaluate realistically the organisation's promotional methods and messages and improve them in the future i) penetration ii) coverage iii) changes in audience behaviour	

UNIT 319

Learner's signature
I confirm that the evidence above is all my own work

…… Date ……

Assessor's name ……
I confirm that the evidence for this unit is complete and meets the requirements for validity, authenticity and sufficiency.

Signed……Date ……

Internal verifier's signature (if sampled)

……Date……