

Level 3 Award in Understanding Planning, Supervising and Managing Working at Height (6144-31)

September 2017 Version 1.1



Qualification at a glance

Subject area	Working at Height
City & Guilds number	6144
Age group approved	18+
Entry requirements	Level 3
Assessment	Practical assignment, short answer questions
Support materials	Centre handbook Assessment pack
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	GLH	TQT	City & Guilds number	Accreditation number
Level 3 Award in Understanding Planning, Supervising and Managing Working at Height	16	20	6144-31	600/6823/1

Date and version No.	Change detail	Section
September 2017 V1.1	Added GLH and TQT details	Qualification at a Glance, Structure
	Deleted QCF	Appendix



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1 Introduction

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

Area	Description
Who is the qualification for?	This qualification is for candidates in a supervisory/management position working in industries which involve working at height. This qualification may be applicable for a number of industries including construction, utilities, facilities management.
What does the qualification cover?	It provides the knowledge required to plan, supervise and manage work at height. It covers health and safety and regulatory requirements, selecting and planning staff and equipment, producing work schedules and site supervision.
What opportunities for progression are there?	This qualification will provide knowledge and updating (CPD) for candidates who are moving into supervisory/management roles.

Structure

Level 3 Award in Understanding Planning, Supervising and Managing Working at Height			
Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
H/504/2731	301	Understand planning supervising and managing work at height	2

Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

Title and level	GLH	TQT
Level 3 Award in Understanding Planning, Supervising and Managing Working at Height	16	20



2 Centre requirements

Approval

There is no fast track approval for this qualification. Existing centres who wish to offer this qualification must use the **standard** Qualification Approval Process.

To offer this qualification, new centres will need to gain both centre and qualification approval. Please refer to the *Centre Manual - Supporting Customer Excellence* for further information.

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

Resource requirements

Physical resources and site agreements

Centres must have access to a realistic working environment or a simulated area to carry out the practical element of the assessment/assignment. This should be approved by City & Guilds.

Centre staffing

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

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

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

Assessors and Internal Quality Assurer

Centre staff should hold, or be working towards, the relevant Assessor/Internal Quality Assurer TAQA qualification for their role in delivering, assessing and verifying these qualifications.

Continuing professional development (CPD)

Centres must support their staff to ensure that they have current knowledge of the occupational area, that delivery, mentoring, training, assessment and quality assurance is in line with best practice, and that it takes account of any national or legislative developments.

Candidate entry requirements

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

Age restrictions

City & Guilds cannot accept any registrations for candidates under 18 as this qualification is not approved for under 18s.



3 Delivering the qualification

Initial assessment and induction

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

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

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

Support materials

The following resources are available for this qualification:

Description	How to access
Centre/Qualification handbook	www.cityandguilds.com
Assignment guide for centres	www.cityandguilds.com
Assignment guide for candidates	www.cityandguilds.com

Recording documents

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

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



4 Assessment

Assessment of the qualification

Candidates must successfully complete one assignment for the mandatory unit.

Level 3 Award in Understanding Planning, Supervising and Managing Work at Height			
Unit Number	Unit Title	Assessment method	Where to obtain assessment materials
301	Understand planning supervising and managing work at height (Level 3) (2)	The assignment covers the knowledge requirements of the unit. It is set by City & Guilds, delivered and marked internally at the centre and quality assured by City & Guilds.	www.cityandguilds.com Passwords are available on the Walled Garden

Time constraints

The following conditions must be applied to the assessment of this qualification:

- Candidates must finish their assessment within their period of registration.



5 Units

Structure of the unit

The unit contains the following:

- City & Guilds reference number
- unit accreditation number
- title
- level
- credit value
- unit aim
- endorsement by a sector or other appropriate body
- learning outcomes which are comprised of a number of assessment criteria
- notes for guidance.

Unit 301

Understand planning supervising and managing work at height

UAN:	H/504/2731
Level:	Level 3
Credit value:	2
GLH:	16
Endorsement by a sector or regulatory body:	This unit is endorsed by Energy and Utility (EU) Skills, the Sector Skills Council for the gas, power, waste management and water industries
Aim:	This unit will provide the knowledge required to plan, supervise and manage work at height. It will cover issues such as selecting contractors, staff, equipment, rescue planning and relevant health and safety.

Learning outcome
The learner will: 1. Understand the principles of work at height
Assessment criteria
The learner can: 1.1 list key standards and regulations relevant to work at height and outline their purpose 1.2 explain the client and consultant relationship including the clients perception that the use of consultants mitigates their legal responsibilities towards health and safety 1.3 explain the type of information provided by the schedules under the work at height regulations 1.4 define what is meant by work at height 1.5 explain principles used to control work at height.

Range
Standards and regulations Work at Height regulations, Personal Protective Equipment (PPE), Provision and Use of Work Equipment Regulations (PUWER), Lifting Operations and Lifting Equipment Regulations (LOLER), Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR), corporate manslaughter, Construction Design and Management Regulations (CDM), Health and Safety at Work Act (HASAWA), EU Temporary Work at Height Directive, current relevant codes of practice.

Work at height

Work at height is in any place at above or below ground level activity that involves people working in a position from which they could fall and injure themselves.

Principles:

- **avoid** work at height
- **prevent** falls by selection of suitable work equipment
- **minimise** the consequences of a fall by using work equipment or other measures to minimise the distance and consequences of a fall.

Learning outcome

The learner will:

2. Understand the requirements of a workplace health and safety risk assessment

Assessment criteria

The learner can:

- 2.1 define the terms **hazards, risks** and **residual risks**
- 2.2 identify **working practices that could cause risks** to self and others when working at height
- 2.3 produce a **risk assessment** and method statement for work at height and present the findings and control recommendations
- 2.4 evaluate a risk assessment to identify that existing controls are suitable and sufficient revising accordingly.

Range

Hazards

Potential to cause harm.

Risks

Chance, likelihood and severity of a hazard. Also, who is at risk?

Residual risks

Exposure to loss remaining after other known risks have been countered, factored in, or eliminated.

Working practices that could cause risks

Unattached scaffolding, overloading systems, Mobile Elevated Works Platforms (MEWPS) to include cherry pickers, scissor lifts and vehicle-mounted booms, cranes, unattached climbing structures, weather conditions, human error, lack of planning, use of generic risk assessments and methods statements, lack of competence, site conditions, lack of controls etc.

Risk assessment

Low, medium, high, simple scales, 5x5 scales, coloured scales, only those who have undertaken working at height training to write Risk Assessment Method Statement (RAMS).

Learning outcome
The learner will: 3. Understand the factors that influence selection of work at height equipment.
Assessment criteria
The learner can: 3.1 explain how to select and justify the use of appropriate equipment in relation to the hierarchy of controls 3.2 explain the advantages and disadvantages of collective controls 3.3 explain the advantages and disadvantages of personal controls 3.4 explain where to obtain current relevant information instruction and training on different types of equipment 3.5 explain the importance of following suppliers and manufacturers instructions when using equipment materials and products.

Range
Appropriate equipment Guardrails, scaffold, aluminium towers, ladder types, suspended access equipment, rope access, nets, airbags, cradles (BMU'S), MEWPS, Personal Fall Protective Equipment (PFPE) rescue equipment.
Advantages Top of the hierarchy, protection of the many, user participation not required, management confidence in given solution.
Disadvantages security issues, time to install and remove equipment leading to great exposure time of work at height, ground loadings.
Personal controls Limitations, restraint, positioning/rope access, fall height, clearance requirements, fall arrest, compatibility of PPE, responsibility of combination of PPE, associated misuse of PPE.
Importance of following suppliers/manufacturers instructions identify and rectify defects in equipment and potential misuse.

Learning outcome
The learner will: 4. Know factors that influence the selection of staff and contractors for work at height
Assessment criteria
The learner can: 4.1 explain criteria for selecting staff for work at height 4.2 explain criteria for selecting contractors for work at height.

Range
Criteria Competent, trained, CV, CPD records, matching competencies against task, refresher training, training needs analysis, contra indications medically drugs and alcohol, Criminal Record Bureau (CRB) checks.
Criteria Safety Schemes in Procurement (SSIP) membership, membership of an appropriate trade body, adequate insurance, provision of suitable Risk Assessment Method Statements (RAMS), Health & safety policy statements, Site Supervisor Safety Training Scheme (SSSTS), Site Management Safety Training Scheme (SMSTS).

Learning outcome
The learner will: 5. Understand planning considerations for work at height
Assessment criteria
The learner can: 5.1 explain the use of different types of documentation required when planning work at height 5.2 state ways of preventing injuries from falling objects 5.3 state ways of preventing falls through fragile materials 5.4 explain key considerations when assessing site conditions for work at height 5.5 describe the importance of inspecting equipment and keeping records 5.6 explain the inspection requirements for different types of work equipment 5.7 describe how to evaluate site information in order to develop method statements 5.8 describe key information contained within a rescue plan for work at height.

Range

Types of documentation

Valid thorough examination report, maintenance and inspection record, test certification, duty holder and contractor risk assessment, equipment operational risk assessment, roof plans or work area drawings, copy of manufacturers operation manual, site rules, valid insurance certificate, permit to work, specification of works, task list, equipment selection and location list, equipment pre-use checklist, written scheme for Lifting Operations and Lifting Equipment Regulations (LOLER), method statement, client information, skill matrix.

Ways of preventing injuries

Signage, demarcation, tool lanyards, tool retention systems, scaffold fans, nets, crash deck, toe boards.

Ways of preventing falls

Avoid signage, demarcation, covers, crawl boards, edge protection, restraint. Check on environmental effects on structure

Key considerations

Ground conditions; environment; weather conditions; contamination; structural; be aware of roof loading restrictions (weights); overhead hazards; access and egress; safety demarcation zone; interaction with general public, other employees, contractors, lone workers; exclusion of unnecessary personnel.

Inspecting equipment

Selection, use and maintenance of Personal Fall Protection Equipment (PFPE).

Inspection requirements

Pre-use inspections, interim and annual inspection requirements.

Site information

Survey, drawings, risk assessments, asbestos register, photographs, site specific rules.

Key information

Who is responsible; planned assisted or planned unassisted; selection of rescue personnel and equipment/anchor points; first aid – what type of injuries are likely to occur; suspension intolerance; levels of competency; height of work area or equipment being used; numbers to be rescued; access and egress to surrounding work area; out of hours operations; communication to line management and duty holder appointed contact.

Learning outcome
The learner will: 6. Understand the supervision and management of work at height.
Assessment criteria
The learner can: 6.1 explain the importance of site supervision for own employees 6.2 explain the importance of site supervision for persons not directly employed but under own control on site 6.3 state action required when identifying behaviours that deviate from risk assessments and method statements 6.4 describe the action to be taken in the event of a dangerous occurrence 6.5 describe the action to be taken in the event of a near miss.

Range
Site supervision Duty of care, risk of prosecution, dynamic risk assessment, compliance with health and safety, adherence with method statement.
Site supervision Duty of care, risk of prosecution, dynamic risk assessment, compliance with health and safety, adherence with method statement.
Persons not directly employed Contractors, visitors, trespassers (Vicarious Liability Act).
Action required Stop job, site briefs, toolbox talk, reporting procedures.
Action Statutory reports under RIDDOR corrective action.

Unit 301 Understand planning supervising and managing work at height

Supporting information

Guidance

Tutors should ensure that they have the latest edition of any regulation, standard or code of practice.

AC1.1

Tutors should be aware that there are a range of codes of practice that apply to this unit and should ensure that they check for the most up to date codes of practice relating to this qualification: BS8437/BS8454/HSG-33 BS 8560 Code of Practice for the Design of Buildings Incorporating Safe Working at Height (training on guidance docs re: roofs).

AC 1.3 Schedules

Work at Height Regulations Schedule 1– 7.

AC 3.4

Tutors should be aware that there are a range of bodies and associations that can provide guidance on information, instruction and training on different types of equipment such as Health and Safety Executive (HSE), Access Industry Forum (AIF), Advisory Committee for Roofsafety (ACR) Advisory Committee for Work at Height Training (ACWAHT), British Standards Institute (BSI), relevant trade bodies.



Appendix 1 Relationships to other qualifications

Links to other qualifications

Mapping is provided as guidance and suggests areas of commonality between the qualifications. It does not imply that candidates completing units in one qualification have automatically covered all of the content of another.

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

Literacy, language, numeracy and ICT skills development

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

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



Appendix 2 Sources of general information

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

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

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

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

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

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

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

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

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

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Useful contacts

UK learners General qualification information	T: +44 (0)844 543 0033 E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
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